

## Checklists for shaping awareness work at FAU

### Checklist G Supervisory relationships

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Due to the risk of abusing power and exploiting dependency relations, staff acting as supervisors are particularly responsible for actively ensuring respectful and equitable conditions. This applies in particular to the supervision of doctoral candidates due to the length and the intensity of the supervision. However, there are also dependency relations between supervisee and supervisor in the supervision of student theses or projects and habilitations.

*The annual report 2020 of the Ombudsman für die Wissenschaft* takes an in-depth look at the multi-faceted question of what constitutes responsible supervision as a part of good scientific practice. Within the context of awareness work, you may also use the following tips and reflection questions.

#### 1. Draft a code of conduct

- Consciously refer to a code of conduct (e.g. – if available – from FAU, the faculty, your department, the DFG etc.) or draft as a team your own awareness code of conduct for your organizational unit.
- Example: “All members of FAU agree to treat each other with respect in all that they say and do. No one may be disadvantaged, insulted, humiliated or discriminated against based on gender, appearance, skin color, social or cultural background, gender identity, sexual orientation, age or disability. All those involved are obliged to note any instances of (sexual) harassment, discrimination and violence, respecting others’ boundaries at all times and taking a decisive stance in favor of appropriate behavior.”

#### 2. Awareness checklist: Shaping the framework for supervision

- All those involved are aware of the code of conduct for supervisory relationships and actively commit to it.
- The rules of appreciative and respectful communication and conduct are complied with during all supervision meetings.
- Each supervision aims at encouraging the supervised person to fulfill their full potential, irrespective of personal differences and characteristics.
- The supervisor is willing to actively reflect on their own unconscious bias that may influence the supervisory relationship.
- Supervision meetings are held exclusively in a professional framework in a sufficiently confidential and public setting (always on campus, ideally in a neutral office, door left ajar, for example).
- Supervision meetings are always held at an appropriate time of day.
- A secondary supervisor is transparently involved in the supervisory relationship and can intervene if so required. If this cannot be guaranteed when supervising (final) student theses, it should still be possible to involve a third person.
- Supervisees should be aware of helpful points of contact they can get in touch with for initial advice or referrals if they have negative experiences during the supervisory relationship.

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#### 3. Reflect on authority and hierarchies

- Which power asymmetries and dependency relations exist in the supervisory relationship?
- Which of my behaviors and ways of communicating can contribute to fair conditions in which all those involved feel safe and at ease?

#### 4. Reflect on your own role and tasks

- Which role do I have in the supervisory relationship?
- What responsibilities does this role involve?
- What is my area of influence?
- Which of my words and actions may influence the well-being and success of the opposite person?
- Which of my words and actions (or actions I refrain from taking) may be perceived by the opposite person as overstepping or violating boundaries?
- I am aware of my biases (see glossary: Bias).
- What can I specifically do (or should I refrain from doing) to prevent unconscious bias and to create a respectful supervisory relationship offering equal opportunities?

#### 5. Help and advice

As a supervisor, you can make use of the services offered by the Center for Continuing Education in University-Level Teaching (*FBZHL*) and the online services offered by the QUADIS project. If you experience or witness violations of boundaries, abuse of power, (sexual) harassment, discrimination or violence in supervisory relationships, please contact the degree program coordinator, the Dean of Studies, the women's representative at your institute/department or the *central point of contact at FAU for initial advice and referrals* in confidence.

**#FAUrespect**  
No to harassment  
and discrimination  
at FAU!