



# LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Board of the Faculties of Humanities and Theology

Working committee

## **Gender equality, equal opportunities and diversity plan 2017 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<sup>1</sup> as its foundation, and follows Lund University's central policy (reg. no PE 2011/177). 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. In accordance with the new rules of the Discrimination Act, we are to take active measures to work systematically and preventively to counteract discrimination and in other ways promote equal rights and opportunities regardless of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The work with active measures is to be carried out continuously and be documented on a regular basis.

The Board of the Faculties of Humanities and Theology addresses issues of gender equality, equal opportunities and diversity through its working committee (AU in Swedish) on two pre-set occasions per semester. The faculties' contact person for issues concerning gender equality, equal opportunities and diversity serves as the rapporteur on these issues in the context of the faculty board, working committee and operational boards, and assists in other ways in terms of preparation and processing. The contact person also serves as administrative support and follows up the faculties' plan.

The Faculties of Humanities and Theology are represented in the central management team for gender equality and equal opportunities through a member who works closely with the contact person.

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<sup>1</sup> Legislation (2016:828) to revise the Discrimination Act (2008:567) which took effect on 1 January 2017.

### **Action plan**

The Faculties of Humanities and Theology's plan for gender equality, equal opportunities and diversity is a concrete action plan that forms the basis for faculty-wide measures and is part of the documentation required by the Discrimination Act. The action plan covers both students and staff. The work with measures in the action plan, including the follow-up, is coordinated by the faculties' contact person.

In compliance with the principal documents, the action plan is divided into six focus areas identified as relevant at the faculty level, see the following:

- Discrimination
- Equal opportunities
- Recruitment and promotion
- Leadership
- Salaries and terms of employment
- Gender and intersectional perspectives

The focus areas include the measures and the follow-up deemed relevant by the faculty board's working committee.

#### ***Discrimination***

The purpose of the Discrimination Act is to combat discrimination and in other ways promote equal rights and opportunities regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The work and study environment in the Faculties of Humanities and Theology are to be permeated by an inclusive spirit, free from all types of discrimination and harassment.

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

The University's policy clarifies both the equal opportunities perspective, which involves creating common policies for equal opportunities, and the diversity perspective, which aims to create an awareness and understanding of diversity. Work and study environments are to be adapted to provide equal opportunities to work at the faculties. The Faculties of Humanities and Theology work preventively with the dissemination of information concerning equal opportunities and discrimination issues.

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

Recruitment issues concern the recruitment of both students and staff. Active recruitment and career planning is to contribute to gender equality and diversity at the various educational levels and among staff.

With regard to student recruitment, it is important, as part of the process of widening participation and equal opportunities, to provide different forms of assistance during the study period, such as adequate introductory activities, mentoring, language support, and other specific support measures.

With regard to the recruitment and promotion of staff, Lund University's policy emphasises that assessments based on expertise are to serve as a basis, and that human resources planning is to be strategic with active gender equality goals.

The Faculties of Humanities and Theology strive to achieve an even gender balance in the recruitment to research studies programmes. Information meetings about research studies and how to apply are conducted at every department prior to each application round to encourage also those prospective doctoral students who are uncertain whether to apply for research studies.

The Academic Appointments Board has devised procedures to take gender equality into account when recruiting. The vice-chancellor's decision on new procedures to increase gender equality in the recruitment of professors (STYR 2016/1133) is taken into account and is also the basis for the work.

### ***Leadership***

In accordance with the University's policy, the objective of the Faculties of Humanities and Theology is that the boards, committees, management teams and collegial bodies at all levels have an even gender balance.

### ***Salaries and terms of employment***

The Discrimination Act stipulates that, every year, the employer is to map and analyse salaries in order to detect, correct and prevent unjustified differences in pay and terms of employment between women and men. The Faculties of Humanities and Theology are informed of these general mappings made available by the University. Before the annual salary negotiations and for new appointments, the salaries within the different units of the faculties are analysed with regard to any unjustified differences in pay.

### ***Gender and intersectional perspectives***

Lund University's policy emphasises that an integrated gender and intersectional perspective in teaching and education is to 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.

### ***Discrimination issues***

<b>Measure</b>	<b>Person/s responsible</b>	<b>Time frame</b>	<b>Activities</b>
The faculties are to finalise the information brochure on discrimination, harassment and victimisation intended for students at the faculties.	Contact person for gender equality, equal opportunities and diversity issues together with the communications manager at the faculty office.	2017	The information brochure is to be approved by the working committee and subsequently disseminated.
All information covered in the information brochure above is to be clearly available on the 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 communications manager at the faculty office.	Once the information brochure has been finalised.	The contact person for gender equality, equal opportunities and diversity issues contacts the web managers at the departments, and the communications manager at the faculty office makes the brochure available on the faculties' website.

<p>Staff and students at the faculties are to be informed of the faculties' procedures with regard to matters of discrimination, victimisation and harassment through the brochure.</p>	<p>Contact person for gender equality, equal opportunities and diversity issues together with the network of directors of studies and study advisors.</p>	<p>Once the information brochure has been finalised.</p>	<p>Dissemination of the information brochure through the network of directors of studies, study administrators and study advisors, and through distribution in connection with introduction meetings. It is to be available at the various receptions at the department, e.g. at the study advisors and study administrators, who are regularly in contact with students.</p>
<p>Highlight issues of discrimination, harassment and victimisation in connection with the "launch" of the new guide.</p>	<p>Contact person for gender equality, equal opportunities and diversity issues together with the communications manager at the faculty office and the faculties' representative in the management team for gender equality and equal opportunities.</p>	<p>Once the information brochure has been finalised.</p>	<p>In connection with the "launch" of the new information brochure, take this opportunity to draw attention to issues relating to discrimination, harassment and victimisation through one or several activities.</p>
<p>The faculties are to draw up a short folder containing information on whom employees can turn to in case of discrimination, harassment and victimisation.</p>	<p>Contact person for gender equality, equal opportunities and diversity issues together with the communications manager at the faculty office.</p>	<p>Commencing in 2017.</p>	<p>The work to draw up a folder begins.</p>
<p>The faculties are to draw up its own procedures for the work and document the active measures taken by the faculties.</p>	<p>Contact person for gender equality, equal opportunities and diversity issues together with the faculties' deputy chair for student welfare issues, and the faculties' representative in the management team for gender equality and equal opportunities.</p>	<p>2017</p>	<p>The contact person prepares a proposal based on the central templates available for support in order to meet the documentation requirements for the active measures.</p>
<p>Disseminate knowledge to the management teams of the faculties and departments about active measures, in accordance with the Discrimination Act, and about the support available for managers in the management of harassment cases.</p>	<p>Contact person for gender equality, equal opportunities and diversity issues.</p>	<p>2017</p>	<p>In connection with a head of department forum, invite Lena Lindell, human resources consultant at the central human resources division and management support for gender equality, equal opportunities and diversity work.</p>

***Equal opportunities***

<b>Measure</b>	<b>Person/s responsible</b>	<b>Time frame</b>	<b>Activities</b>
Review of the faculties' webpage on gender equality and equal opportunities, and how this can be coordinated with the webpages of the departments.	Contact person for gender equality, equal opportunities and diversity issues together with the information manager at the faculty office and the website manager at every department.	2017	Contact person for gender equality, equal opportunities and diversity issues together with the communications manager at the faculty office.
Student recruitment and visibility*  *From the 2017 action plan of the Study Programmes Board	Communications officers at the faculty office together the faculties' study advisor.	2017	Disseminate Andreas Tullberg's recruitment report and find ways to coordinate recruitment efforts.

***Recruitment and promotion***

<b>Measure</b>	<b>Person/s responsible</b>	<b>Time frame</b>	<b>Activities</b>
Student recruitment and visibility*  *From the 2017 action plan of the Study Programmes Board	Communications officers at the faculty office together the faculties' study advisor.	2017	Disseminate Andreas Tullberg's recruitment report and find ways to coordinate recruitment efforts.

***Other***

The faculty management is to gain a more comprehensive understanding of how units/departments work with gender equality and equal opportunities issues.	Contact person for gender equality, equal opportunities and diversity issues together with the faculties' representative in the management team for gender equality and equal opportunities.	2017	Compile the supporting documentation retrieved by the contact person for gender equality, equal opportunities and diversity issues in 2016–2017 from each department/unit on their respective work with gender equality and equal opportunities.
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**Useful links****Legislation**

Equality Ombudsman

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

Swedish Work Environment Authority

<https://www.av.se/en/>

**LU**

Lund 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>

Lund 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>

Student rights and guidelines

<http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-and-guidelines>

List of Rights for Students

<http://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/list-of-rights-lund-university.pdf>

**Faculties of Humanities and Theology**

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 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)

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)