Action plan for career, gender and quality at the faculty of social sciences

This action plan for career, gender and quality outlines how the Faculty plans to implement the UCPH action plan.

Gender balance in the top management
Gender balance is part of the value-based management philosophy. The purpose, advantages of, and tools for promoting gender balance is part of management development at the University.

The under-represented gender must fill at least 40% of the positions in the top management layer at the Faculty. Top management is understood as the Faculty Management Team, which is made up by the Dean, Heads of Department, and the Faculty Director. Men are under-represented among the Associate Deans, and women are under-represented among Heads of department, so all in all there is gender balance in the top management. No special initiatives are taken with regard to this question at the Faculty of Social Sciences, but the development will be reviewed once a year.

Search committees for all management positions, and for permanent positions as professor or associate professor
Search committees must be in place before filling positions at the Faculty of Social Sciences. These committees should work actively to identify potential national and international candidates, and focus on identifying talented candidates. Search committees must be appointed for all managerial posts and permanent associate professorships and professorships, including positions as professor with special responsibilities. The rules laid down for the shortlist recruitment process mean that a candidate cannot be sure to be selected for assessment even if (s)he was encouraged to apply for a position.
There are two types of search committees at the Faculty of Social Sciences:

First type of search committee (appointed prior to the advertisement of a position):
Prior to the decision to advertise a position the Head of Department can appoint a search committee, to find out if relevant and potential candidates would be available to apply for specific positions. This could be done in order to attract an international top researcher, or to develop a specific academic area of interest. The Head of Department defines the tasks for this type of search committee, but the Dean must be informed.

Second type of search committee (appointed in connection with an advertisement - mandatory):
When submitting the advertisement of a position as associate professor or professor to the Dean for his approval, the Head of Department proposes members for a search committee. The committee can be a sort of “standing committee” for a certain category of positions, or it can be put together for one advertised position only. The following principles apply for this type of search committee:

- Both genders must be represented on the search committee
- Persons from both inside and outside of the UCPH can sit on the search committee
- Academic staff members at the Department are informed about the search committee, and are encouraged to point to or inform potential applicants, either individually or through the search committee.
- The committee must make a list with the names of 10-15 relevant/potential applicants for the position, and submit it to the Head of Department with copy to the Dean. The list is confidential
- The Head of Department is responsible for ensuring that the identified persons are contacted either by him/herself, by the search committee, or by “third person”.

At least one applicant of either gender before a position can be filled
This requirements was introduced to ensure breadth of the application cohort, and must be respected for “Faculty positions”, defined as positions as professor, including professor with special responsibilities, associate professor, and permanent positions as assistant professor, including tenure track positions. The requirements is not implemented for temporary positions as assistant professor (4 years or less).

It is possible, through the Dean, to ask Rector to be exempted from the rule if it block recruitment in cases when, even after a thorough search, it turns out to be impossible to find at least one person of either gender in the application cohort.

At the Faculty of Social Sciences the Head of Department is responsible for ensuring that efforts are made to meet this requirement.
**Gender balance on assessment and employment committees**
The requirement is to have an equal representation of both genders on assessment and employments committees when filling management positions and “Faculty positions”. It is possible to ask the Dean to be exempted from the rule if it is not possible to find a person of the under-represented gender for the committee. Statistical data on the composition of the committees will be compiled on an ongoing basis.

**Action after maternity/paternity/parental leave, for both men and women**
Both male and female assistant professors and associate professors with no more than 5 years seniority can have 1 semester without teaching obligations following at least 6 months of uninterrupted maternity/paternity/parental leave. Any vacation taken directly in connection with the maternity/paternity/parental leave is included when calculating the 6 months. Dates are calculated from 1 October in year X until 30 September in year X+1 to be implemented and covered financially in year X+2. The Faculty covers DKK 100,000 for an assistant professor and 150,000 for an associate professor. The financing of this arrangement has been included in the budget, and it will be monitored who uses the model.

**Mentoring and clear career paths and investigating why some career paths at UCPH are not taken**
The central UCPH administration will be responsible for this. No specific measures or investigations are put in place at the Faculty of Social Sciences.

**Meeting forum for female junior researchers**
A cross-faculty meeting forum for female junior researchers will be set up.

**Process**
The action plan for career, gender and quality at the Faculty of Social Sciences was discussed at meetings in the Faculty Collaboration Committee and the Academic Council, and by the Faculty Management Team. The action plan has been discussed by a TaskForce with both management and employee representatives put in place to work on this specific question.

**Follow-up**
There will be an annual follow-up on this plan. The first follow-up will be in September 2016. The follow-up will consist of statistics and information from the departments, to be discussed by the Faculty Collaboration Committee, the Academic Council and the Faculty Management Team.

The UCPH central administration will evaluate the UCPH action plan at the end of 2017.