



**COMMITTEE FOR
EQUALITY AND
DIVERSITY**

INSPIRATION CATALOGUE

**ACTION PLANS
ON FACULTY
AND
DEPARTMENT
LEVEL**

INTRODUCTION

In order to anchor the work with equality and diversity widely in the organisation, AAU's faculties and institutes have been tasked with compiling and implementing action plans to promote gender balance in management, work-life balance and internationalisation. Including dealing with the challenges that are experienced among managers and employees and, on that basis, launching initiatives with an improving effect.

The catalogue provides inspiration for measures which have been shown to have a positive impact on the areas "more women in management", "work-life balance" and "internationalisation".

The purpose of the inspiration catalogue is to create knowledge sharing across AAU in relation to the structural challenges and opportunities highlighted in the work of compiling and implementing the action plans.

The three areas are not final for further work, but the areas and the various actions can be read as inspiration. .

AAU's strategic action plan for equality and diversity 2022-2026 builds on the work of the previous strategy period. As something new, the strategy also includes the technical-administrative staff and the students and thus differs from the last strategy period, when the initiatives were targeted at the scientific staff. In the strategy period 2022-2026 the university works with two overall focus areas for a number of new areas of action and activities; diversity and inclusion. Read more in AAU's strategic action plan for equality and diversity 2022-2026.



BEST PRACTICE - WOMEN IN MANAGEMENT



- Systematically use AAU's tool to screen job postings for linguistic stereotypes.
- Compile a text for use in the assessment committee which describes that maternity leave, leave for terminal care and other matters in private life which have created a 'hole' in the applicant's resume are matters which the assessment committee will ignore.
- Create space for employees with an interest in management to try their hand at management tasks and be supported in the right skill development and sparring.
- Let career development be included as a strategic focus area in relevant strategies by expressing and visualising the career opportunities at the faculty/institute.
- Systematically use search committees to ensure a broad field of applicants of high quality and diversity, including national and international qualified applicants and representation of more than one gender.
- Always ensure diversity in hiring committees.
- Clarify assessment criteria for the various VIP positions.
- Access to role models.
- Make the gender distribution on job categories visible annually.
- Develop a communication strategy that actively focuses on stories about women and careers.

BEST PRACTICE - WORK LIFE BALANCE



- Discuss limitlessness, accessibility and e-mail culture and compile an e-mail and calendar policy.
- Create a "code of conduct" which generally motivates a common culture and consideration for each other.
- Develop a planning model for TAP that supports transparency of work and task volume. Create space for the necessary time, calm and space for concentration and contemplation. For example, via the layout of the workplace.
- Implement an hourly policy with a transparent resource management approach for VIP.
- Implement the concept of "research peace" and efforts for this. Find an already prepared inspiration catalogue at AAU.
- Inform about the possibility of maternity and parental leave as well as AAU's maternity interviews and the possibility of flexible working conditions.
- Focus especially on the onboarding of young employees.
- Discuss the good teamwork and psychological security across the board.
- Establish monthly dialogue meetings where employees can discuss well-being, workload and challenges.
- Make the gender distribution of job categories visible annually.
- Use flexible working hours for TAP.
- Use flexible models in the Ph.D. program for stays abroad.

BEST PRACTICE - INTERNATIONALIZATION



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- Associate international researchers and guest lecturers with especially PhD scholars in order to support international publication and networking.
 - Create a policy for written communication and meeting management.
 - Support that the employees receive Danish and English lessons.
 - Offer courses in Danish and English with a focus on pronunciation.
 - Offer starter packages for new foreign employees in which tasks, institute culture etc. are presented.
 - Focus on involving international employees in administrative tasks.
 - Create English versions of study plans.
 - Establish a program for guest lecturers in order to strengthen the international network.
 - Have poster parties for employees and students where national customs, habits etc. are presented to each other.
 - Look into whether there is a cluster culture at the institute, and establish measures that improve social relations and cultural understanding between national and international employees.

OTHER ACTIVITIES AT AAU



In addition to the many initiatives that AAU's faculties and departments have initiated, the Committee for Equality and Diversity offers a number of activities that aim to strengthen diversity and inclusion at the university. The activities are aimed at all employees at AAU. Below are a few examples for inspiration for faculties and institutes.

DIVERSITY- AND INCLUSION TRAINING

The courses are aimed at all employees at AAU and they are free to attend. The courses are facilitated by the consulting firm ConnectingCultures and are held in both Danish and English.

MENTORING FOR VIP AND TAP

To the extent that it is possible, the match is made across faculties and departments. This contributes to increasing career development, networking and creates a neutral and confidential space between mentor and mentees.



