SUND Action Plan

Action Plan for Career, Gender and Quality – Equal opportunities in research and management in the Faculty of Health and Medical Sciences

Introduction

Following on from the University Action Plan for Career, Gender and Quality¹, the Faculty of Health and Medical Sciences (SUND) has drawn up this action plan concerning recruitment processes for senior management positions and advertised academic posts².

In this context, senior management is defined as the dean, associate deans, the faculty director and heads of departments.

Academic posts are defined as professorships (incl. clinical and with special responsibilities), associate professorships (incl. clinical research associate professorships) and permanent assistant professorships.

Search committees will be used as part of the recruitment process for both categories³.

The action plan will apply from 2015 until the end of 2017⁴.

¹ https://intranet.ku.dk/employeeguide/HR/diversity/Documents/UK%20Handlingsplan%20bestyrelsen_vedtaget_061014%20EN%20tilrettet%20med%20måltil.doc
² https://www.retsinformation.dk/forms/R0710.aspx?id=140435
³ Please also refer to The University of Copenhagen Action Plan for Career, Gender and Quality
⁴ For further information about the process, follow-up, templates and the action plan, please refer to the personnel administrative portal KUnet: https://intranet.ku.dk/personaleadministration/rekrutteringku/VIP/academic-recruitment-in-english/Sider/default.aspx
I. Gender balance in senior management positions

In SUND, the dean, associate deans, heads of departments and heads of centres are all on fixed-term contracts. Search committees will be used to fill these positions. As far as possible, the appointment committees must be gender-balanced.

SUND will ensure that the proportion of the under-represented gender at upper-management level is at least 40%.

II. Recruitment process for advertised academic posts

Search committees

SUND currently uses informal search committees when recruiting professors and associate professors. The objective is that by the time the action plan expires in 2017, search committees will be systematically used for all advertised VIP positions. During the recruitment process, the search committee will actively seek out potential candidates, including talented young academics, both in Denmark and abroad.

The heads of department will be responsible for setting up search committees. The search committee will consist of researchers employed by or affiliated with the department, e.g. affiliated professors/associate professors, visiting researchers or other international peers. Under UCPH rules, the appointment committee can, in practice, function as the search committee. If there is a partial or complete overlap between the appointment committee and the search committee, the department must ensure that there are no potential conflicts of interest.

The setting up of the search committee must be documented and attempts must be made to ensure gender balance. In practice, the names of the members of the search committee are submitted to the dean when the advertisement for the position is sent to the dean for approval.

The search committee is tasked with ensuring gender balance in the range of applicants, particularly where one gender is under-represented in a given position.

5Further information about search committees is available here.
If applications are only received from one gender, the dean decides whether to re-advertise or apply to the rector for an exemption⁶.

**Assessment and appointment committees**

SUND already strives for gender balance on assessment committees. As a result, SUND does not expect to apply for many exemptions from the dean concerning the gender composition of assessment committees.

Gender balance on appointment committees for VIP positions may be a problem given that membership is automatically granted to certain roles, e.g. heads of department and director of studies. In these circumstances, SUND will refer to the fact that the action plan merely expresses an intent to ensure balance.

**III. Procedures after maternity/paternity or parental leave**

Prior to the leave, the head of department will arrange an extraordinary performance and development review with the staff member to discuss his or her future career. On their return to work, a follow-up conversation will be held with a view to reaching a binding agreement on tangible career-development measures.

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⁶ Exemption form: https://intranet.ku.dk/personaleadministration/dokumentbank/Documents/SKABELON%20for%20dispensationsansøgninger%20til%20rektor.EN.docx