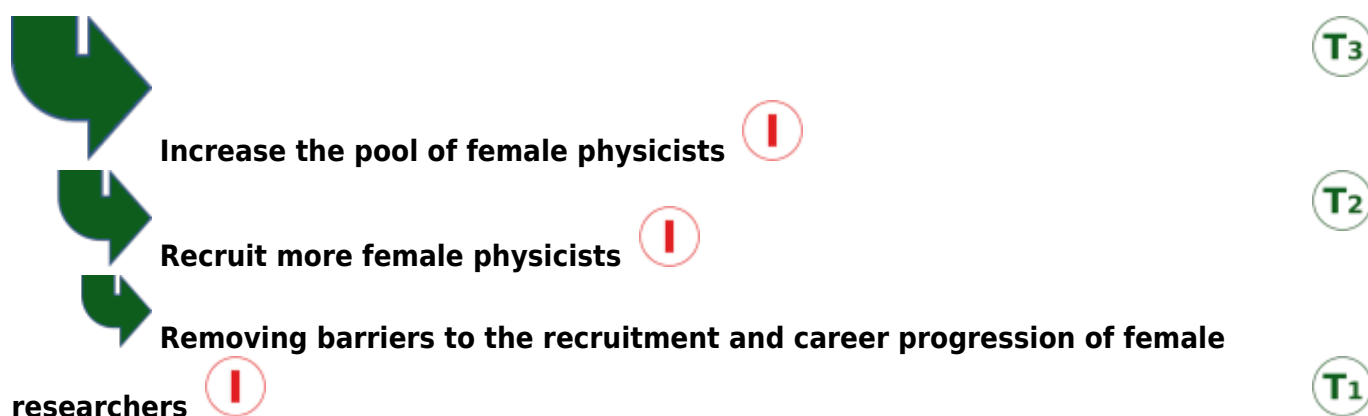


Attract more women/girls to study physics

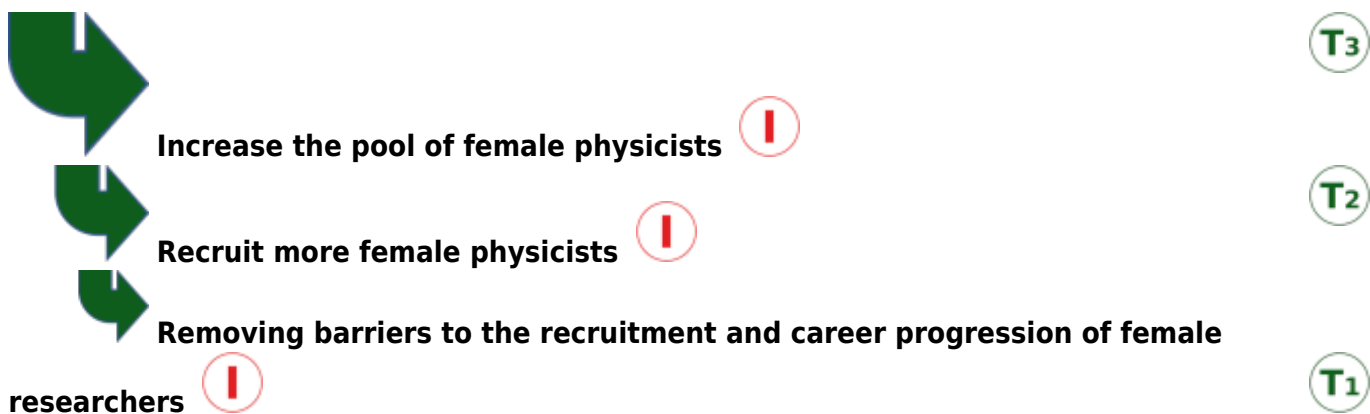
Potential activities	Examples for measures
Researchers go to schools	<ul style="list-style-type: none"> • Talks • Awards for outreach to schools
Events and activities for pupils	<ul style="list-style-type: none"> • Labs for school students • Science Camp • Kid's University • Physics Project Days • Girls-Only workshops • Orientation Days • Information events for parents and girls
Invite girls to RPO	<ul style="list-style-type: none"> • Girls Day
Training and supporting teachers	<ul style="list-style-type: none"> • Gender awareness workshops • Trainings for teachers or students of educational science • Providing teaching material
Mentoring for (female) high school students	
Internships	<ul style="list-style-type: none"> • Internships for school students or specifically for girls
Projects with schools	
Make your female researchers more visible (use role models)	<ul style="list-style-type: none"> • Brochures • Exhibitions • Booklets with portraits or presentations • Portraits in the university press or on campus • Videos on youtube
Provide physics games	<ul style="list-style-type: none"> • Advent calendar
Marketing activities	<ul style="list-style-type: none"> • Using Social Media • Webpages / videos of current students



Addressing female students

Potential activities	Examples for measures
PhD programmes for women only	

Potential activities	Examples for measures
Using social media	<ul style="list-style-type: none"> • Produce video clips • Change storybook of the Big Bang Theory, add a major female physicist
Mentoring for students	<ul style="list-style-type: none"> • Peer to peer mentoring for (female) students • Cross-faculty mentoring programmes for students and female early career researchers



Attract more female researchers to apply




Potential activities	Examples for measures
Active recruitment	<ul style="list-style-type: none"> • Invitation of female visiting researchers • Invitation of female researchers to apply • Recruiting at career fairs • Advertising jobs in existing women's networks and journals • Guidelines how to actively scout for females in a gender sensitive way • Develop arguments, why more women are wanted • Supervisors inviting and encouraging women to apply for positions
Dual Career Schemes	
More attractive working packages for female researchers	
Gender-sensitive job advertisements	<ul style="list-style-type: none"> • Gender sensitive formulation of advertisements for open positions (e.g. Physiker/in, We invite women...) • Wording: use more feminine adjectives (may re-inforce stereotypes), demand fewer skills
Using a broader spectrum of recruiting channels	<ul style="list-style-type: none"> • Publication of adverts in a wider spectrum of outlets
Grants	<ul style="list-style-type: none"> • Grants for female postdocs









 **Removing barriers to the recruitment and career progression of female researchers**  

Policies

Potential activities	Examples for measures
Establishing recruitment and promotion policies for female researchers	

 **Attract more female researchers to apply**  

 **Recruit more female physicists**  

 **Removing barriers to the recruitment and career progression of female researchers**  

Career management and progress

Potential activities	Examples for measures
Assessment of researchers' performance	<ul style="list-style-type: none"> Establishment of an evaluation or appraisal mechanism for assessing researchers' professional performance
(Gender) Career Management	<ul style="list-style-type: none"> Career advancement plan for women Gender career management Ensure that research staff are aware of career/professional development options Introduction of a dedicated organizational career development strategy
Career monitoring	<ul style="list-style-type: none"> GE monitoring of the long-run career trajectories (including mobility)
Promotion policies and practices	<ul style="list-style-type: none"> Possibility of stopping the tenure clock at universities due to parental leave or family leaves Supervisors encouraging women to take over more responsibility
Trainings / seminars	<ul style="list-style-type: none"> Provide trainings for young female physicists that prepare them for their career Trainings for re-entering women Trainee programme for potential female leaders
Coaching	<ul style="list-style-type: none"> Individual coaching for female post-docs Individual counselling
Workshops	<ul style="list-style-type: none"> Soft-Skill workshops Workshops for developing career plans and goals Workshops for career and life planning
Qualification programmes for female scientists	<ul style="list-style-type: none"> Management programme for female professors and managers (training) Programmes for interdisciplinary further education and interdisciplinary exchange Personal and professional development programmes for women

Potential activities	Examples for measures
Career consultation	<ul style="list-style-type: none"> • Individual career consultations
Grants and Fellowships / Funding schemes	<ul style="list-style-type: none"> • Grants for young women researchers for individual career development measures • Post Career Break Fellowship • Fellowships for female post-docs • Programmes that finance positions with resources and staff for a fixed period of time to establish (female) scientists as scientific leaders
Mentoring	<ul style="list-style-type: none"> • Mentoring for researchers (especially graduates/doctoral researchers and postdoctoral researchers) • Mentoring for young female scientists
Networking / Supporting networks among female physicists	<ul style="list-style-type: none"> • Programmes including the opportunity for (interdisciplinary) networking • Regular meetings for female physicists • Conference for female physicists
Online platforms	<ul style="list-style-type: none"> • e.g. femtec (https://www.femtec.org/en) • Web-based communication platform (network) for female scientists at the university



Supporting the retention & career progress of female researchers



T₃

Equal opportunities for career progression for male and female researchers

T₂

Removing barriers to the recruitment and career progression of female researchers



T₁

Supporting the retention of female researchers

Potential activities	Examples for measures
Working contracts	<ul style="list-style-type: none"> • Policies to improve the situation of temporarily employed staff/researchers to facilitate their precarious employment status and career perspectives • Extension of post-doc posts in cases of pregnancy • Contracts take major life events into account (e.g. child birth)



Supporting the retention & career progress of female researchers



T₃

Equal opportunities for career progression for male and female researchers

T₂

Removing barriers to the recruitment and career progression of female researchers



T₁

Equal pay

Potential activities	Examples for measures
Avoiding a gender pay gap	• Collection of gender-disaggregated data on salaries



Supporting the retention & career progress of female researchers



T₃

Equal opportunities for career progression for male and female researchers

T₂

Removing barriers to the recruitment and career progression of female researchers



T₁

Mobility

Potential activities	Examples for measures
Structures and services	• Central contact / service unit • Dedicated service/department for supporting and coordinating mobility
Support to foster mobility	• Financial support (e.g. grants, fellowships) • Organizational support (e.g. dual career service, counselling service) • Family support (e.g. childcare) • General Support (e.g. finding accommodation in the host country)
Supervisors	• Supervisors for researchers before or when going abroad



Supporting the retention & career progress of female researchers



T₃

Equal opportunities for career progression for male and female researchers

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Removing barriers to the recruitment and career progression of female researchers



T₁

Supporting reconciliation

Potential activities	Examples for measures	
Working hours	• Reasonable working hours, limited overtime • Holiday and vacation policies • Moving meetings to care hours • Availability and equal treatment of part-time positions • Job sharing	

Potential activities	Examples for measures	
Providing information	<ul style="list-style-type: none"> • Information events • Websites to bundle and disseminate relevant information • Dissemination of a guide on the work-life balance measures available 	
Support for researchers caring for elderly people	<ul style="list-style-type: none"> • Agreements with geriatric institutes 	
Career/Parent-friendly workplaces	<ul style="list-style-type: none"> • Establishment of a nursing room • “With-Children-Offices” 	
Facilitating better reconciliation	<ul style="list-style-type: none"> • Telework • Flexible working-hours • Event for employees to discuss work organization and reconciliation 	
Working contracts	<ul style="list-style-type: none"> • Individually drafted contract agreements • Contracts take major life events into account (e.g. childbirth) 	
Provision of childcare	<ul style="list-style-type: none"> • Childcare during school vacations • Align crèche vacations to university vacations • Childcare facilities • More posts at the state day care • Availability of childcare during work-related events (e.g. conferences, workshops) 	
Financial support for childcare	<ul style="list-style-type: none"> • Support grants for researchers with care responsibilities • Mobility allowance • Funding support for childcare in emergencies 	<ul style="list-style-type: none"> • Support grants are available (yes/no) • Mobility allowance available (yes/no) • # of people using the reimbursement / support grants, by sex
Parental leave & management of career breaks		



Supporting the reconciliation between work and private life / care

responsibilities



T₃



Equal opportunities for career progression for male and female researchers

T₂



Removing barriers to the recruitment and career progression of female

researchers



T₁

More women in decision making bodies

Potential activities	Examples for measures
Positive action / quota	<ul style="list-style-type: none"> • Quota for women in decision making bodies • Compensate female professors for the increased workload due to participation in official bodies of the university
Monitoring	<ul style="list-style-type: none"> • Monitoring and reporting of the female proportion in all bodies



Gender equality in decision making bodies and positions



T₂

Address gender imbalances in decision making processes



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Gender fairness of selection committees

Potential activities	Examples for measures
Addressing unconscious bias in selection committees	<ul style="list-style-type: none"> • Trainings on unconscious bias (for selection committee members) • Information/Documents on unconscious bias (for selection committees) • Public advertising mechanisms for vacant positions • Double-blind peer review procedures • Anonymized Application Procedures • Showing and spreading video clips on unconscious bias • Participant observation of research panels and feedback on meeting practices
Raising awareness about unconscious bias in the organization	<ul style="list-style-type: none"> • Talks and discussions on unconscious bias • Trainings on unconscious bias (for the management / all staff)



Composition and gender fairness of selection committees



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Establish a gender fair selection process



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Address gender imbalances in decision making processes

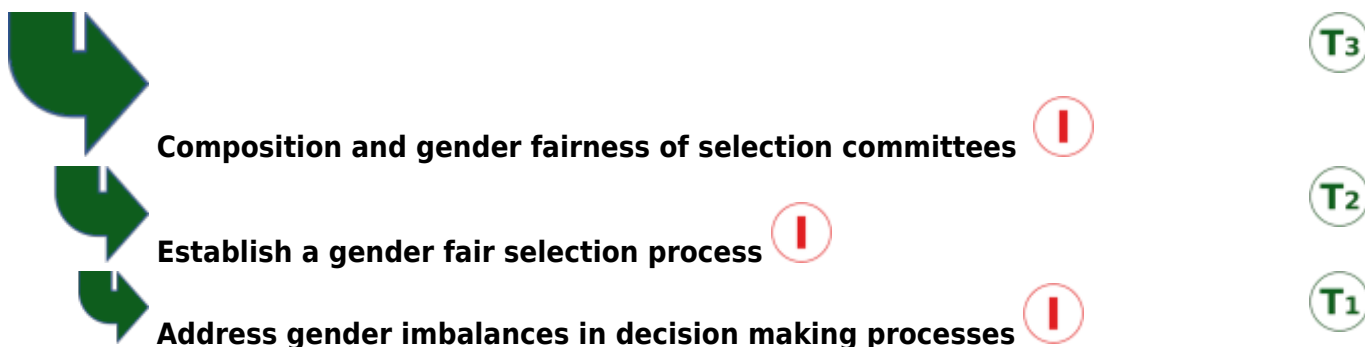


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Gender balanced composition of selection committees

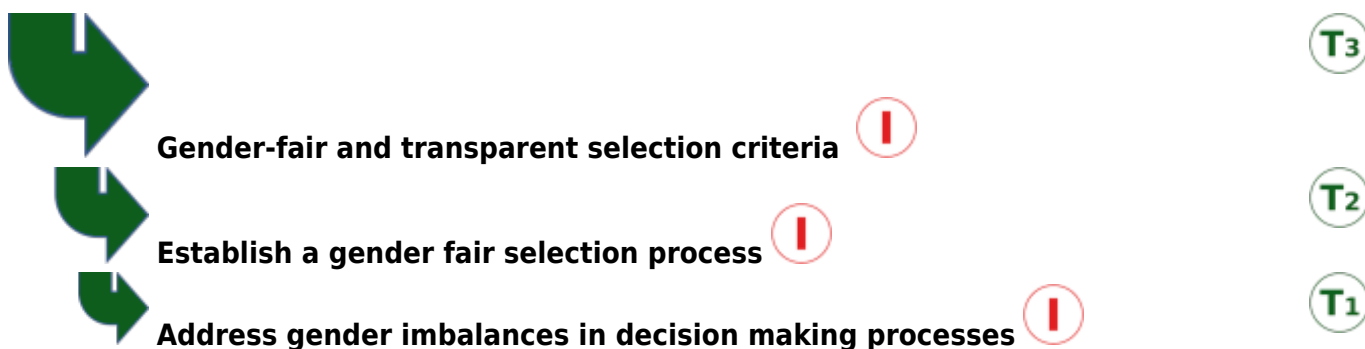
Increasing the number of women in selection committees (including quotas)	<ul style="list-style-type: none"> • Quotas for women in selection committees • Value committee work in CVs • Invite women from other institutions/abroad to participate in committees
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Support female committee members (also may lead to more women)	<ul style="list-style-type: none"> • Compensate for time lost due to committee work • Provide research aid for committee members • Reduce teaching load for committee members • Specific gender trainings for female committee members
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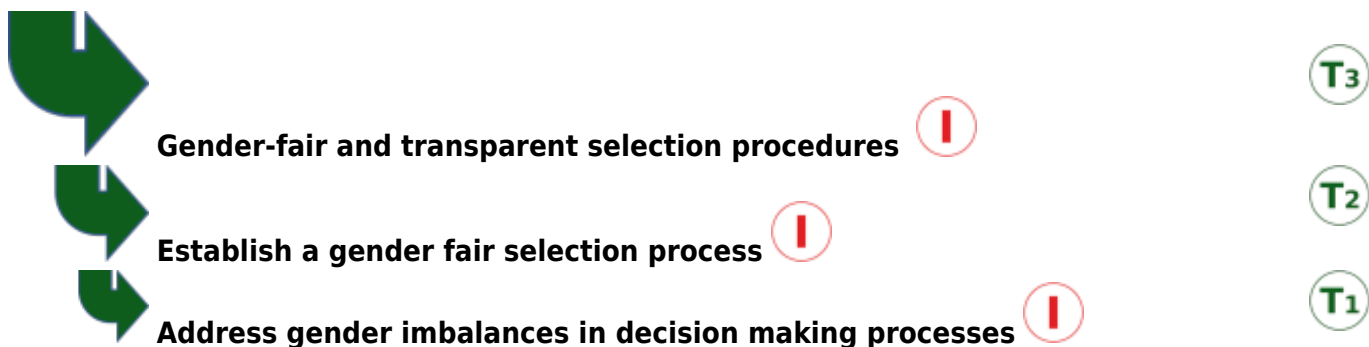
Gender-fair and transparent selection criteria

Potential activities	Examples for measures
Reflection on excellence/improve the gender fairness of assessment indicators	<ul style="list-style-type: none"> • Install a working group to analyze results of selection procedures • Events to create more visibility for excellent female physicists
Transparent selection criteria	<ul style="list-style-type: none"> • Have a list of well-defined criteria • Mobility rules • Have a formalized way of applying criteria, e.g. evaluation sheets



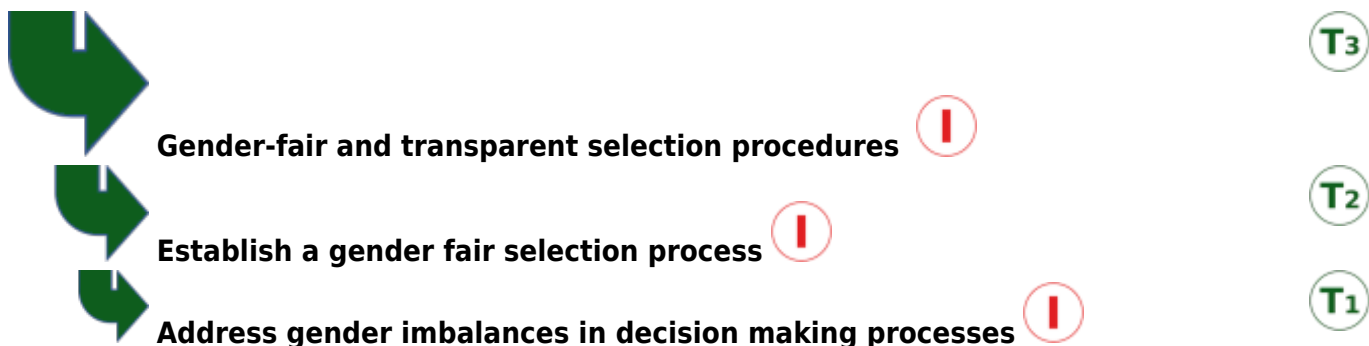
Gender-fair and transparent selection procedures

Potential activities	Examples for measures	
Reflection on selection procedures	<ul style="list-style-type: none"> • Meetings to reflect on selection procedures 	<ul style="list-style-type: none"> • Reports/notes from reflection meetings (yes/no)
Having transparent rules and procedures	<ul style="list-style-type: none"> • Rules and procedures are formalized in a written form and communicated 	
Regular reporting of selection committees / commissions	<ul style="list-style-type: none"> • Reporting duty formally in place 	
Policies of outside hiring		
Monitoring of hiring processes	<ul style="list-style-type: none"> • Monitoring the gender distribution at all stages in the recruitment process 	



Positive action / target numbers

Potential activities	Examples for measures
Target numbers for female candidates	• Set a minimum quota for female candidates
Preferring women in case of equal qualification (= Positive action)	• Policy to prefer women in case of equal qualification



Inclusion of gender in research

Potential activities	Examples for measures
Online platforms	• Online platform for gender in science
Trainings	• Trainings for research staff on gender issues and gender analysis methods
Policies	• Policies fostering trainings on gender in research
Dedicated budget for gender-related projects and/or studies	• Programmes • Calls • Boni
Spreading information on best practices	• Informing employees about best practice examples (e.g. websites with best practice examples)
Research projects with specific gender equality actions	• Potential gender equality actions: design and implementation of an equal opportunity policy; set targets to achieve a gender balance in the workforce; actions to improve work-life balance



Inclusion of gender in teaching

Potential activities	Examples for measures
Inclusion of gender studies in the curriculum	<ul style="list-style-type: none"> • Gender specific modules/subjects • Cross-cutting gender into the rest of the modules/subjects in the degree (e.g. including gender-sensitive theories, methods, readings, questions, activities) • Ensure the participation of gender experts in the committees/groups that design the curricula • Set up a task force on gender mainstreaming in curricula
Policies promoting the inclusion of gender issues in curricula	
Train and support personnel	<ul style="list-style-type: none"> • Ensure support, ideally through an institute for Gender Studies at the University • Provide training and awareness raising activities and dissemination materials for academics
Awards for students	<ul style="list-style-type: none"> • Reward scheme for students who include in their research the sex/gender analysis as a cross- cutting issue



Inclusion of gender in teaching

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Strengthen the gender dimension in research programmes

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Raising awareness for gender equality

Potential activities	Examples for measures
Trainings, Workshops and Seminars	<ul style="list-style-type: none"> • Trainings on gender equality • Gender Stereotypes and implicit bias trainings • Gender Mainstreaming workshops and seminars • Workshops to raise gender awareness • Gender in Physics Workshop
Increasing the gender awareness of HR, recruitment, management	<ul style="list-style-type: none"> • Gender awareness trainings • Unconscious bias tests + trainings • Meetings with decision makings to create awareness and commitment
Visibility of women's contribution to science	<ul style="list-style-type: none"> • Brochure presenting profiles of female researchers, students or colleagues who have made outstanding contributions • Creating role models



Raising awareness for gender equality

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Further targets & measures

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Combating sexual and sex-based harassment

Potential activities	Examples for measures	
Guidelines / Code of conduct	<ul style="list-style-type: none"> Guidelines on dealing with sexual harassment Code of conduct 	<ul style="list-style-type: none"> Guidelines available (yes/no) Code of conduct available (yes/no) Code of conduct distributed to all staff (yes/no) Code of conduct made public (yes/no)
Trainings	<ul style="list-style-type: none"> Awareness trainings Trainings how to prevent / deal with sexual harassment 	
Discussions	<ul style="list-style-type: none"> Talks and discussions to spread awareness on problems of harassment and how to deal with it 	
Appeal body	<ul style="list-style-type: none"> E.g. HR representative, Gender Equality Officer 	<ul style="list-style-type: none"> Appeal body is established (yes/no)
Policies	<ul style="list-style-type: none"> Zero-Tolerance Sexual Harassment policies 	



Combating discrimination and sexual harassment



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Further targets & measures



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Non-discrimination

Potential activities	Examples for measures
Policies	<ul style="list-style-type: none"> Policies of overall non-discrimination
Equal participation	<ul style="list-style-type: none"> Gender-balanced organization of events
Equal treatment and workload	<ul style="list-style-type: none"> Equal treatment of part-time work and promotion of work-life balance Fair and transparent workload balance across all areas (teaching, research, administration)
Equal resources	<ul style="list-style-type: none"> Equal access to resources (e.g. funding, lab space, equipment) Equal resources for male and female professors



Combating discrimination and sexual harassment



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Further targets & measures



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LGBT+ Inclusivity

Potential activities	Examples for measures
Awareness and inclusive language	<ul style="list-style-type: none"> • Use gender-neutral and inclusive language • Encourage accurate pronoun use • Allow name and gender changes on departmental records
Structures, Policies and Support	<ul style="list-style-type: none"> • Appoint a diversity liaison or committee • Consider LGBT+ persons when developing family-friendly policies • Support transitioning individuals
Facilities	<ul style="list-style-type: none"> • Create safe spaces within the department • Provide non-gendered restrooms
Inclusive recruitment	<ul style="list-style-type: none"> • Collect demographic information from job applicants and prospective students in an inclusive way • Include non-discrimination statements in job announcements
Trainings	<ul style="list-style-type: none"> • Diversity training sessions or workshops
Networking	<ul style="list-style-type: none"> • Provide networking opportunities • Host inclusive conferences



Combating discrimination and sexual harassment



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Further targets & measures



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From:

<https://www.genera-network.eu/> - **Gender Equality Network in Physics in the European Research Area**

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Last update: **2019/10/17 07:34**

