



## **Statute**

# **Career Advancement Plan for Women 2017 (Frauenförderungsplan FFP 2017)**

pursuant to Section 20b of the Universities Act  
(Universitätsgesetz – UG)

Decision of the Rectorate dated 13 December 2017

**Legal Notice:** The following text is a translation, legally binding is solely the German version "Satzungsteil Frauenförderungsplan 2017" published in "Mitteilungsblatt der Karl-Franzens-Universität Graz, 7. Sondernummer, Studienjahr 2017/18, ausgegeben am 20.12.2017, 12.b Stück". Internet: <https://mitteilungsblatt.uni-graz.at/de/2017-18/12.b/pdf/>

# **Statute on the Career Advancement Plan for Women 2017 (FFP 2017) pursuant to Section 20b of the Universities Act (UG)**

Decision of the Rectorate dated 13 December 2017

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## **Introduction**

The University of Graz is committed to gender equality and to creating positive employment conditions for women that will be conducive to their careers. It is therefore a shared responsibility for all members of the University to pursue the goal of appropriate development opportunities commensurate with their qualifications, and to eliminate and compensate for any disadvantage to women. This is a particular obligation for those in leadership roles.

Actual gender equality and the empowerment of women will be adequately reflected in personnel policies, research and teaching, as well as in the distribution of resources. This includes the encouragement of women students as potential future scientists and academics. The University of Graz is actively committed to offering women and men equal conditions for study and work, in particular for scientific research, teaching and learning.

## **Part A General provisions**

### **Section 1 Legal bases and guiding principles**

The legal bases and guiding principles of the University of Graz Career Advancement Plan for Women are taken largely from the Austrian Federal Constitution (in particular Article 7 of Federal Constitutional Law (Bundes-Verfassungsgesetz – B-VG)), from Section 19 (2) no. 6 and Section 20b of the Universities Act (UG), and from the Statutes of the University of Graz.

### **Section 2 Scope**

Under Section 94 of the Universities Act (UG), the Career Advancement Plan for Women applies to all members of the University of Graz, as well as to applicants for an employment position at the University or for acceptance as a student. It is recommended that all companies, foundations and associations established by the University of Graz under Section 10 (1) of the Universities Act (UG), together with companies in whom the University holds, directly or indirectly, more than 50 per cent of the shares, apply this Statute analogously, insofar as this is reasonable and legally permissible.

### **Section 3 Objectives**

In implementing the Career Advancement Plan for Women, the University of Graz is pursuing the following strategic and operational objectives:

#### **(1) Equality of opportunity**

In all organisational, academic and administrative units, at all hierarchical levels and in all functions and activities, women are to be recognised as equal partners. Framework conditions which facilitate women's access to all areas of university activity are to be created and maintained.

#### **(2) Gender mainstreaming (Section 4)**

The University of Graz applies the principle of gender mainstreaming to all its decision-making processes.

#### **(3) Empowerment of women**

The empowerment of women is largely governed by this Career Advancement Plan for Women; nevertheless, since it is an inherent element of gender equality, key principles are also to be enshrined in the Equal Opportunities Plan Statute.

The aims are the promotion of women's academic achievements, the encouragement of junior researchers, an increase in the proportion of women participating in research projects and acquiring habilitation qualifications, and the encouragement of female students at the University of Graz. Steps are to be taken in order to enable women to qualify for positions of leadership in administrative units.

#### **(4) Elimination of under-representation**

The existing under-representation of women at the University of Graz in all organisational, academic and administrative units, at all hierarchical levels and all functions and activities, is to be eliminated; to achieve this, there is not only a need for measures designed to support women, but also for the elimination of disadvantages.

(5) Avoidance of disadvantage

Any disadvantage on the grounds of gender, in the context of employment or study at the University of Graz, is to be avoided.

(6) Infrastructure

There must be an adequate infrastructure to enable the empowerment of women to be realised.

(7) Information

Internal information and communication on the subject of the empowerment of women is a key prerequisite for the active implementation of this content, and as such it must be established and improved upon by everyone who works at the University.

#### **Section 4 Gender mainstreaming**

(1) Definitions

Gender mainstreaming, as defined in this Career Advancement Plan for Women, means that, when planning operational measures and decisions, potential different effects on the lives and interests of men and women must be systematically taken into consideration.

The aim of gender mainstreaming is gender equality at all levels.

(2) Gender mainstreaming requires the integration of gender equality and the empowerment of women in all activities, measures and decision-making processes of the University of Graz, especially by its highest-level bodies, such as the University Council, Rectorate and Senate (Sections 21, 22 and 25 of the Universities Act (UG); Section 4 of the Equal Opportunities Plan 2017 (GLP 2017)).

(3) To ensure consistent implementation of gender mainstreaming principles in all decision-making and planning processes, the University of Graz will draw on the expert knowledge available in the Working Group on Equal Opportunities (AKGL), the Coordination Centre for Gender Studies and Equal Opportunities and the Gender Mainstreaming Advisory Board and will actively involve them.

#### **Section 5 Training in gender mainstreaming**

As budgetary resources allow, the Rectorate will arrange regular information and training events on the subject of gender mainstreaming (in particular for those in management roles).

#### **Section 6 Under-representation of women**

Women are deemed to be under-represented when their proportion of the total number of persons employed by the University of Graz in the staff-related categories set out in the Universities Act (UG), the Collective University Agreement, and the relevant University Operating Agreements, falls below 50% (full-time equivalents) in the respective academic discipline or administrative unit.

#### **Section 7 Duty of career advancement for women**

(1) The objective of the Career Advancement Plan for Women and the Equal Opportunities Plan is to increase, to a minimum of 50%, the proportion of female employees in the respective academic discipline or administrative unit and in all functions and activities of the University of Graz in all employment and training relationships. Initiatives for the empowerment of women are to be integrated into staff planning and development. The relative urgency for the advancement of women is determined according to the degree of under-representation.

(2) All members of the university, especially high-level administrative bodies, are committed to participating in the achievement of this objective within their sphere of influence.

## **Section 8 Public relations**

Topics specific to women are to be presented – with appropriate content and language – to the internal university audience, as well as to the general public, as significant features of the university profile.

## **Section 9 Information regarding relevant legislation**

The Rectorate must inform the heads of all university units and the Working Group on Equal Opportunities (AKGL) concerning all current legislative provisions relevant to the empowerment of women issues. These provisions must be made publicly available to all employees.

## **Section 10 General information**

(1) On the home page of the University of Graz website, there must be easily accessible links to information on women's and equal opportunities matters (at least to the Working Group on Equal Opportunities (AKGL), the member of the Rectorate responsible for gender equality issues, the Coordination Centre for Gender Studies and Equal Opportunities, together with unikid & unicare, the person(s) with responsibility for compatibility issues, and employee interest groups).

(2) Information systems and directories intended for the public and for members of the University of Graz (such as directories of organisational responsibilities, course catalogues and telephone directories), must list the names, addresses, and email addresses of bodies involved in the empowerment of women.

(3) Students will be given the relevant information as part of the admission process (Sections 60 ff of the Universities Act (UG)) and during the orientation events and courses which form the Students' Introduction and Orientation Phase. At the very least, they will be introduced to the committees and bodies concerned with the empowerment of women. They should also be given information about contact points set up by the University of Graz for cases of sexual harassment and bullying, together with other forms of harassment.

(4) All employees should receive relevant information material from the Human Resources Department at the University of Graz on the day they start work. This should explain the role of the Working Group on Equal Opportunities (AKGL), the member of the Rectorate responsible for gender equality issues and the Coordination Centre for Gender Studies and Equal Opportunities, together with unikid & unicare and the person(s) with responsibility for compatibility issues and employee interest groups. They should also be given information about contact points set up by the University of Graz for cases of sexual harassment and bullying, together with other forms of harassment.

## **Section 11 Use of gender-equitable language**

(1) All work-related documents, official communications and other official documents produced by the University of Graz must use either explicitly female and male forms, or gender-neutral designations, or appropriate gender-equitable descriptions when more than just one gender is intended.

Furthermore, all organs and members of the University of Graz are required to use gender-equitable language in notices, forms, minutes, speeches, interviews and other communications addressed either to the public or to university members, as well as in their teaching, while preserving academic freedom and freedom of instruction. All documents and public utterances must therefore use either explicitly the female and male form, or else a gender-neutral designation. Non-objective differentiations between women and men are not to be used.

(2) Formulations such as descriptions of organs and functions are to be selected so that they are equally appropriate to both women and men.

## **Section 12 Accompanying evaluation of empowerment of women**

In accordance with Section 14 of the Universities Act (UG) and the Statute on Evaluation, regular evaluations must also cover empowerment of women.

## **Part B. Research**

### **Section 13 Advancement of women's research**

The University takes specific steps to promote women's research activity; these have been worked out together with the Working Group on Equal Opportunities (AKGL). The allocation of grants and funding for study must take place in a transparent manner.

## **Part C. Teaching**

### **Section 14 Participation in teaching, proportion of women**

(1) Female teaching staff must not be disadvantaged when internal and external teaching engagements are assigned. Women are to participate in a balanced way in teaching in all categories.

(2) The Working Group on Equal Opportunities (AKGL) is to be involved in the allocation of teaching duties. In cases of discrimination on the grounds of non-objective allocation of teaching duties, the Arbitration Board may be called in.

### **Section 15 Visiting lecturers**

When inviting visiting lecturers, a 50% proportion of women per academic discipline should be the aim.

### **Section 16 Use of gender-equitable language**

Teaching staff are required to use gender-equitable language and to refrain from gender-discriminatory examples and topics. This is without prejudice to the fundamental rights of academic freedom and freedom of instruction.

## **Part D. Study programme**

### **Section 17 Increasing the proportion of women in fields of study where women are under-represented**

(1) The University of Graz is adopting appropriate personnel, organisational and financial measures to promote women's access to fields of study in which women are under-represented.

(2) Women are under-represented in all areas of study in a discipline in which the proportion of women students is below 50%.

### **Section 18 Grants**

(1) Grant offers should be publicised to students in a suitable way. Women should be particularly encouraged to submit applications.

(2) The University of Graz is working towards raising funds for additional grants for women, so that grants may be interrupted by parental leave or by leave of absence for family reasons, and the age limit for grants can be increased in the event of family pressures.

(3) Grants awarded by the University of Graz itself are governed by the principles of paragraph 2.

(4) The allocation of grants and funding for study must take place in a transparent manner.

## **Part E. Staff recruitment, staff and organisational development**

### **I. Chapter: Staff recruitment**

#### **Section 19 General**

(1) According to the Duty of Career Advancement for Women set out in Section 41 of the Universities Act (UG) and Section 11 of the Federal Equal Treatment Act (GIBG), the proportion of women at the University of Graz in all academic disciplines or administrative units within the respective staff-related categories derived from the UG, the Collective University Agreement, and the relevant University Operating Agreements, is to be increased to and maintained at a proportion of 50% (full-time equivalents). Consequently,

in the academic disciplines and/or administrative units in which this proportion has not yet been achieved, an application from a woman whose suitability for the desired position is equal to that of the most suitable male competitor should be given priority until the proportion of women reaches at least 50%, unless reasons specific to the person of an individual male competitor tilt the balance in his favour.

(2) Any reasons specific to the person of a male competitor may not have a direct or indirect discriminatory effect in respect of a female applicant; (in particular, the citation of family status or care obligations is not permitted).

(3) In areas with blatant under-representation of women (especially where the proportion of men is 70% or more), appropriate initiatives and programmes are to be developed and agreed with the Working Group on Equal Opportunities (AKGL) in order to increase the proportion of women; these could include ideas for equality-focused recruiting, programmes to improve the WLB (work life balance or academic life in balance).

### **Section 20 Job advertisement**

(1) Job advertisement texts should include the sentence: "The University of Graz is committed to increasing the proportion of female employees, especially in leadership roles. We therefore explicitly encourage qualified women to apply for this position." Where women are under-represented, the following additional sentence should be added: "In the event of equal qualifications, women will receive priority consideration."

(2) The job advertisement texts and, if requested, the job description are to be brought verifiably to the attention of the Working Group on Equal Opportunities (AKGL) by the relevant academic or administrative unit via the Human Resources department promptly, but at the latest three weeks before publication of the job advertisement.

(3) If the Working Group on Equal Opportunities (AKGL) comes to the conclusion that the job advertisement text contravenes the principles of this Career Advancement Plan for Women, and if it is not possible to reach agreement with the Rectorate, the AKGL has three weeks from the failed attempt to reach agreement within which they may refer the matter to the Arbitration Board. The job advertisement is deferred until the Board has reached a decision.

### **Section 21 Motivating applications**

Appropriate steps should be taken to motivate qualified female applicants to apply for the advertised job.

### **Section 22 Evidence of a search for suitable women**

The receiving university unit or the organ responsible for funding an appointment proposal must be able to demonstrate that it has been actively seeking suitable female applicants. The relevant evidence is to be included in the file. The Working Group on Equal Opportunities (AKGL) guidelines (in their most recent applicable version) on repetition of the job advertisement are to be applied.

### **Section 23 Repetition of the job advertisement**

(1) If, by the application deadline, no women have submitted an application which meets the legal and recruitment requirements and corresponds to the specifications of the job advertisement text, the advertising body is to send the Working Group on Equal Opportunities (AKGL) a written report of the measures taken to inform women of the job advertisement and to motivate them to apply.

(2) If no adequate measures were taken to motivate qualified women to submit an application, the job must be readvertised before the start of the selection procedure.

(3) If there are still no applications from suitable women, despite the proper handling of the fresh job advertisement and despite evidence of an active search for suitable women, the selection procedure should still be carried out.

### **Section 24 Job interviews**

If recruitment or selection interviews are held in a situation where women are under-represented, all female applicants who meet the legal appointment or recruitment requirements and match the specification in the job advertisement, must be invited for interview.



## **Section 25 Additional requirements for appointment procedures**

(1) If female and male applicants are invited, in the context of an appointment procedure, to give a lecture or personal presentation, all suitable female applicants must in any case be invited.

(2) Female applicants whose suitability is equal to that of the most suitable male competitor should be given priority in the appointment proposal.

(3) Appointment negotiations with female candidates in the appointment proposal whose suitability is equal to that of the most suitable male competitor are to be prioritised.

(4) This is without prejudice to the provisions of Article V of the Concordat between the Holy See and the Republic of Austria, together with the Supplementary Protocol, Federal Gazette II No 2/1934.

## **II. Chapter: Staff and organisational development**

### **Section 26 Staff and organisational development**

(1) Staff and organisational development should be considered an important instrument for increasing the proportion of women at the University of Graz and the empowerment of women within the University. The concept of gender mainstreaming should be applied to all measures affecting staff and organisational development.

(2) The University of Graz is adopting appropriate personnel, organisational and financial measures in the following areas:

1. Promoting women's academic achievements,
2. Encouraging young female academics and female students,
3. Eliminating the existing under-representation of women in educational or employment relationships with the University of Graz,
4. Encouraging the training and professional qualification of women.

(3) Women are to be actively encouraged to qualify for career positions and professorships and should be motivated to apply for these.

(4) Structural and reorganisation programmes should take the objectives of the empowerment of women into consideration as far as possible.

## **III. Chapter: Career planning, continuing education and training**

### **Section 27 Continuing education and training**

(1) Individual organisational units, academic units, and administrative units should promote the advancement of women. When accepting participants for continuing education and training initiatives, care must be taken to ensure a balanced numerical ratio of women to men.

(2) Supervisors should encourage both female and male academic employees to study for doctoral and post-doctoral degrees. In addition, they should be informed of relevant academic conferences, subject-relevant academic associations, opportunities for publication, and the possibility of working on research projects.

(3) Supervisors should draw the attention of all female and male employees to relevant continuing education and training opportunities and should motivate women in particular to participate in these; they should ensure that all female and male employees, including part-timers and those who are absent from work or the workplace for legally or contractually sanctioned reasons, receive information about events relating to professional advancement as well as training events for management. All employees should be advised in a comprehensive and timely manner – including during staff appraisal interviews – of any continuing education and training opportunities for which they are individually eligible.

(4) If their wish to participate in such an event is not approved, the Working Group on Equal Opportunities (AKGL) should, on request, be informed in writing of the reason for the rejection. If there is good reason to suspect discrimination, the Arbitration Board may be called in.

## **Section 28 Specific content of continuing education and training**

The continuing education programme of the University of Graz should offer special seminars for the empowerment of women. Content should be devised in cooperation with the Working Group on Equal Opportunities (AKGL), the member of the Rectorate responsible for gender equality issues, and the Coordination Centre for Gender Studies and Equal Opportunities. Women are to be expressly addressed as a target group for continuing education and training courses and are to be employed increasingly as course directors and lecturers.

## **Section 29 Conventions and conferences**

Of the resources which the University makes available for financing its members' participation in conventions, conferences and similar events, an appropriate proportion is to be allocated to activities by women.

## **IV. Chapter: Further provisions**

### **Section 30 Career progression**

(1) The management is responsible for motivating women in particular to take up positions of leadership.

(2) Supervisors should encourage female junior academics to qualify for career positions and professorships and should motivate them to apply for these. Supervisors of female non-academic university staff should encourage them to qualify for leadership roles and should motivate them to apply for these.

(3) Female applicants whose suitability for the desired higher-level role or promotion is equal to that of the most suitable male competitor are to be given priority until the proportion of women in the group of university members in the respective academic discipline or administrative unit, at the respective hierarchical level in that function or activity, reaches at least 50%.

### **Section 31 Cover during maternity leave and leave of absence**

To cover maternal and parental leave (employment prohibition/restriction, leave of absence, part-time employment, early paternity leave etc) taken by female or male officials and employees, a substitute member of staff is to be appointed as soon as possible.

### **Section 32 Reviews; committees, panels**

With regard to post-doctorates and appointments, efforts should be made to ensure that there is a balance between the genders of reviewers.

## **Part F. Infrastructure and responsibilities of institutions for the empowerment of women**

### **Section 33 Responsibilities for the empowerment of women**

(1) The Working Group on Equal Opportunities (AKGL), the office of the AKGL, the member of the Rectorate responsible for gender equality issues, and the Coordination Centre for Gender Studies and Equal Opportunities, have responsibilities for the empowerment of women. These responsibilities include supporting the decentralised initiatives for the empowerment of women (e.g., at the level of organisational, academic or administrative units) together with the encouragement of female junior academics and staff.

(2) Further provisions related to this, in particular to infrastructure and resources, are to be found in the Statute on gender equality.

## **Part G. Budgetary matters and incentive systems**

### **Section 34 Budgetary matters**

(1) When preparing agreements on objectives and performance and allocating budgets, the Duty of Career Advancement for Women set out in the Federal Equal Treatment Act (GIBG) and the Universities Act (UG), as well as the measures set out in this Career Advancement Plan for Women, are to be taken into consideration as planning and allocation

factors. Budget requests, especially those which counteract the under-representation or the disadvantaging of women, are to be considered in accordance with the available resources.

(2) The Rectorate is to involve the Working Group on Equal Opportunities (AKGL) when defining indicators for budget allocation and to consider any proposals and suggestions.

### **Section 35 Incentive systems**

(1) The Rectorate of the University of Graz will make provision for budgetary incentives for the empowerment of women. Without prejudice to any legal measures regarding non-observance of the provisions of this Career Advancement Plan for Women, the Rectorate must set up, in the context of the budget allocation, budgetary incentive systems promoting gender equality.

(2) The objective of the incentive system for the empowerment of women is the equalisation of admission and promotion opportunities for women and men in the individual academic disciplines.

(3) The criteria to be used are the gender distributions within the relevant job groups or among the students.

(4) The annual budget for the incentive system will be a minimum of 10,000 euros, which is to be paid out to the best-placed disciplines.

(5) Each year the Gender Mainstreaming Advisory Board will agree the details of the indicators, the number of faculties and/or disciplines to receive payments and the way in which the payments will be made.

(6) If the Gender Mainstreaming Advisory Board is unable to agree on other indicators, the calculation will be carried out as follows:

1. The partial indicators are calculated as follows:

Indicator I – Entry opportunities: proportion of women junior academics/ proportion of new women students

Indicator II – Promotion opportunities: proportion of women professors/ post-doctorates/proportion of women junior academics

2. From these two partial indicators, the following weighting will be applied and used to rank the academic disciplines:

Overall indicator: indicator I x 1/3 + indicator II x 2/3

3. For this purpose, junior academics are defined as fixed-term assistant professors and project staff in the first four years of their fixed term contract.

(7) The disbursements from this incentive system are to be made annually.

## **Part H. Implementation and reporting obligations**

### **Section 36 General provisions for implementation**

(1) Implementation of the measures in the Career Advancement Plan for Women is compulsory for all bodies of the University of Graz that are required to take decisions or make proposals regarding the necessary organisational, personnel, and financial matters in accordance with their respective organisational regulations.

(2) The responsible bodies of the University of Graz undertake to implement the measures and objectives set out in national and international law (in particular Article 7 of the Austrian Federal Constitutional Law (B-VG); Section 1, Section 2 nos. 9, 10, Section 3 nos. 4, 9 of the Universities Act (UG); Sections 11 – 11d of the Federal Equal Treatment Act (GIBG); in the relevant EU legislation such as the Equal Treatment Directives; and in the UN Convention on the Elimination of All Forms of Discrimination Against Women). The standard of gender equality achieved thus far is to be continuously developed. All responsible bodies of the University of Graz recognise the need to take steps to raise awareness and to give individuals affected by discrimination the opportunity to assert their rights and thereby find real and effective support.

(3) Every type of discrimination or discriminatory action on the grounds of gender represents a dereliction of duty and is to be sanctioned in accordance with the (staff and employment) regulations. The implementation of the measures to achieve de facto equal rights for women and men at the University of Graz in all functions and activities and in all employment and training relationships is one of the duties arising from the employment relationship.

(4) When implementing the Career Advancement Plan for Women, consideration must be given to the Works Councils' rights to information and participation under the Labour Constitution Act (ArbVG).

### **Section 37 Reporting obligations in connection with empowerment of women**

Reporting obligations in connection with empowerment of women are governed by Section 57 Equal Opportunities Plan (GLP).

## **Part I. Effective date**

### **Section 38 Effective date**

This Career Advancement Plan for Women takes effect on the day after its publication in the University Gazette.

The Statute Gender Equality – Career Advancement Plan for Women (FFP/KFU 2005) pursuant to Section 19 (2) no. 6 in conjunction with Section 44 of the Universities Act (UG) by resolution of the Senate dated 9 December 2009, as amended by resolution of the Senate dated 15 May 2012, ceases to be effective on the date on which both the Empowerment of Women Initiative and the Equal Opportunities Plan to be adopted in accordance with Section 20b UG take effect.

The Chair of the Senate:  
Niemann