

# Guidelines on the Promotion of Women at Freie Universität Berlin

On 17 February 1993, in accordance with § 61 para. 1 no. 7 in conjunction with § 5a of the Berlin Higher Education Act (BerlHG), dated 12 October 1990 (GVBl. p. 2165), the Academic Senate of Freie Universität Berlin, acting in consultation with the Board of Trustees, issued the following guidelines on the promotion of women:\*

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## Preamble

Freie Universität Berlin has set itself the goal of contributing to the implementation of gender equality between men and women at the university by implementing the following guidelines on the promotion of women. In this way, Freie Universität Berlin emphasizes the fundamental necessity of taking women's special situation at the university into account. The guidelines on the promotion of women are intended to eliminate structural disadvantages for women and to guarantee equal opportunities in career development.

In accordance with the Berlin Higher Education Act and the anti-discrimination laws of the federal state of Berlin, the Academic Senate of Freie Universität Berlin hereby issues university-specific regulations concerning gender equality and the promotion of women. The guidelines on the promotion of women complement and substantiate the university's legal obligation to reduce the existing underrepresentation of women and to promote women actively. It is the intention of the Academic Senate that the following measures should increase the proportion of women in those fields in which they are underrepresented and make significant improvements to their learning and work situations. This includes counteracting the disadvantages faced by women who work in fields with extremely limited career advancement opportunities and in which the employees are predominantly women.

At each qualification level, the proportion of women at the level immediately below is taken as a benchmark for gender equality and the promotion of women amongst academic staff.

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\* Endorsed by the Berlin Senate Administration for Education, Science and Research on 16 March 1993.

By means of the measures listed in the individual sections, Freie Universität Berlin wishes

1. to counteract the structural disadvantages faced by women in recruitment, in the appointment of professors and in career advancement,
2. to contribute to the reconcilability of childcare and/or caring for dependents with work or studies, both for women and men, and particularly for single parents,
3. to promote female employees' opportunities in career development and advancement, particularly through further training,
4. to increase the proportion of women amongst student employees and in subjects in which women are underrepresented, and to improve female students' study situations,
5. to promote women when allocating scholarships and research grants, as well as, in the interest of women's advancement, to introduce effective systems of incentives and sanctions in the allocation of funds,
6. to promote the institutionalization of gender studies and research in departments, central institutes and academic institutions,
7. to improve the work conditions of the gender equality officers,
8. to take preemptive action against sexual harassment,
9. to change official language usage,
10. to regulate the implementation of these measures by the university administration and subdivisions of Freie Universität Berlin, as well as the duty to report.

Section 1:

Reduction of Structural Disadvantages Faced by Female Applicants and Staff

## **§ 1**

### **Recruitment and Appointments**

- (1) When professors are appointed, the ranked list shall be so constituted that it contains the name of a least one female applicant whose qualifications conform to the requirements for the position being advertised and justify her inclusion in the list of nominations.
- (2) When assessing an applicant's academic qualifications, the following may not be applied as criteria: interruptions or reductions in academic activity and a resulting decrease in the quantity of professional achievements (e.g. the number of publications) or delays in the completion of individual qualifications as a result of caring for children or dependents.
- (3) If it has not been possible to include a woman in the ranked list for a professorial appointment, and if women are underrepresented amongst the teaching staff, it is the duty of the department concerned to address the lack of qualified female junior academics in this subject. Departments are expected especially to direct their efforts towards filling vacant research fellowships with qualified women. If necessary, vacant professorships can tem-

porarily (for a maximum of six years) be filled alternatively as habilitation positions in order to promote junior academics.

- (4) As long as women are underrepresented amongst holders of academic posts in a department, vacancies in research assistantships are to be advertised and filled in groups of at least two positions. The department should seek to appoint women to at least one position per group of two or three, or two positions per group of four or five, etc.

## § 2

### **Advertisement of Vacancies and Selection Procedures**

- (1) All vacancies are to be advertised openly within the university and in addition, publicly; exceptions according to § 94 para. 2 of the Berlin Higher Education Act (BerlHG) remain unaffected, although the gender equality officer is to be involved in these cases. In order to target women directly, vacancies may be advertised in the daily press or in relevant journals.
- (2) Advertisements for vacancies are to cite the grammatically feminine form of the job title first, followed by the masculine equivalent. Where vacancies are advertised in fields in which women are underrepresented, the following note is to be included: “Freie Universität Berlin expressly welcomes applications from women.”
- (3) Once a vacancy has been advertised, the institution in which the vacancy is to be filled is to seek out suitable female applicants, calling upon the help of the gender equality officer where applicable, and invite them to apply.
- (4) Women are to make up at least half of the members (and in no case fewer than two members) of hiring committees within departments and institutions, as well as search committees. When a vacancy concerns academic staff, the committee shall include a female professor.
- (5) In every procedure for the appointment of professors, at least one woman is to be involved as an assessor.
- (6) In fields where women are underrepresented, all female applicants, or at least as many female applicants as male applicants, are to be invited for an interview, provided they possess the qualifications formally required for the position.
- (7) If a male applicant is selected for a position even though women are underrepresented, this is to be explained in detail. The explanation must cite
  - to what extent suitable female applicants for the position were sought,
  - to what extent the gender equality officer’s advisory opinion was taken into account when the selection was made,
  - which measures were taken to qualify women for this position,
  - which future measures are planned in order to qualify women for such a position.
- (8) When filling vacancies which are governed by private contract, the university recommends proceeding according to the policies set out in §§ 1 and 2.

**§ 3**  
**Instruction**

- (1) In those fields in which women are underrepresented, at least half of all places in each institution, course and allocation round are to be awarded to women. Women and men are to be kept on separate waiting lists.
- (2) Where they are equally qualified, women educated at Freie Universität Berlin are to be considered preferentially when selecting employees from the existing pool of students, for as long as women are underrepresented at the department concerned.
- (3) In cooperation with staff councils and the gender equality officer, providers of professional training at Freie Universität Berlin develop suitable models for on-the-job training and further professional development for women.

Section 2:  
Balance Between Family and Career

**§ 4**  
**Working Hours and Work Organization**

- (1) The conditions of employment are to be designed such that it is feasible to reconcile the duties of parenthood, childrearing and caring for dependents with the professional demands of the position. The administrations of the departments, central institutes, central services, the university library and the central university administration collaborate with the departmental gender equality officer and staff councils in all fields to develop models for working hours and work organization (within the framework of regulations provided by existing laws and labor contracts) that allow employees, upon application, to schedule their working hours in a way that deviates from standard working hours.
- (2) A desire for part-time employment shall not be an obstacle to holding a leadership position.
- (3) Freie Universität is not to contract work out to outside companies that employ personnel part-time below the threshold stated in § 8 para. 1 of the Social Security Statute Book (SGB IV); if this principle is in conflict with the laws of the Federal Land, Freie Universität Berlin works toward changing these.
- (4) By way of precaution, for fields which involve handling hazardous substances, night shifts, or other activities prohibited by the Maternity Protection Act, tasks are to be defined which can be assigned to a woman who is pregnant or breast-feeding and which, where possible, correspond to her position's qualification level. By way of precaution, workplaces and academic programs within each organizational unit are to be checked with the assistance of Occupational Health Services, in respect of their permissibility for women who are pregnant or breast-feeding. For courses in such subjects, studies are to be planned flexibly as a precaution.

**§ 5**  
**Leave of Absence**

- (1) In the case of leave taken to fulfill family duties and during maternity protection periods, no effort is to be spared in providing substitutes promptly.
- (2) Upon completion of such a leave of absence, Freie Universität Berlin guarantees employment in a position of equal value, even if the employee's working hours have been reduced upon her or his own request.

**§ 6**  
**Studying and Parenthood and/or Caring**

- (1) Freie Universität Berlin strives to ensure that pregnancy, parenthood and caring for dependents do not have a negative impact on studying and completing degrees. As far as the law permits, this is accommodated within the conditions of study and regulations for examinations.
- (2) If students are pregnant or caring for children or dependents, Freie Universität Berlin grants them the status of part-time students.
- (3) Where possible, teaching that is relevant to examinations is to be scheduled such that attendance can be reconciled with childcare. Where alternative course units are offered in parallel, they are to be scheduled at different times. Scheduling should give priority consideration to the needs of student parents.

**§ 7**  
**Childcare**

Freie Universität Berlin is expanding its provision of daycare places for the children of students and employees, cooperating with local daycare centers and crèches where necessary.

**§ 8**  
**Session Times**

- (1) The Codes and the Rules of Procedure of the boards and their committees shall regulate meetings such that, on principle, they do not continue past 6 p.m., and stipulate that longer meetings be announced at least one week in advance.
- (2) Freie Universität Berlin strives to provide members who care for dependents or children under 14 years of age with reimbursement for supplementary supervision for the period of time taken up by the boards and committees beyond the time stipulated in Paragraph 1 sentence 1. The rate is set at 10 EUR per hour or part thereof.

**§ 9**  
**Information and Contact Services**

- (1) Freie Universität Berlin comprehensively informs employees about the legal options for taking leave, e.g. for the purpose of caring for children or dependents, as well as about the legal and contractual regulations governing them.
- (2) Employees on leave of absence are offered the opportunity of maintaining and improving their professional qualifications. While on leave, they can take part in further training and are regularly informed about these services.
- (3) Departments are expected to provide contact services for academics interrupting their academic activities in order to care for children and/or dependents, in order to allow them to stay up-to-date with research and teaching in this time.

Section 3:  
Further Training

**§ 10**  
**Organization and Provision of Further Training**

- (1) Women are explicitly addressed as a target group in offers of further training at Freie Universität Berlin.
- (2) Employees, including those on leave, are to be informed about the legal and institutional basis of participation.
- (3) Senior staff are to motivate women explicitly to take part in further training.
- (4) In order to make it possible for part-time employees to participate in further training, Freie Universität Berlin endeavors to provide opportunities for childcare.
- (5) Women are to be appointed increasingly as leaders and instructors of training courses.
- (6) Further training courses especially designed for women are to be provided on a regular basis, particularly in the newer areas of information and communication technology.
- (7) Further training courses which lead to professional qualifications or are relevant to upgrading are to be provided for women who work in fields with extremely limited career advancement opportunities and which predominantly employ women.
- (8) The elimination of structural disadvantages faced by women is to be included in the subject matter of further training courses. This especially applies to courses aimed at senior staff and at employees working in the areas of organization and human resources.
- (9) Areas that are particularly affected by rationalization measures are to prepare further training and retraining opportunities in time to give employees the opportunity to qualify for new positions.

## **§ 11 Sabbaticals**

- (1) If it is not possible for female employees to attain a higher qualification within Freie Universität Berlin, upon request they are to be granted a temporary unpaid leave of absence to allow them to attain the desired qualification at an external institution. Freie Universität guarantees the right to return to a position of equal value.
- (2) If it is not possible for an employee to take part in further professional training within her or his working hours (e.g. in the case of part-time employees), a corresponding period of special leave is to be granted in compensation, within the scope of the law.
- (3) In order to ensure adequate cover for female employees who are taking part in further training, Freie Universität Berlin provides a contingent of staff appropriations.

## **§ 12 Career Advancement Opportunities**

- (1) As far as possible and within the scope of the law, female employees who have successfully completed qualifying further training will be considered preferentially when filling a vacancy which requires the qualification they have completed.
- (2) Fields at Freie Universität which have hitherto predominantly employed women are to be organized such that career advancement is rendered possible and is promoted through further training, among other things. Should legal or contractual constraints prove an obstacle to these endeavors, Freie Universität Berlin will strive to change them.

Section 4:  
Studies

## **§ 13 Academic Reform**

Measures taken to improve teaching and studies, as well as academic reform activities, are to give especial consideration to women's situation at the university, as well as their academic and professional advancement.

## **§ 14 Information Services Prior to Study**

For degree subjects in which the proportion of women is under 40 per cent (in subjects with low student numbers, the proportion of female students during the preceding five semesters' is to be taken as a basis), Freie Universität Berlin is to collaborate with employment office, professional associations, employers, etc., to provide special information and advice for prospective female students.

**§ 15**  
**Course-related Activities**

- (1) Information and advisory services concerning career and study planning, as well as issues concerning entry to the job market (including advice on careers in academia), are to be provided to female students within each subject, or on an interdisciplinary basis, as the case may be.
- (2) Courses in transferable skills are to be provided regularly to female students, especially in job application skills, public speaking, creative writing, time management and in dealing with leadership roles.
- (3) Tutorials are to be provided especially for female students in those subjects in which women are underrepresented. Teaching exclusively for female students is to be arranged upon the request of female students if necessary.
- (4) Examining boards are encouraged to give special consideration to suggestions from female students' when appointing examiners.
- (5) The Center for Recreational Sports is to provide a diverse range of women's sport programs each term.
- (6) Termly IT courses are to be provided for women, by women.

Section 5:  
Allocation of Funds

**§ 16**  
**Scholarships**

- (1) The following passage shall be included in calls for applications in research training groups:  
"Freie Universität seeks to increase the proportion of female junior academics and therefore expressly welcomes applications from women."
- (2) Freie Universität endeavors to ensure that women are considered commensurate to the proportion of women amongst students when awarding scholarships in support of study, and, when awarding doctoral grants, commensurate to the proportion of women amongst graduates. Lecturers are urged to inform female students, in particular, about scholarships, and to act in support of greater consideration for them when scholarships are awarded.
- (3) Freie Universität endeavors to ensure that age restrictions are lifted or not introduced for the award of scholarships.

**§ 17**  
**Research Promotion**



- (1) When allocating the central research funding of Freie Universität Berlin, the aim shall be to allocate funds to women at least proportionally to their number among academic staff.
- (2) Freie Universität Berlin's guidelines for the allocation of research funds shall stipulate that, where project proposals are equal in quality, preferential consideration is to be given to those project proposals with the stronger involvement of women in their development and which, upon approval, are expected to employ a greater proportion of women.

### **§ 18 Advisory Services**

The relevant offices of Freie Universität Berlin make special efforts to inform female graduates and research fellows about opportunities for research funding, including external funding, and other opportunities research funding that are open to junior academics.

### **§ 19 Allocation of Contracts for Teaching Assignments and Guest Professorships**

As long as women are underrepresented among the full-time academic staff of a given department, in cases in which the candidates' qualifications (suitability, competence and expertise) are equal, its guest professorships and temporary replacements are to be filled preferentially with women, and its contracts for teaching assignments are to be allocated to women according to the proportion of female students.

### **§ 20 Funds for the Promotion of Teaching and Studies**

The funds available for academic reform or the improvement of teaching and studies shall also be allocated to the advancement of female students and female junior academics.

### **§ 21 Incentive Systems and Sanctions**

- (1) Decisions on the equipment of organizational units and the allocation of funds shall be informed by the extent to which their respective women's promotion plans have been implemented and an increase in the proportions of women in individual academic qualification levels, as well as in career paths and professional subjects, has been achieved.
- (2) At least one percent of the funds for research and teaching (expanded cost heading, including funds for contracts for teaching assignments and for Group I student assistants) is to be kept back and allocated depending on success in women's advancement.
  1. The number of female graduates in the previous year in relation to the number of female students in the preceding three years.
  2. The number of doctorates completed by female students in the previous year in relation to the number of female graduates in the preceding three years.

3. The number of habilitations completed by female students in the previous year in relation to the number of doctorates completed by female students in the preceding three years.
4. New appointments of female professors in the past four years in relation to the total number of new appointments of professors in the past four years.

(3) Within departments, subject-specific criteria aimed at the advancement of women are to be developed as aids in the allocation of these funds to subsidiary organizational units.

The funds allocated according to the performance criteria listed under “women’s advancement” are to be distributed within departments in consultation with the gender equality officer. The department is to receive reports on the use of these funds.

Section 6:  
Gender Studies and Research

**§ 22**  
**Gender Studies and Research**

- (1) Freie Universität Berlin strives to expand gender studies and research. The methods and subject matter of gender research are to become an integral component of teaching and research at Freie Universität Berlin.
- (2) Sections for gender studies are to be included in developmental planning, especially when deciding on how to equip organizational units and when determining the purpose of professorships. Research assistantships are to be allocated to these sections so as to ensure adequate support.
- (3) Freie Universität Berlin promotes the establishment of research areas in gender studies and the realization of projects in gender studies. All organizational units and committees are urged to give due consideration to such proposals, especially when allocating materials expenses and staff appropriations. Guidelines for the allocation of research grants and research programs are to take the promotion of gender studies into account.
- (4) Freie Universität Berlin regularly reviews the development and results of gender studies at Freie Universität Berlin and documents these separately in its research report. It promotes academic exchange in this field, e.g. by publishing research results, hosting symposia etc.
- (5) The University Library and departmental libraries provide literature relevant to gender studies and research and make existing collections accessible.
- (6) The degree courses and academic programs of Freie Universität Berlin are to integrate issues pertaining to gender studies into teaching. The departments and central institutes develop suggestions for the expansion of gender studies and their integration into the conditions of study and examinations regulations for each degree course. In this endeavor, they collaborate with the Center for the Promotion of Women’s and Gender Studies, taking existing approaches in teaching and research as their point of departure.

(7) Induction sessions at departments and central institutes are to convey information on the teaching that is available specifically for women, and on the methods, focal areas and results of gender studies in each subject.

(8) Teaching specifically for women is supported by the allocation of guest professorships, lectureships, and contracts for teaching assignments to women for as long as the promotion of gender studies and research is considered necessary.

Section 7:  
Gender Equality Officer

### **§ 23**

#### **Election of Gender Equality Officers**

(1) Freie Universität elects one female Chief Gender Equality Officer and two female deputies.

(2) The departments, central institutes and central services, the University Library and the central university administration elect one gender equality officer and one deputy each.

(3) Gender equality officers can consult with their respective election committees, which then takes on the role of a Women's Council.

### **§ 24**

#### **The Plenary Meeting of Gender Equality Officers**

The local gender equality officers and the chief gender equality officer consult and undertake joint work at the Plenary Meeting of Gender Equality Officers.

### **§ 25**

#### **The Gender Equality Officers' Tasks**

(1) The gender equality officers work towards gender equality for women at Freie Universität and the avoidance of disadvantages for female members of the university and female applicants. They supervise the implementation of the guidelines on the promotion of women.

(2) The gender equality officers may host a termly assembly for female members of the university in each department. Time-off to attend this is granted in accordance with the Employee Representation Act.

### **§ 26**

#### **Right to Object and Appeal**

(1) If the gender equality officer finds that recruitment or other measures violate the anti-discrimination laws of the federal state of Berlin and files a complaint within a period of two weeks, the management of the department concerned are to go through the decision procedure anew. The two-week period begins when the gender equality officer is first informed of the measure. The implementation of this measure is to be postponed until the departmental management have reached their final decision and it may only be resumed

upon expiry of the two-week period, or with the gender equality officer's explicit prior consent.

- (2) If a decision made by an academic self-governance's committee is contrary to the gender equality officer's advisory opinion, she can object within a period of two weeks. The decision may not be reconsidered sooner than one week after the objection has been filed. A decision according to sentence 1 may only be implemented upon termination of the two-week period, or with the gender equality officer's explicit prior consent, or through confirmation of the said decision.

## **§ 27**

### **The Gender Equality Officers' Budget**

In order to ensure that gender equality officers can carry out their tasks effectively, the gender equality officers of the university clinics are to be provided with the requisite staffing appropriations and all gender equality officers are to be provided with the requisite materials budgets for events and publications.

Section 8:  
Sexual Harassment

## **§ 28**

### **Sexual Harassment**

(1) Employees who work in human resources are to be informed about the appropriate procedures for dealing with incidents of sexual harassment and discrimination against women. The topic is to be regularly integrated into further training courses, especially those aimed at senior staff.

(2) The premises and buildings of the university are to be examined for sources of danger and insecure locations as regards sexual harassment and violence against women. Suggestions for changes to the built fabric, etc., are to be developed in collaboration with the gender equality officer and staff councils.

(3) Freie Universität Berlin's range of further training courses is to include courses in assertiveness on a regular basis, and its university sports program is to include at least one self-defense course for women each term.

(4) In cases of sexual harassment, the university ensures that harassed women are provided with free legal advisory services by the Chief Gender Equality Officer.

Section 9:  
Official Language

## **§ 29**

### **Official Language**

(1) General written communications and legal and administrative regulations use either gender-neutral terms or both the feminine and the masculine forms.

(2) Academic titles are to be awarded to women in their feminine form unless the masculine form has been expressly requested. This holds likewise for the issue of certificates, attestations etc.

Section 10:

Women's Advancement Plans and Duty to Report

### **§ 30**

#### **Women's Advancement Plans**

(1) The Guidelines on the Promotion of Women are implemented via women's promotion plans, which are drawn up every other year by the departments, central institutes, centers and/or central services areas, including the central university administration.

(2) The women's advancement plans are to stipulate binding two-year targets for increasing the proportion of women on the basis of the proportion of women amongst employees, students and those completing degrees, doctorates and habilitations. When deciding on targets for hiring academic staff, the proportion of women already employed at a given qualification level is to be taken as a benchmark.

Within each department or central institute, the proportion of women is to be correlated with or to exceed

- the proportion of female students, in the case of student employees,
- the proportion of female graduates, in the case of research assistants,
- the number of doctorates, in the case of research fellows,
- the number of habilitations, in the case of habilitated, employed academics and professorships.

(3) Plans are to stipulate the time frame and the staffing, organizational and further training measures through which structural disadvantages faced by women are to be counteracted.

(4) After two years, the gender equality officer concerned presents the institution or committee responsible for drawing up the women's promotion plan in her section or unit with a report on its implementation and observation. She suggests ways in which the women's advancement plan could be followed up, or adapted to current developments.

### **§ 31**

#### **Duty to Report**

(1) The institutions and facilities of Freie Universität Berlin present the gender equality officers with a yearly review and analysis of employee and student structures, completed examination, doctorate and habilitation procedures, and research funding. Their contents are to shed light on the implementation and observation of the Guidelines on the Promotion of Women and on the follow-up and/or adaptation of the women's promotion plans.

(2) In particular, these reports are to include gender-specific information concerning

- the number of employees, listed separately according to their salary or wage brackets within each career path and subject area,
- the number of part-time employees, listed separately according to their salary or wage brackets within each career path and subject area,
- the number of new appointments, listed separately according to their salary or wage brackets within each career path and subject area,
- the number of examinations passed, including detailed information about final marks, numbers of examinations passed and failed, etc.,
- the number of students, listed separately according to their degree subjects, stating the number of terms they have been studying and the number of terms they have been studying towards their current degree course,
- the number of student parents.

(3) Inquiries and investigations conducted for the statistical purposes of the university are to be conducted and compiled separately by gender.

(4) Every four years, the administration of the University Library presents the gender equality officer and the advisory board of the Center for the Promotion of Women's and Gender Studies with a report on its inventory and on the accessibility of literature on women's and gender research within the libraries of Freie Universität.

## **§ 32** **Final Clause**

The Guidelines on the Promotion of Women enter into force on the day after they have been published in the notices of Freie Universität Berlin.