



## LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Faculty Board

### **Gender equality, equal opportunities and diversity plan 2014 for the Joint Faculties of Humanities and Theology**

#### **Background**

Gender equality, equal opportunities and diversity work at the Joint Faculties of Humanities and Theology is based on current legislation, with the Discrimination Act as its foundation, and follows Lund University's central policies and values. The central policy has no expiry date and stipulates that each faculty is to develop its own plans and work in a systematic and purposeful way to promote gender equality, equal opportunities and diversity. According to the law, a gender equality plan is to be drawn up every three years, and an equal opportunities plan every year.

Similarly to the University's plan, the plan of the Joint Faculties of Humanities and Theology cover both areas, and is therefore subject to annual review. The plan of the Joint Faculties of Humanities and Theology consists of two parts – a policy and a concrete action plan.

The faculty board for Humanities and Theology deals with issues of gender equality, equal opportunities and diversity through its working committee (AU). The Joint Faculties of Humanities and Theology have set aside resources for a contact person whose task is to follow up the implementation of the gender equality and equal opportunities plans. The contact person is to act as rapporteur when the various boards of the faculties address issues of gender equality, equal opportunities and diversity and is to assist in the management and processing of these issues. The faculties' representatives in the University management group for gender equality and equal opportunities are to report to the contact person on a regular basis.

Lund University's policy for gender equality, equal opportunities and diversity includes the following areas of action: *Discrimination; Equal treatment; Recruitment and promotion; Leadership; Pay rates and other terms of employment; Gender perspective and inter-sectional perspective.*

The goals established for the action areas by LU are specified from the perspective of the Joint Faculties of Humanities and Theology in their own plan, in the policy section below. The departments and other units at the faculties are responsible for

taking into account and working actively on gender equality, equal opportunities and diversity within their organisation, in compliance with this policy.

Every year, the Faculties of Humanities and Theology are to formulate a concrete action plan in connection with their policy, which forms the basis of faculty-wide measures within gender equality, equal opportunities and diversity work. The work on the measures in the action plan starts with the work of the various boards of the faculties and is coordinated by a contact person who informs the people/bodies involved of the measures that have been decided and follows up on results.

### **Policy**

The policy below is based on the University's policy. Direct references to that document appear in italics.

### ***Discrimination***

*Lund University's aim is for all students and employees to be knowledgeable about the content of the action plans against discrimination such as harassment and sexual harassment.*

One of the goals of the Faculties of Humanities and Theology is that the work and study environment at all levels should be permeated by a spirit of inclusion, free from all forms of discrimination. The Faculties of Humanities and Theology work actively with supervision of the organisation, with different forums for knowledge transfer and continuous dissemination of information for the purpose of prevention.

### ***Equal treatment***

*Equal treatment entails everyone being treated with respect and consideration and being given the opportunity to develop on the basis of his/her personal circumstances. In its efforts to promote equal treatment, Lund University prioritises increased knowledge of and understanding for equal treatment of students and employees through information dissemination; systematic and purposeful efforts to increase gender equality and diversity when recruiting and accepting students; increased accessibility and adaptation; systematic and purposeful efforts to prevent and counteract harassment; integration of the diversity perspective in teaching.*

The Faculties of Humanities and Theology work preventively with the dissemination of information regarding equal opportunities and discrimination issues. Work and study environments are to be adapted to provide equal opportunities to work or study at the faculties. The equal opportunities and gender equality perspectives are to be integrated in the systematic work environment management regarding psycho-social issues.

In compliance with the educational development plan of the Faculties of Humanities and Theology, a reflective attitude to gender equality and equal opportunities is to be developed within professional training in teaching and learning in higher education. The faculties are to ensure that time is set aside in duties plans for relevant continuous professional development which increases knowledge of equal opportunities and gender equality, thereby increasing the quality of tuition.

***Recruitment and promotion***

*Assessments based on competence are to form the basis of recruitment and promotion, and entail strategic personnel planning with active gender equality targets. Active recruitment and career planning contribute to diversity and an even gender distribution within first, second and third cycle education, all teacher categories and administrative and technical positions. In the systematic efforts related to recruitment, career planning and promotion, special training initiatives are to be implemented on an ongoing basis with the aim of professionalising and raising the level of knowledge for employees who take part in recruitment processes.*

For first and second cycle education, the Faculties of Humanities and Theology are to work actively on widening participation. Cooperation with upper secondary schools is to be developed. As part of the work on widening participation and on equal opportunities, special support is provided during the period of study, such as comprehensive introductory activities, mentoring, language support and other special support measures.

The Faculties of Humanities and Theology are to strive to bring about a more even gender balance in recruitment to third cycle studies.

Individual annual appraisals are to be held with all employees.

***Leadership***

*The policy's targets include all levels actively working to achieve an even gender distribution in all decision-making bodies and in all leading positions. Persons with leading positions will be educated on the Discrimination Act and its practice, as well as be given the opportunity to develop their expertise in terms of gender equality, diversity and equal treatment at Lund University.*

At the Faculties of Humanities and Theology the boards, committees, management groups and academic staff at all levels are to have an equal gender distribution. The gender equality perspective is to be taken into account in all appointments to leadership positions.

***Pay rates and other terms of employment***

*Lund University's objective is for equal pay and terms of employment to predominate.*

Prior to the annual salary negotiations, salaries within the University's various units are to be mapped with regard to any unjustified discrepancies in pay.

***Gender perspective and inter-sectional perspective***

*Gender perspectives and gender awareness in teaching and learning will have a prominent place in the qualifying training in higher education teaching and learning at Lund University. The development work involved in implementing an integrated gender and inter-sectional perspective in teaching and learning will be intensified.*

The faculties shall, in compliance with the educational development plan, offer meeting places for the exchange of teaching experience focusing on gender equality, equal opportunities and diversity. A gender perspective is to be taken into account in the establishment of course syllabi and reading lists.

## Action plan 2014

### *Discrimination issues*

<b>Measure</b>	<b>Person responsible</b>	<b>Time frame</b>	<b>Follow-up</b>
The faculties are to produce an information brochure which will contain information on the faculties' gender equality work, equal opportunities and support measures, information on harassment, procedures for dealing with gender-related and sexual harassment, and regulations and possible channels of contact in incidents of discrimination of any kind.	Contact person for gender equality, equal opportunities and diversity issues together with the information officer at the HT faculty office.	Ready at the latest in 2014. To be reviewed annually.	The brochure is submitted to the working committee for approval and then distributed to all students and employees at introductory meetings as well as made available at the departments.
All information covered in the information brochure above is to be clearly available on the HT faculties' website, to which the websites of the departments are to provide a link.	Contact person for gender equality, equal opportunities and diversity issues together with the information officer at the HT faculty office.	Ready at the latest in 2014. To be reviewed annually.	Report to the working committee.
Teaching methods in research studies seminars are to be reviewed with the aim of promoting a positive and inclusive atmosphere.	To be carried out within the project on "the good seminar".	During 2014.	Report to the working committee.

Evaluate the seminar atmosphere in research studies through a special survey.	To be carried out within the project on “the good seminar”.	During 2014.	Report to the working committee.
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***Equal opportunities***

<b>Measure</b>	<b>Person responsible</b>	<b>Time frame</b>	<b>Follow-up</b>
The faculties are to draw up guidelines, advice and procedures for teaching, assessment and degree project supervision of students with language difficulties and disabilities.	Reference group for teaching and learning in higher education together with the office for educational support.	First proposal for a document to be ready in 2014.	Proposal to be submitted to the working committee, which then disseminates the result.
The faculties are to draw up a proposal for continuous professional development in alternative teaching methods which take special needs into account.	Reference group for teaching and learning in higher education.	Proposal to be ready in 2014.	Proposal to be submitted to the working committee.
All documents approved by the HT faculties which concern third cycle studies are to be available in English on the faculties’ website.	Third cycle programmes board together with the information officer at the HT faculty office.	A proposal is expected to be ready in 2014.	Report to the contact person for gender equality, equal opportunities and diversity issues.

*Recruitment and promotion*

<b>Measure</b>	<b>Person responsible</b>	<b>Time frame</b>	<b>Follow-up</b>
The faculties are to continue the analysis of recruitment to third cycle studies which has been initiated.	The programmes director and the secretary of the third cycle programmes board.	Continues in 2014.	Report to the working committee, which then disseminates the result.
An information meeting on third cycle studies and their application procedure is to take place in each department before each round of applications, for example late in the spring semester or early in the autumn semester.	Departments.	Start before 2013/2014 applications, then continuously.	Report to the contact person for gender equality, equal opportunities and diversity issues, to be included in the faculties' gender equality report.
HT faculties' regulations for third cycle programmes are to be reviewed from a gender equality and equal opportunities perspective.	Third cycle programmes board.	A proposal is expected to be ready in 2014.	To be submitted for approval by the working committee during 2014.
Statistics on gender distribution in admissions to first, second and third cycle studies, as well as appointments, are to be compiled annually by departments.	Contact person for gender equality, equal opportunities and diversity issues together with the human resources officer at the HT faculty office.	Start during 2014, to be included in financial statement for 2014.	To be included in the faculties' gender equality report.

*Gender and 'intersectional' perspectives*

<b>Measure</b>	<b>Person responsible</b>	<b>Time frame</b>	<b>Follow-up</b>
The faculties are to start and coordinate a network for those interested in gender equality, equal opportunities and diversity issues in teaching and in study and work environments.	Contact person for gender equality, equal opportunities and diversity issues.	Start in spring 2014, then continuously.	Report to the Health, Safety and Environment committee every semester, to be included in the faculties' gender equality report.
Reading lists are to be reviewed in a pilot project from a gender equality, equal opportunities and diversity perspective.	A person appointed by the first and second cycle programmes board.	During 2014.	Report to the first and second cycle programmes board, which reports to the working committee.

**Useful links**

Lund University's policy for gender equality, equal treatment and diversity:  
[http://www3.lu.se/pers/Jamstallldhet/policy\\_gender-equality\\_equal-treatment\\_diversity.pdf](http://www3.lu.se/pers/Jamstallldhet/policy_gender-equality_equal-treatment_diversity.pdf)

Lund University's strategic plan:  
[http://www.lunduniversity.lu.se/upload/about\\_lund/Strategic\\_plan\\_20120216.pdf](http://www.lunduniversity.lu.se/upload/about_lund/Strategic_plan_20120216.pdf)

Stödmaterial för arbetet med jämställdhet, likabehandling och mångfald vid Lunds universitet (Supporting material for work on gender equality, equal opportunities and diversity at Lund University, in Swedish)  
[http://www5.lu.se/upload/PA\\_Online/stodmaterialjamstallldhet.pdf](http://www5.lu.se/upload/PA_Online/stodmaterialjamstallldhet.pdf)

Strategic plan for the Joint Faculties of Humanities and Theology 2013–2017  
[http://www.ht.lu.se/fileadmin/user\\_upload/ht/dokument/Fakulteterna/Strategicplan\\_2013\\_17\\_webb.pdf](http://www.ht.lu.se/fileadmin/user_upload/ht/dokument/Fakulteterna/Strategicplan_2013_17_webb.pdf)

Verksamhetsplan och budget för humaniora och teologi år 2013  
 (Plan of activities and budget for the Humanities and Theology 2013, in Swedish)  
<http://www4.lu.se/upload/LUPDF/HT/ekonomi/Verksamhetsplan-och-budget-for-Humanistiska-och-teologiska-fakulteterna2013.pdf>

Bestämmelser för utbildning på forskarnivå inom området för humaniora och teologi

(Regulations for third cycle studies in Humanities and Theology, in Swedish  
[http://www.ht.lu.se/fileadmin/user\\_upload/ht/dokument/Utbildning/doktorand/BeslutFoutb111130.pdf](http://www.ht.lu.se/fileadmin/user_upload/ht/dokument/Utbildning/doktorand/BeslutFoutb111130.pdf)

Guidelines for matters relating to Lund University and its students, “Student rights”  
<http://www5.lu.se/upload/RULESandREGULATIONS/GuidelinesformattersrelatingtoLUanditsstudents.pdf>

National gender equality conference 2012 in Lund - Proceedings (in Swedish),  
<http://www.lu.se/upload/UCLU/jamstalldhetskonferens/Proceedings.pdf>