



## Vice-Chancellor's Decision

No 132/21

20 December 2021

Reg. no 2021/1083

**Matter:** Summary of Karlstad University's Gender Equality Plan, GEP

**Officer:** Emelie Hessel

### **Background:**

From 1 January 2022, a Gender Equality Plan (GEP) is mandatory in all research applications connected to Horizon Europe, the EU programme for research and innovation. Karlstad University can confirm that we, through our ongoing work with gender equality, fulfil the Horizon Europe's requirements. This document is created to demonstrate this, and it provides an overview of the work with gender equality at Karlstad University.

### **Co-determination act information/**

**Negotiation:** No

### **Decision**

The vice-chancellor approves a Gender Equality Plan (GEP) for research applications in accordance with Horizon Europe, the EU programme for research and innovation.

Johan Sterte decided in this matter and Emelie Hessel prepared the case. Thomas Blom, pro-vice-chancellor, Margareta Friman, pro-vice-chancellor, Anne-Christine Larsson Ljung, university director, and Elvira Skoglund, student union chair, participated in the final processing of the matter without taking part in the decision.

[Signed original is available in the registry.](#)

Johan Sterte

A copy of the decision was sent to:

- The registry
- The faculties
- GIO
- Communications Office
- 

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Decision:	132/21	Reg.no	C2021/1035	Replaces:		Reg.no.	
Applies from:	1 January 2022	until:	further notice	Officer:	Emelie Hessel		



## Summary of Karlstad University's Gender Equality Plan (GEP)

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## Introduction

Actively working towards gender equality is part of Karlstad University’s strategy of creating a culture where every co-worker wants and has the opportunity to develop and contribute to the goal-fulfilment of the organisation. At Karlstad University, meetings between individuals are important and the activities are built on participation and commitment. The work towards gender equality and against discrimination is summarised in “Aktiva åtgärder enligt Diskrimineringslagen” (Active Measures in Accordance with the Discrimination Act).

From 1 January 2022, a Gender Equality Plan (GEP) is mandatory in all research applications connected to Horizon Europe, the EU programme for research and innovation. Karlstad University can confirm that we, through our ongoing work with gender equality fulfil the requirements of Horizon Europe. This document is created to demonstrate this, and it provides an overview of the work with gender equality at Karlstad University. The document is established by the vice-chancellor and is published on Karlstad University’s intranet.

## The process of creating the document

The task of developing a GEP was assigned to the HR Office in 2021. An HR strategist responsible for work environment and equal terms drafted materials for the GEP, together with the deputy university director (responsible for gender mainstreaming) and a dedicated resource at Gender Studies. The draft was assessed by the person responsible for gender mainstreaming, HR strategist, head of HR, deputy head of HR and it will receive final approval and signature from the vice-chancellor.

## Dedicated resources

The University’s work with gender mainstreaming is coordinated by the deputy university director. Expertise for the implementation is supplied by a Gender Studies resource. Ongoing reports on the work will be provided to the University’s executive management.

Two resources at the Student Health Services are tasked with working at 50 % capacity with equal terms for students. An HR strategist specialising in work environment and equal terms has, within

the framework of their employment, responsibility for the work with gender equality that concerns university staff.

Vice-chancellor has the overall responsibility for the work environment, which includes the study environment for all students. In the vice-chancellor's delegation of authority to deans and university director, who in turn delegate to heads of departments and other departmental heads, provided that the head in question has the necessary qualifications to perform adequate work with regard to work environment.

### Data gathering and monitoring

Karlstad University's annual report is updated every year and both summarises and presents data on gender balance, qualification levels and types of employment in connection with gender balance in all staff categories at Karlstad University. The annual report is regulated by the Ordinance (2000:605) Concerning Annual Reports and Budget Documentation, and summarises the last year's operating and financial performance. The data is collected and processed via Kuli, Karlstad University's management information tool.

### Training for staff and executives

As a part of the work related to gender mainstreaming, all employees have been offered introduction courses in gender equality, norms and norm critique these past years. Information about the Swedish Gender Equality Agency's introductory courses is also disseminated within the organisation.

In collaboration with six other higher education institutions, Karlstad University continuously arrange training days each semester, concerning various aspects of gender equality. Examples of such aspects are gender equality as quality assurance in higher education, gender equality and career opportunities and gender equal economic resources. These training days have different target audiences, based on work duties and positions, but are open and available to all employees.

Via the University's intranet, a resource page is available, containing materials and examples of how gender and gender equality can be integrated into teaching, a university-produced podcast series on gender equality within academia, and links to various education material directed at employees with different positions and occupations.

Gender mainstreaming is included in the introductory training for new executives. Management is also encouraged to participate in the Swedish Gender Equality Agency's introductory course on gender mainstreaming for leaders and executives in government agencies. The institution also offers supervision for executives who want to work with specific gender equality issues. The supervision lasts for a year, with the help of expertise from Gender Studies.

### Work-life balance, personal life and organisational culture

Guidelines for remote work gives management and employees clarity regarding the opportunities of working remotely, which in turn can facilitate focused work, effective work days and contribute to a better work-life balance.

Information about parental leave and pregnancy benefit can be found on the intranet. There are instructions on how to submit an application, what your rights are, links to the Swedish Social Security Agency and where you apply to take days off. The General Agreements on Salaries and Benefits (Villkorsavtal), which is the collective agreement for government employees, stipulates the employee's right to parental benefit supplement of approximately 10 % during the first year of parental leave.

Working hours for all employees are regulated in the General Agreements on Salaries and Benefits. At Karlstad University we have our own collective agreement as well, which regulate the working hours for teachers, administrative staff and technical staff. Teachers have annual working time, while administrative and technical staff have flexitime. The number of vacation days increase with age.

### Gender balance in leadership and decision-making

Karlstad University strives for gender balance and is observant of contexts where a gender is underrepresented. Gender equality permeates procedures and approaches in leadership, maintenance of competence, working conditions, working environment and administrative support. Gender equality and norm critique is integrated into leadership training and courses in higher education teaching and learning.

Through a clear position taken by Karlstad University, decisions regarding recruitment have a gender equality perspective. Information related to gender equality can be found in Karlstad University's Recruitment Manual, Appointments Procedure, Supplementary Regulations for the Appointments Procedure and an HR guide on the importance of a gender equality perspective in all aspects of recruitment, from the composition of the recruitment team and development of a requirements profile, to networking, recruitment channels, continuing professional development and gender equal treatment. Recruitment teams at Karlstad University shall, whenever possible, consist of both men and women. External experts in recruitment processes shall, in accordance with the Higher Education Ordinance, be represented by both men and women, unless there are extraordinary reasons to do otherwise.

### Gender equality in recruitment and career progression

Karlstad University's Strategy for Recruiting Academic Staff 2021-2023 states that an improved gender balance shall be strived for in groups where one gender is underrepresented, and that the University's academic staff shall possess knowledge about sustainable development, equal terms, and gender aspects in relation to the courses and programmes they work with.

During 2021, recruitment training has been offered to employees who continuously work with recruitment in some way, mostly new heads of department. The training comprises two parts and goes through all the steps of the recruitment process, as well as how to conduct interviews. The training is provided by HR specialists at the University.

During 2021, all HR specialists at the University will receive training in competency-based recruitment from Malin Lindelöv, who has a Degree of Doctor of Psychology and has written the book "Kompetensbaserad rekrytering" (which translates to Competency-based recruitment). The training is conducted in two modules, one digital and one physical on-site, together with other agencies. The aim of competency-based recruitment is to use scientific methods to predict the recruitment candidates' performance in their new role.

Karlstad University is also working on a digital recruitment course which includes aspects of gender equality, and which is to be available at all times for staff who work with recruitment.

Karlstad University has developed an HR guide for gender equality in recruitment, which contains advice on how to ensure gender equality in all stages of the recruitment process.

## Integrating gender into research and education

Included in the duties of the academic activities is the task of performing follow-ups of courses and study programmes, of which one aspect is analyses of gender equality in the education environment. At faculty level, it should be clear through routines and procedures how this assignment is carried out. On a general level, this assignment is also monitored through so-called planning dialogues between vice-chancellor and faculty management.

Karlstad University employs the so-called “Trekloversamarbetet” as a method of assuring the quality of education. One aspect of these quality assurance assessments is to look at how the courses and study programmes ensure the integration of gender equality perspectives into the teaching. This is part of a self-evaluation made internally, which is then later assessed by an external assessment group. Included in the assessment is, among other things, to analyse, evaluate and exemplify how gender equality perspectives are integrated into the education, with regard to, for example, course syllabuses, course literature, student population and the student completion rate of male and female students respectively.

At faculty level, there are also quality assurance procedures governing monitoring of objectives, establishing course syllabuses and annual reports from education activities where gender equality is taken into account. The procedures may vary between the faculties and the teacher education board, since the respective organisations have different needs and conditions to consider when making decisions regarding the implementation of the quality assurance system.

Central Services provide support for the core operations’ development work related to education. For example, there are questionnaire templates, education material and methods for analyses available. Central Services can also, when needed, perform organisational analyses through the expert support organised by Gender Studies. Central Services initiative the exchange of ideas regarding the relationship between education and gender equality, between different subjects and departments.

Within research, the freedom to choose research area and method governs how gender aspects are integrated. At the institution, there are well-established procedures related to research ethics, as well as other regulations that could potentially be relevant for gender equality.

## Measures against gender-based violence, including sexual harassment

Karlstad University has a **Work Environment Manual** (Arbetsmiljöhandbok) with guidelines and documentation for how to maintain a satisfactory work environment at the University. The aim of the manual is to gather all the procedures related to work environment and give guidance as well as spread knowledge on the subject. The manual is a tool in the systematic work with work environment, and a part of creating good working conditions and a good work environment for all employees.

**An action programme with guidelines and procedures in case of discrimination, harassment and other abusive treatment** is available for all employees on the University’s intranet. The document aims to be a guidance and a support for how to manage a situation where you have been mistreated, or when you have seen someone else be mistreated or abused. It is directed at both students, employees and management. The action programme comprises both preventive measures and measures in case of harassment.

An action plan for dealing with threats, violence and uncomfortable situations is also available on the intranet. It is developed as a part of the preventive, university-wide work with, for example, leadership development, investigation and follow-ups of incidents and work-related injuries,

information for new employees, duty to investigate, collaboration and preventive work related to students.