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

4th November 2021, modified 11th April 2022

This Protocol addresses the responsibilities of the Office of the Pro-Rector for Research and Faculty in implementing the articles the CEU Policy for Increasing the Representation of Women as Faculty that are relevant to the role of the Pro-Rector for Research and Faculty.

When a Department opens applications for a Faculty position, the Pro-Rector for Research and Faculty 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 Pro-Rector for Research and Faculty 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 Pro-Rector for Research and Faculty 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 Pro-Rector for Research and Faculty 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 Pro-Rector for Research and Faculty 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.*