

The Genie Toolbox

Improving gender equality at Chalmers

Recommendations for all

- Make sure the Genie representative is supported by the head (who is in charge), connected to ILG and can commit time to gender work. Form a gender equality group around the Genie representative.
- Collect data divided in men/women for various positions, department duties, sick leave etc. Publish this and follow/address over time.
- Write a gender equality action plan with committed goals. Decide on concrete actions to reach goals (Genie can help). Show the plan to the whole department.
- Offer basic training on gender equality and unconscious bias to the internal recruitment committee, to ILG, and to anyone planning to do recruitments.
- Be transparent about promotion criteria in the department.
- Evaluate meeting culture, publish all meeting minutes, and be transparent in department decisions.
- Department day around inclusion/diversity with discussion of academic culture. Workshop with faculty discussing department's situation. (Outcomes can be used as starting point to decide where to focus Genie efforts).
- Assure new assistant professors get a senior mentor, access to leadership training, and included in the community.
- Think through every recruitment before starting: from the ad to who makes selections at different stages in the process; discuss criteria and goals.

A. Community and academic culture

- Perform a culture/climate survey to better understand situation
- Arrange seminars on gender/diversity topics in the department
- Offer education/workshops around unconscious bias, bystander intervention etc.
- Arrange focus groups for informal discussions of gender-related topics
- Workshops for bottom-up ideas to address work environment problems
- Invite female speakers to scientific seminar series
- Assure possible networking of female faculty in department
- Social activities throughout the department, with families; celebrate successes
- Review communication in department. Is it working for everyone? Is it gender equal?
- Review the department's web pages with gender balance in mind
- Improve ways to welcome and integrate new staff
- Educate senior faculty to act as ambassadors for gender equality

B. Career development

- Workshops on promotion, how to write proposals etc. for young faculty and postdocs
- Fund people's time so they can complete all requirements for promotion
- Actively nominate women (and men) for awards, fellowships etc. Be systematic
- Encourage faculty to go on sabbaticals; help make it possible
- Outgoing postdocs with funding coming to department, add support to bring family
- Increase number of women in important leadership roles
- When group leader on maternity/paternity leave, provide help with running lab/group
- If high admin duty (i.e. leadership role), provide support to run research group
- Specialists vs. faculty. Analyze if women are trapped. If so, address

- For new leaders, provide individual coaching if needed
- Set up mentorships, senior faculty-young/new faculty, for informal advice and support
- Hold career reviews with staff who have long been stuck on one level
- Help young faculty (especially newly arrived) with necessary contacts (e.g. with industry, centers) and support them in the academic path

C. Progressive recruitment

- Make recruitment processes as transparent as possible
- Learn how to write ads for open positions in a gender balanced way
- Hire PhD students in joint open calls, perhaps with other departments
- Unconscious bias observers in meetings on faculty recruitment
- Make sure every recruitment involves a serious search for excellent candidates; use internal experts, external experts, or a recruitment firm
- New faculty hires, search broader (than initially thought) within research area
- Actively search for women faculty to recruit at meetings and conferences, in networks
- Consider new appointments designed to attract women via choice of research area
- Appoint female visiting researchers (Genie has funding program)
- Due-diligence for senior appointments; make sure they are committed to equality
- People that leave, keep track and do exit interviews to learn about problems

D. Leadership towards change

- Gender equality as a standard topic on agendas, and considered in every decision, at leadership/faculty meetings and make someone accountable
- Change how department meetings are run towards more inclusive and objective
- Make open statements about commitment to gender equality from department head
- Act on and stop all biased behavior using the authority of the department head
- Investigate all harassment reports, state you do so, make it personal matter for head
- Check how teaching and research space divided between men/women; amend
- Make performance on gender equality efforts a parameter in salary revisions
- If necessary, discipline people that have performed (gender/sexual) harassments