
CEU Policy for Increasing the Representation of Women as Faculty

Valid for Central European University Private University, CEU GmbH and Central European University New York

This Policy finds its legal basis in the Austrian Federal Constitution (B-VG), in particular its Section 7, the Austrian Equal Treatment Act (B-GlBG) and the Private Universities Act (PrivHG).

This Policy is published as an implementation measure of Objective 2.2 of the Gender Equality Plan, approved by the Senate of the Central European University on 23.04.2020, valid for the period 2010 - 2022.

The Gender Equality Plan, together with yearly Gender Equality Workplans provides details on CEU's gender equality objectives in 8 gender equality priority areas. The documents define objectives and actions, assigns responsibilities and lists necessary financial and human resources to improve Gender Equality at CEU.

The key priority areas addressed by the Gender Equality Plan are: (1) gender equality in CEU's mission, leadership and access to decision-making, (2) gender equality in recruitment, retention, and career progression including (3) availability of family-friendly policies, (4) gender dimension in knowledge transfer and research, (5) sexism, gender biases and stereotypes, (6) sexual harassment, (7) gender-sensitive data collection, access and processing, and (8) gender equality institutional structures.

This Policy applies only to those *academic units where women as faculty are underrepresented*. When an academic unit has reached a ratio of 50% women in each academic rank (assistant, associate, and full professorships), and there is no longer an underrepresentation of female faculty, the unit will be exempt from the obligation to follow this Policy for subsequent hires so long as gender balance is maintained.

CEU is committed to gender equality, and supports gender balance in faculty hiring by adopting the following measures:

Article 1. Announcement of a Faculty Vacancy

- 1.1 *Vacancies for assistant, associate and full professorships* will be addressed by launching a job advertisement with the following note: "CEU is an equal opportunity employer and values geographical and gender diversity, thus encouraging applications from women and/or other underrepresented groups and taking into consideration geographical diversity, as well. *Since CEU strives to increase the share of women in professorial positions, given equal qualifications, preference will be given to female applicants*".

Article 2. Recruitment and Selection Assessment

- 2.1 Search Committees (SC) for faculty positions will strive for including 50% of women members. In SCs set up by departments with very low percentage of female Faculty, all possible measures will be taken to avoid overloading female Faculty with Committee work, including: inviting female Professors from other departments to join the SC, regrouping administrative and other workload falling on women SC members, or introducing pre-screening of applicants. Before approving the SC, the Provost will make sure that it is as gender balanced as possible vis-à-vis the gender composition of the Department doing the search.
- 2.2 The gender of the applicants for a position will be collected at the moment of submitting their application, in compliance with General Data Protection Regulation (GDPR).
- 2.3 Applicants will be invited to specify if there are any gaps or shifts in their CV due to personal or family circumstances (such as taking parental leave, caring for a relative, prolonged sick leave due to disability etc.) for the Search Committee to factor in when reviewing applications and accommodate expectations to the specific career path. The following note will be included in job applications: “CEU recognises that personal and family circumstances shape the trajectory of one’s career and working patterns. As such, and in line with CEU’s promotion of Equal Opportunities, we encourage applicants to detail periods of leave, part-time work or other such situations in their applications so that the Search Committee is able to assess an applicant’s academic record fairly in the context of their circumstances. Any declaration of personal and family circumstances is **voluntary** and will be handled confidentially and only considered in so far as it impacts on the academic career of an applicant”.
- 2.4 The Search Committee will strive for a pool of applicants with the same gender distribution as the pool of PhD graduates in the given discipline in Europe, by actively reaching out to suitable female candidates and inviting them to apply.
 - 2.4.1** The gender distribution of the PhD graduates in different disciplines in Europe will be provided in Annex 1 of the Policy and updated every 2 years. The main source of data will be the European Commission’s report She Figures. In cases for which She Figures does not provide sufficient information, the Gender Equality Officer will work with the academic departments individually to establish the best proportion of women candidates in the given discipline.
 - 2.4.2** The Gender Equality Officer will provide guidelines to Search Committees on active gender-sensitive recruitment strategies.
- 2.5 The list of short-listed candidates invited for job talks will include at least 50% of women as a rule. If this is not achieved, a written justification must be given in the report (see Art. 3.4)
- 2.6 If the final decision comes down to two candidates (one male, one female) with equal merit, the position will be offered to the female candidate.

Article 3. Regular Monitoring

- 3.1 The Gender Equality Officer, with assistance of HRO and IRO, will be responsible for calculating the proportion of female and male faculty, broken down by unit and rank, at the moment of the adoption of this policy. This will be monitored every two years with a report being provided to the Senate.

- 3.2 If any given report shows stagnation or decline in the proportion of female faculty compared to the previous one, stronger affirmative action measures targeting specific units or ranks will be considered.
- 3.3 Updates on the progress of female faculty hires per department will be made public and recognized yearly in the Academic Forum.
- 3.4 When the Search Committee submits a hiring recommendation to the Provost or Rector, the report will include: (i) gender proportion of the Search/Selection Committee, (ii) gender proportion of applicants, (iii) gender proportion of short-listed candidates, (iv) in the case that the gender distribution of short-listed candidates is not 50%-50%, a thorough justification for this, and (v) gender of the candidate recommended for hiring. If the recommended candidate is a man, the report should include an explanation for this decision (v).
- 3.5 Data in 3.4 should be anonymised, digitalized, and submitted to the Gender Equality Officer yearly for departmental monitoring purposes.
- 3.6 Data in 3.4, together with the gender of the hired candidate, should be anonymised, digitalized, and submitted by the Search Committee to the Gender Equality Officer for departmental monitoring purposes.

Signed by CEU President and Rector *Michael Ignatieff*.

The original document is filed at the Office of the Academic Secretary.

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