

# Gender Equality Plan for the Department of Information Technology 2014

The following plan is applicable to all activities within the Department of Information Technology. It applies to all staff and students of the department. This plan supplements the gender equality plans of Uppsala University and the Faculty for Science and Technology. The plan is composed of two sections - the first relating to standing assignments and the second specifically for measures in 2013. The legal underpinnings for gender equality are listed in the Uppsala University [Action Plan for Equal Opportunities](#) [Handlingsplan för lika villkor, in Swedish] which is valid from 2014-01-01.

For more information regarding the gender equality plans of the University as well as the Faculty, please refer to the [Equal Opportunities Office](#) [Enheten för lika villkor].

## Allocation of responsibility

Overall responsibility for gender equality work at the department lies with the Head of Department. The department is required to have a gender equality officer, chosen by the department board. The gender equality officer is responsible for reviewing and evaluating gender equality work at the department, planning and executing gender equality projects as well as regularly updating the Gender Equality Plan. The gender equality officer is also responsible for providing students and employees with support regarding issues or questions relating to gender equality within the department.

At the department there is a [Gender Equality Group](#) appointed by the [department board](#).

## Gender equality plans that take precedence

The University and the Faculty have adopted gender equality plans that take precedence over the Department's Gender Equality Plan; see the [Gender Equality Plan of the Faculty](#) [in Swedish] as well as the [Gender Equality Plan of the University](#) [in Swedish].

The University also has a [parental policy](#) and a [plan for equality with regards to sexual orientation and gender identity and/or gender expression](#) [both documents in Swedish].

## Standing assignments

### The Gender equality officer

- There shall be a gender equality officer.

**Officer in charge:** Head of Department and the gender equality officer

## Gender Equality Group

- The department shall have a Gender Equality Group convened and led by the gender equality officer. Each section within the department shall be represented in the group, in addition to representatives of administrative staff, technical staff and students.

The members of the gender equality group have the mission to serve as a evaluation panel in equality issues, such as monitoring and evaluating gender equality, suggest equality efforts, and plan and implement gender equality projects. Furthermore, the group members are assignment to inform their respective divisions/equivalent and head of Division/equivalent on the work of the gender equality group.

**Officer in charge:** The gender equality officer and Head of Department.

## The steering group (ledningsgruppen)

- Members of the steering group who have not yet participated in training on gender equality shall undertake such training.
- There shall be at least one member of the management group who is qualified to deal with gender equality issues and who will be expressly responsible for monitoring such issues.

**Officer in charge:** Head of Department

## Contact person for gender-related violations

- There shall be a contact person for gender-related violations. (As per the [Gender Equality Plan of the Faculty](#); Standing assignments; Gender-related violations [in Swedish])

**Officer in charge:** Head of Department and the contact person for gender-related violations

- This person shall, to the greatest possible extent, receive relevant training to be able to fully perform this responsibility. [Action Plan against violation on the basis of sex - sexual harassment.](#)

**Officer in charge:** Head of Department

## Gender Equality Plan

- The Gender Equality Plan shall be evaluated and revised annually.

(As per the [Gender Equality Plan of the University](#); Standing Assignments;

Disciplinary domain boards, faculty boards and departments/equivalent; Plans and feedback [in Swedish])

**Officer in charge:** The Gender Equality Group

- The Gender Equality Plan shall be made available in Swedish and English. In case of any disputes over interpretation between the different versions, the Swedish version prevail.

**Officer in charge:** Head of Department

## Recruitment

- During each recruitment process the officers in charge (supervisors, director of undergraduate studies, group leader, etc.) shall actively and widely search for candidates of underrepresented gender.
- Measures taken to this end shall continuously be reported for consolidation and review, in order for channels and contact networks for recruitment to be progressively developed. In the long term, this will contribute to gender-balanced recruitment processes. (As per the [Gender Equality Plan of the Faculty](#); Standing assignments; e.g. Appointment to new positions [in Swedish])

**Officer in charge:** Head of Department

- The way in which an active and wide search for candidates of underrepresented gender has been carried out shall be reported in writing by the one responsible for the recruitment to the Head of Department who, in collaboration with the Gender Equality Group, annually reviews all such submitted accounts and compiles a report which is to be published at a suitable location and linked to from LäsIT. Use this form for reporting; "[Monitoring of activities promoting gender equality in staff recruitment at the Department of Information Technology](#)" [in Swedish].

**Officer in charge:** Head of Department

## Salaries

- Differences in pay both within and between different comparable groups of employees shall be investigated to determine whether they can be explained on the basis of gender. Specifically, salary differences between administrative and technical staff as well as between lecturers and research assistants shall be analysed. If any differences are found to be on the basis of gender, action shall be taken to remove them. (As per the [Gender Equality Plan of the Faculty](#); Standing assignments; Wage policies, [in Swedish] as well as the [Gender Equality Plan of the University](#); Standing assignments; Disciplinary domain boards, faculty boards, and departments/equivalent; Pay and competence development [in Swedish])

**Officer in charge:** Head of Department in consultation with the gender equality officer  
Information

- Provide general information on the work that is being done on gender equality, what resources are available, etc.

**Officer in charge:** The gender equality officer

- Information on the work of the Gender Equality Group is to be provided continuously at section meetings and, as and when required, on LäsIT. (As per the [Gender Equality Plan of the Faculty](#); Standing assignments; Gender Equality Plans and annual reports, [in Swedish])

**Officer in charge:** The Gender Equality Group

- A summary report on the work of the Gender Equality Group shall be published and linked to on LäsIT at the end of each term.

**Officer in charge:** The Gender Equality Group

- Meeting minutes of the Gender Equality Group shall be published on the group's website.

**Officer in charge:** The Gender Equality Group

### **Appointment of groups with important strategic or decision-making functions**

- There shall always be representation of both genders in every group appointed to discuss or decide on issues affecting a larger number of employees. Groups with both sexes represented are the Board, the Work Environment Group, the Emergency Management Group, the Gender Equality Group, the Nomination Group, the Program-Responsible Professors group (PAP-gruppen). (As per the [Gender Equality Plan of the Faculty](#); Standing assignments; Preparatory and decision making bodies [in Swedish] as well as the [Gender Equality Plan of the University](#); Standing assignments; Disciplinary domain boards, faculty boards, and departments/equivalent; Leadership positions, investigative and decision-making bodies [in Swedish])

**Officer in charge:** Head of Department

### **Research**

- The Head of Research shall work to increase the share of senior women in research, as well as improve visibility for female researchers (both within and outside the department). Among other things, this means that women shall be represented in any group of strategic nature – such as groups formed for referral reports, grant applications, etc. – to a high degree. (As per the [Gender Equality Plan of the Faculty](#);

Goals for gender equality work at the Faculty for Science and Technology [in Swedish]

**Officer in charge:** Head of Research

### **Doctoral Education**

- The Head of Research and Director of PhD studies shall work to ensure that the proportion of female PhD students increases, as well as work to improve the visibility of female PhD students. (As per the [Gender Equality Plan of the Faculty](#); Standing assignments; PhD recruitment [in Swedish])

**Officer in charge:** Professor responsible for postgraduate studies

### **Fund for measures to promote gender equality**

- The pot used for ongoing action (as suggested by an employee of the Department in connection in connection with calls for applications) that is expected to enhance gender equality at the department. Grants of funds for projects (including promoting gender equality PhD student support) shall be posted at least twice a year and is compiled and ranked by the gender equality group, after which the decision is made by the head of department. The group itself may also propose initiatives that could be funded from this pool. [According to the Board's decision](#). [In Swedish.]
- A summary of who applied for the fund and what sums have been granted will be compiled and published, eg in LäsIT in the end of each year.

**Officer in charge:** Head of Department in consultation with the gender equality officer

- The above mentioned operating procedure shall be evaluated in 2016.

**Officer in charge:** Head of Department in consultation with the gender equality officer

### **Follow-up of examination committees and faculty examiners**

- Ongoing analysis of the gender distribution of examination committees and opponents per research subject, monitoring the results. If there is a gross imbalance, over a 36 month period arrangements shall be made.
- We should aim to have an equal gender distribution while assigning faculty examiners for the public defence of PhD dissertations. In cases where a woman is not selected, a written report shall be made. This report cannot in a routine manner refer to a lack of candidates, but must show that considerable effort has been made and describe why such effort has failed. Note that even though the department does not formally appoint faculty examiners or grading committees it is in our interest to evaluate and influence their gender distribution.

**Officer in charge:** Head of Department

## **Undergraduate and postgraduate education**

- Gender-coaching and training in gender-sensitive pedagogy shall be offered to all teachers at the department. (As per the [Gender Equality Plan of the Faculty](#); Goals and measures; 5. Training of teachers in gender-sensitive pedagogy [in Swedish] as well as the [Gender Equality Plan of the University](#); Standing assignments; Disciplinary domain boards, faculty boards, and departments/equivalent; Gender-sensitive pedagogy [in Swedish])

**Officer in charge:** Head of Department

## **Action plan 2014**

- A plan to increase the proportion of senior female researchers has been prepared in 2012-2013. This plan shall be implemented incrementally and thereafter continuously maintained and improved. The goal is to simplify the search for top female candidates for new positions and also to rating committees, etc. This plan covers a body of data to be made available in 2014. (As per the [Gender Equality Plan of the Faculty](#); Goals for gender equality work at the Faculty for Science and Technology [in Swedish])

**Officer in charge:** Head of Research

- Guidelines and tips for active and broad search for female candidates for all positions, see page <http://www.it.uu.se/internt/jamstalldhet/routines-for-employment>

**Officer in charge:** The Gender Equality Group

- Continue the work with the database of female computer scientists and make it available to employees of the department.

**Officer in charge:** The gender equality officer

- Continue to support the female PhD student network

**Officer in charge:** The Gender Equality Group

- Encourage the promotion of gender equality initiatives by staff and students, including through two annual calls for applications for project funding (from Performance Resource B [prestationsresurs B])

**Officer in charge:** The gender equality officer

- Work actively with the FESTA project.

**Officer in charge:** The Gender Equality Group

- Have monthly meetings except during June, July and December

**Officer in charge:** The gender equality officer

- Continue the work to get more "non-Swedes" into the group by continuing to document all work in English.

**Officer in charge:** The gender equality officer

- Create a bank of ideas with gender-related projects.

**Officer in charge:** The Gender Equality Group