

## Protocol for the implementation of CEU Policy for Increasing the Representation of Women as Faculty

4<sup>th</sup> November 2021

This Protocol addresses the responsibilities of the Office of the Provost and Pro-Rector in implementing the articles the [CEU Policy for Increasing the Representation of Women as Faculty](#) that are relevant to the Provost's role.

When a Department opens applications for a Faculty position, the Provost shall approach the **Head of Department to ascertain the gender composition of its faculty body**. The Policy (and therefore, the steps described below) only applies to those academic units where women as faculty are underrepresented (below 50%).

### *Article 2.1*

Search Committees (SCs) should strive for 50% female representation in their composition. **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. In SCs set up by departments with a 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, reassigning administrative and other workload falling on women SC members, or introducing pre-screening of applicants.

### *Article 2.4.2*

After approval of the Search Committee, the Provost will circulate among the SC the **Gender-Sensitive Recruitment Guidelines** elaborated by the Gender Equality Officer.

### *Article 3.4*

At the moment of receiving the hiring recommendation by the Search Committee, the Provost shall ask for a report containing:

- (i) The gender proportion of the Search/Selection Committee,
- (ii) The gender proportion of applicants,
- (iii) The 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) The gender of the candidate recommended for hiring. If the recommended candidate is a man, the report should include an explanation for this decision.

At the moment of approving a faculty hire, the Provost shall take into consideration Article 2.6 of the Policy:

*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.*