



## LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Faculty board working committee

### **Gender equality, equal opportunities and diversity plan 2016 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 policy (reg. no PE 2011/177), the equal opportunities plan for students and the University's rights list. The central policy has no expiration 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.

As is the case with the University's plan, the plan of the Joint Faculties of Humanity and Theology covers both areas, and is therefore subject to annual review and follow-up. The plan of the Joint Faculties of Humanities and Theology consists of two parts – a policy and a concrete action plan.

The Humanities and Theology Faculty Board deals with issues of gender equality, equal opportunities and diversity through its working committee (AU in Swedish). The Joint Faculties of Humanities and Theology have set aside resources for a contact person whose task is to implement the gender equality and equal opportunities plan. The contact person acts as rapporteur in the Faculty Board/working committee and the other boards when matters relating to these areas arise and assists in dealing with them.

The faculty representative in the University's management group for gender equality and equal opportunities continually reports to the contact person and uses the faculty newsletter to spread information about relevant issues dealt with in the management group.

Lund University's policy for gender equality, equal opportunities and diversity includes the following focus areas: *Discrimination, Equal opportunities; Recruitment and promotion, Leadership, Salaries and terms of employment, Gender and intersectional perspectives.*

In the policy section below, the goals established for the focus areas by LU are specified from the perspective of the Joint Faculties of Humanities and Theology. In compliance with this policy, 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.

Every year, the Joint 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 organisation's boards 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 Lund University's policy. Direct quotes from that document appear in italics.

#### ***Discrimination***

*Lund University strives to ensure that all students and employees are familiar with the contents of their faculty's/the University's action plan to tackle discrimination, including victimisation and sexual harassment.*

One of the goals of the Joint 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, harassment and/or victimisation. The Joint Faculties of Humanities and Theology work actively with continuous dissemination of information in different groups for the purpose of prevention.

#### ***Equal opportunities***

*Equal opportunities mean that everyone is treated with respect and consideration and has the opportunity to develop from the starting point of his or her personal circumstances. In its work on equal opportunities, Lund University prioritises increased knowledge and understanding of equal opportunities for students and employees through information, systematic and focused work to increase gender equality and diversity in the recruitment and reception of students, increased accessibility and adaptation so that everyone has the same opportunities to study and work at Lund University, systematic and focused work to prevent and combat harassment, and integration of diversity perspectives in education.*

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

#### ***Recruitment and promotion***

*Assessments based on skills and experience shall form the basis for recruitment and promotion and entail strategic human resources planning with active gender equality targets. Active recruitment and career planning contribute to an even gender balance and diversity in: first-, second- and third-cycle education, all categories of academic staff, administrative and technical roles. The systematic work on recruitment, career planning and promotion shall include continual training initiatives with the aim of professionalising and educating employees who participate in recruitment processes.*

The Joint Faculties of Humanities and Theology are to work actively to attain an even gender balance on all levels.

When recruiting to third cycle studies, an information meeting on third cycle studies and their application procedure is to take place in each department before each round of applications.

As for general student recruitment, the Joint Faculties of Humanities and Theology work actively with a number of initiatives, such as workshops for upper secondary schools. As part of the work on recruitment and equal opportunities, special support is provided during the period of study, such as comprehensive introductory activities, mentoring programmes, language support and other special support measures.

In accordance with current regulations, individual annual appraisals are to be held with all employees.

### ***Leadership***

*The aim of Lund University is to achieve an even gender balance in all decision-making bodies and in leadership roles. Those who hold leadership roles are trained in the Discrimination Act and its application, and have the opportunity to develop their skills in the work on gender equality, diversity and equal opportunities.*

At the Joint Faculties of Humanities and Theology the boards, committees, management and staff groups 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 aim is that equal salaries and equal terms of employment shall apply.*

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 and intersectional perspectives***

*Gender perspectives and gender-aware teaching shall have a prominent place in the qualifying training in higher education teaching and learning. The development work to implement an integrated gender and intersectional perspective in teaching and education will be intensified.*

For a Bachelor's degree at the Joint Faculties of Humanities and Theology, the students shall, in addition to the qualitative targets of the Higher Education Ordinance, be able to apply gender, ethnicity and diversity perspectives.

## Action plan 2016

### *Discrimination issues*

<b>Measure</b>	<b>Person/s responsible</b>	<b>Time frame</b>	<b>Activities</b>
The HT faculties are to produce an information brochure containing information on -the University's and faculties' gender equality work -equal opportunities and support measures -procedures for dealing with gender-related and sexual harassment -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.	2016	The brochure is submitted by the persons responsible to the working committee for approval.
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.	When the brochure has been produced.	The contact person for gender equality, equal opportunities and diversity issues contacts the web managers at the departments and the information officer at the HT faculty office makes the brochure available on the faculties' website.
Staff and students at the faculties are to be informed about the faculties' procedures with regard to matters of discrimination, victimisation and harassment through the brochure and activities in	Contact person for gender equality, equal opportunities and diversity issues together with the network of directors of studies and study and career advisors.	When the brochure has been produced.	The brochure is to be disseminated by the network of directors of studies and study and career advisors and to be distributed to students at introductory meetings. Furthermore, it is to be available at the receptions and offices of departments

conjunction with the publication of the brochure.			and with study and career advisors or administrators who are regularly in contact with students
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***Equal opportunities***

<b>Measure</b>	<b>Person/s responsible</b>	<b>Time frame</b>	<b>Activities</b>
Review of the HT faculties' web page on gender equality and equal opportunities and how it can be coordinated with the departmental websites which are to include information on gender equality and equal opportunities, at least by a link to the faculties' web page.	Contact person for gender equality, equal opportunities and diversity issues together with the information officer at the HT faculty office and the website managers at the departments.	2016	The contact person for gender equality, equal opportunities and diversity issues together with the information officer at the HT faculty office drafts a proposal and presents it to the Faculty Board working committee.
Staff and students are to be informed about the rights and obligations of students and the "Equal opportunities plan for students at Lund University 2015" decided by the Vice-Chancellor.	Contact person for gender equality, equal opportunities and diversity issues.	2016	The contact person for gender equality, equal opportunities and diversity issues distributes the list of students' rights and the equal opportunities plan for students to the departments as a reminder.
Conduct a faculty-wide seminar on inclusive teaching for both staff and students.	Contact person for gender equality, equal opportunities and diversity issues together with the information officer at the HT faculty office and the HT representative in the management group for gender equality and equal opportunities.	When the brochure has been produced.	In conjunction with the publication of the brochure, a faculty-wide seminar on inclusive teaching is to take place.

Introduce a procedure in which the annual case report of the student ombudsman is reviewed at the health and safety/gender equality, equal opportunities and diversity meeting of the Faculty Board working committee and take measures as needed.	Contact person for gender equality, equal opportunities and diversity issues	2016	When the annual case report of the student ombudsman is made available, it is to be discussed at the health and safety/gender equality, equal opportunities and diversity meeting of the Faculty Board working committee, partly with regard to how the report concerns the HT faculties.
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### ***Recruitment and promotion***

<b>Measure</b>	<b>Person/s responsible</b>	<b>Time frame</b>	<b>Activities</b>
Statistics on gender distribution in admissions to first, second and third-cycle studies, as well as appointments, are to be compiled annually by department.	Contact person for gender equality, equal opportunities and diversity issues together with the human resources manager at the HT faculty office.	2016	The contact person for gender equality, equal opportunities and diversity issues pursues the scrutiny of the data requested by LU centrally but also of ways in which the faculties can follow up the statistics obtained.

In addition to the measures listed above, the contact person for gender equality, equal opportunities and diversity issues shall in 2016–2017 collect information from all units on how work on gender equality and equal opportunities is pursued.

### **Useful links**

Lunds University web page on gender equality and equal opportunities,  
<http://www.staff.lu.se/organisation-and-governance/vision-objectives-and-strategies/gender-equality-and-equal-opportunities>

Lunds University policy for gender equality, equal opportunities and diversity,  
<http://www.staff.lu.se/sites/staff.lu.se/files/lund-university-policy-for-gender-equality-equal-opportunities-and-diversity.pdf>

HT faculties' web page on gender equality and equal opportunities,  
<http://www.ht.lu.se/en/the-faculties/diversity-equal-opportunities-and-gender-equality/>

Strategic plan for the HT faculties 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)

Regulations for third-cycle education at the faculties of Humanities and Theology,

[http://www.ht.lu.se/fileadmin/user\\_upload/ht/dokument/Utbildning/doktorand/Besluta\\_mmelser\\_2015\\_eng.pdf](http://www.ht.lu.se/fileadmin/user_upload/ht/dokument/Utbildning/doktorand/Besluta_mmelser_2015_eng.pdf)

The Equality Ombudsman website,

<http://www.do.se/other-languages/english-engelska/>

National gender equality work,

<http://www.includegender.org/>

Council of Higher Education, widening participation (in Swedish only),

[https://www.uhr.se/globalassets/\\_uhr.se/lika-mojligheter/uppdrag---breddad-rekrytering/framjande-strategisk-plan-gd-beslut.pdf](https://www.uhr.se/globalassets/_uhr.se/lika-mojligheter/uppdrag---breddad-rekrytering/framjande-strategisk-plan-gd-beslut.pdf)

[https://www.uhr.se/globalassets/\\_uhr.se/lika-mojligheter/uppdrag---breddad-rekrytering/framjande-strategisk-plan-gd-beslut-bilaga.pdf](https://www.uhr.se/globalassets/_uhr.se/lika-mojligheter/uppdrag---breddad-rekrytering/framjande-strategisk-plan-gd-beslut-bilaga.pdf)