

# Handout for Officers for equal opportunities for women in science and the arts (women's representatives) in appointment procedures

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## General

The body with the authority to make decisions in the appointment procedure is the appointment committee. It assesses the subject-related and personal skills of candidates and must make a transparent and unprejudiced selection. Gender balance and gender equality must be considered and implemented with a view to increasing the proportion of female professors at FAU. The currently valid version of the Guidelines for appointments forms the basis for appointment procedures at FAU.

**As the women's representative in the appointment committee, you are entitled and obliged to ensure and demand a gender-sensitive assessment of female candidates.**

**During the entire procedure, you can turn to the reporting officers, the President, the university women's representatives and Appointments and Appointment Procedures (S-Ber) for help or advice.**

## Wording of calls for applications

- Were you or the Faculty women's representative sufficiently involved in writing the call for applications?
- Were you fully informed about the text for the call for applications?
- Were you given the opportunity to make a statement about it?
- Is it written in a gender-sensitive manner?
- Has the call for applications also been published in academic networks for women?

## Members of the appointment committee

- Are at least two other female professors members of the appointment committee in addition to yourself or is there a good reason why this is not the case?

- Have female professors from outside FAU also been invited?
- Is the training course carried out appropriately according to the content of the flyer "Quality assurance in appointment procedures under particular consideration of aspects of gender and diversity"?
- Is it made sufficiently clear that all members of the appointment committee are obliged to recruit female professors?

## Proactive recruitment

- Is proactive recruitment carried out in accordance with the "Richtlinien zum Headhunting zur Gewinnung von Professorinnen"?
- Have you had the opportunity to make a contribution?

## Defining selection criteria

- Are the selection criteria formulated and recorded appropriately?
- Do they contain requirements for gender competence?

## Selecting candidates

- Was the synopsis created in a transparent and neutral manner and made available to all?
- Were all conflicts of interest checked?
- Were gaps in employment to care for children or relatives taken into account in the evaluation?
- Are the achievements of the women evaluated fairly?
- Are all criteria taken into consideration in the same way?
- Are all potentials evaluated equally?
- Are there any (subtle) discriminatory statements?

## Presentation and/or trial lecture

- Was the invitation sent with gender parity in mind?
- Is gender-sensitive language used throughout?
- Are questions of gender adequately valued?

**Pay attention to the unofficial discussions that take place on the sidelines of the recruitment days. Take part in "water cooler chats" and any meetings and accept invitations to lunch or dinner etc.**

## Meeting between female applicants and appointment committee

- Are the meetings carried out without prejudice and (hidden) discrimination?
- Are aspects of the candidate's private life discussed only at the candidate's request?
- Are all candidates asked the same questions?
- Is gender competence given sufficient consideration when assessing the candidate's transferable skills?

## Discussions within the appointment committee

- Are discussions within the appointment committee conducted without (hidden) discrimination?
- Is attention paid to the appropriate choice of words?
- Are academic achievements assessed with equal opportunities in mind?
- Are periods of time taken to care for family members and similar activities taken into consideration?
- Are objective criteria from a checklist used for the evaluation, or is it based exclusively on the impression the candidate is currently making?

## Selecting reviewers

- Are requests also sent to female reviewers?
- Are reviewers selected in a manner that is transparent and understandable?
- Are reviewers made aware of the consideration of aspects of gender and diversity and equal opportunities?

## Evaluations

- Do reviewers have access to all relevant documents and information?
- Is consideration given to diversity and equal opportunity?

- Does the text contain hidden discrimination?
- Are all potentials evaluated fairly?
- Are the selection criteria taken into consideration in the evaluation?

## Drawing up the shortlist

- Is preference given to women if candidates have the same qualifications and are equally suited to the position?
- Are candidates' achievements evaluated fairly?
- Are all potentials evaluated equally?
- Are there any (subtle) discriminatory statements?

### Do you agree with the list?

## The statement of the Officers for equal opportunities for women in science and the arts

- is the most important instrument for documenting and assessing the appointment procedure from the point of view of equal opportunities,
- is an important tool for assisting the Senate and the Executive Board in coming to a decision,
- should be detailed and contain both positive and negative aspects.

**Please inform the University women's representative responsible for this committee before the matter is discussed in the Senate.**

## Further information:

- [intern.fau.eu/strategy-planning-structure/appointments](http://intern.fau.eu/strategy-planning-structure/appointments)
- [gequality-and-diversity.fau.eu/gender/proactive-appointment-policy](http://gequality-and-diversity.fau.eu/gender/proactive-appointment-policy)
- **Appointments and Appointment Procedures (S-Ber)**  
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