

# Terms of reference for the Gender Equality Committee at The Faculty of Business and Social Sciences (BSS), SDU

## The basis of the Gender Equality Committee at BSS

BSS at SDU wants to ensure equality, i.e. equal opportunities and equal terms for women and men among the Faculty's scientific and technical administrative staff.

The Faculty has a specific goal of creating a more equal gender distribution among its employees.

This goal is prompted by an ambition to attract and retain the top portion of the entire pool of talent – men as well as women – and to ensure that the scientific and administrative staff's gender composition to a higher degree reflects that of the students and the surrounding community.

In order to accomplish this and meet the University's central Gender Equality Committee's vision to achieve strengthened and widespread local involvement in the equality work at SDU, BSS set up this Gender Equality Committee in 2017.

## Goals and vision of the Gender Equality Committee

The goal of the Gender Equality Committee's work is to ensure equal opportunities and terms regardless of gender in order to reduce the loss of talent in scientific and administrative positions. This should result in a more equal gender distribution between employees in the future. The overall visions for the equality work are thus:

- To bring the entire talent pool into play
- To ensure role models in research, teaching, knowledge exchange and administration
- To ensure transparency, equal opportunities and equal treatment for all in relation to the filling of positions, employment and career development
- To ensure a working environment with room for diversity

These visions are fulfilled through the work of the Committee and will, among other things, address matters of management, recruitment and staff retention, career development, work environment and awareness-raising.

## The work of the Gender Equality Committee

Every year, the Gender Equality Committee draws up an action plan including goals and status for the gender equality work at BSS. In this connection, the Committee is responsible for gathering input on local goals and efforts from departments and other units. The action plan is submitted to the Faculty Management for approval, and a status is given to the Faculty Management on an annual basis. The Committee will mainly focus on gender equality, but may also focus on more general diversity issues. The work will be concentrated around the structural conditions of the Faculty in relation to recruitment, employment and career development.

Among other things, the Committee will work to identify gender barriers at the Faculty and examine in which situations these occur as well as establish the distribution of roles between the Faculty and the departments in relation to gender equality work. Furthermore, the Committee shall identify management mechanisms, tools and incentive structures in relation to gender equality and suggest motivational initiatives, which the Faculty and its individual units can initiate to create a better balance in the distribution of gender. The Committee also has the responsibility to examine the development of gender distribution at the Faculty, which is reported to the central Gender Equality Committee on an annual basis.

The Gender Equality Committee collaborates with SDU's Gender Equality Team (GET) based on the University's overall Gender Equality Plan.

The members of the Committee are ambassadors for the gender equality work and must therefore bring the issue into focus in the contexts in which they participate as well as initiate and support initiatives to promote the objective of bringing all talents into play.

## Organisation of the Gender Equality Committee

The Gender Equality Committee is an advisory committee set up by the Dean of BSS. The Faculty Administration, as well as each department and relevant centres at the Faculty, are each represented with one member, and – in addition – the Dean appoints a chair of the Committee. Members represent their respective units with associated scientific and technical administrative staff. A department representative thus represents the interests of both scientific and technical administrative staff. The Committee aims to achieve a balanced representation between men and women and to have members with relevant insight into the field and commitment to engage in the work.

Committee membership is taken up every two years, and the aim is to replace no more than half of the Committee at the same time. The heads of departments and heads of administration select new members at the request of the Dean.

The Gender Equality Committee holds approximately four annual meetings, and Committee work is paid as standard hours. This will be agreed individually with the respective heads of department. The agenda for the meetings shall be drawn up by the Chair in collaboration with the Dean's Office, which provides secretarial services for the Committee.

## Communication and collaboration

The Committee's work must be carried out in close collaboration with the individual departments and units at BSS as well as SDU GET. This is to ensure a sense of ownership of the gender equality policy at the entire Faculty and coordination with SDU's overall policy and work on gender equality. Furthermore, an ongoing collaboration will be established with the central Gender Equality Committee, and the local Liaison Committee and Occupational Health and Safety Committee shall be informed about the work of the Committee on a yearly basis and will be involved in the adoption of relevant initiatives.

Communication about the work of the Committee must be made easily accessible at [sdunet.dk](http://sdunet.dk).

*Approved by the Gender Equality Committee on 17 January 2017*

*Last revised and approved by the Gender Equality Committee on 7 December 2021*