

Progress Report of the University of Freiburg on the Implementation of DFG Research-Oriented Equal Opportunity Standards 2011

The University of Freiburg understands itself as a discourse community characterized by an openness to cultural diversity both internally and externally. Upholding Humboldt's ideal of a mutually beneficial alliance between research and instruction, the University of Freiburg thrives on the diversity of its students, teachers, and researchers. The wide variety of intellectual, cultural, and social backgrounds of its students and employees, their individual experiences, and the diversity of their career paths are what makes the University of Freiburg into a place where excellence and the quest for knowledge flourish. The new Rectorate appointed in 2008 has thus given equal opportunity and diversity the status of a central strategic task for university development. Gender and diversity issues are now embedded in administrative structures throughout the university, coordinated from the top down, implemented from the bottom up, and made into a permanent part of administrative practice. The following overview of equal opportunity measures at the University of Freiburg is an illustration of this development and a reflection of the central role equal opportunity and diversity play in shaping the future course of the university. This progress report has been presented to and approved by the Permanent Senate Commission for Equal Opportunity, the Rectorate, and the University Council.



PD Dr. R. von Kulesa

Faculty Equal Opportunity Representative of the University of Freiburg



K. Klaas

Staff Equal Opportunity Representative of the University of Freiburg



Prof. Dr. H.-J. Schiewer

Rector



Prof. Dr. H. Schanz

Vice Rector and head of the section Equal Opportunity and Diversity



Dr. M. Schenek

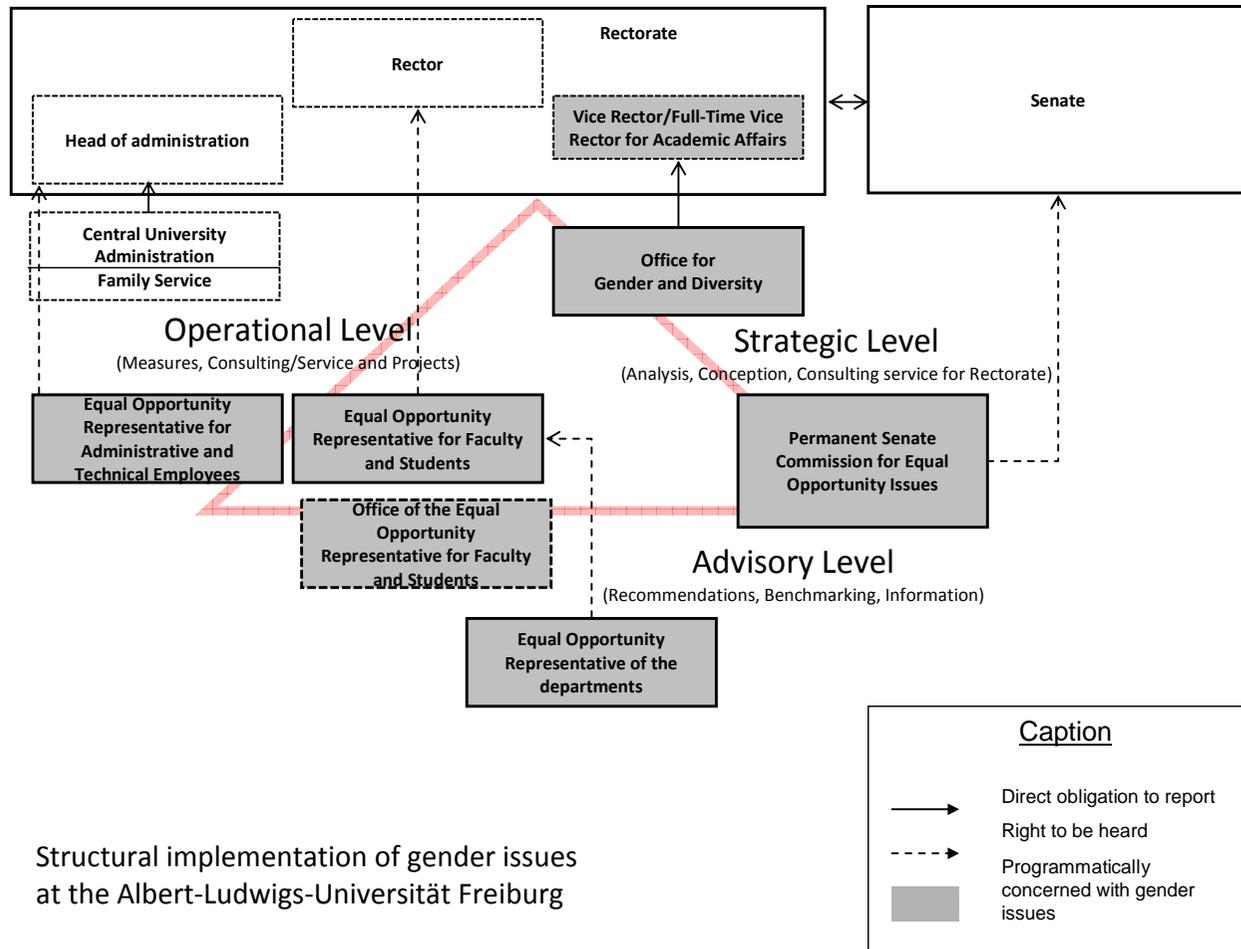
Head of Administration and head of the section Family Issues



Dr. h.c. H. Weitzmann

Chair of the University Council

Honorary Senator



Structural implementation of gender issues at the Albert-Ludwigs-Universität Freiburg

A) Structural Equal Opportunity Standards

1. Implementation of Internal Structures and Processes

1.1. Integration at the Management Level

<p>Rectorate: The executive board of the University of Freiburg is composed of the rector, the vice rector and full-time prorector for academic affairs, three part-time prorectors, and the head of administration. Each of its members is directly responsible for particular central administrative offices and departments. Equal opportunity and diversity is given top priority in the Rectorate and is under the direct responsibility of the vice rector. The Office for Gender and Diversity is directly accountable to him.</p> <p>The head of administration has the authority to issue directives on equal opportunity in the area of administrative and technical employees. He is also responsible for the university-wide issue “compatibility of family, studies, research, and career.” In 2010 he also assumed responsibility for the central Family Service.</p>	<p>since 2008</p>
<p>Office for Gender and Diversity: Established in April 2008, the Office for Gender and Diversity is the strategic administrative department for equal opportunity and diversity. Its main task is to advise the Rectorate in all decision-making, planning, implementation, and assessment processes at the university in the area of equal opportunity and diversity. This involves proposing strategies, instruments, and viable methods for realizing equal opportunity and diversity at the University of Freiburg. The basis for the office’s work is the Equal Opportunity Plan for the Years 2009–2014, which sets priorities for the next five years. These overarching goals are operationalized according to the SMART principle and concretized in yearly plans.</p>	<p>since 2008 1000% LV-L 13, temporary 1000% TV-L 13, temporary</p>
<p>Faculty Equal Opportunity Representative: The responsibilities of equal opportunity representatives at higher education institutions in Baden-Württemberg are described in § 4 of the State Higher Education Act from 2005. They include participation in sessions of the Senate and its commissions as well as in appointment and selection committees. In order to facilitate the implementation of the constitutionally mandated equal opportunity standards for women and men, the Rectorate relieved the faculty equal opportunity representative from numerous administrative duties in 2009. All of her operative tasks (project administration of the trial course of study, mentoring, Family Service, etc.) were integrated into existing areas of responsibility in the administration, thus improving the effectiveness of this legally mandated post and giving the faculty equal opportunity representative more time to conduct her political work.</p>	<p>since 1988 restructured in 2009 50% relief from duties for faculty equal opportunity representative 100% TV-L 13, coordinator, temporary</p>
<p>Staff Equal Opportunity Representative: The staff equal opportunity representative ensures the implementation of and adherence to the state equal opportunity law and supports the Rectorate in carrying it out. She is involved early on in all measures concerning human resources, social programs, and organizational development and can recommend measures for the promotion of women. She monitors recruiting procedures and participates in university work groups and committees. In summer 2008 the staff equal opportunity representative also assumed responsibility for the newly established Dual Career Service.</p>	<p>since 1996 100% relief from duties for one administrative employee</p>
<p>Permanent Senate Commission for Equal Opportunity: It is necessary for both women <i>and</i> men to participate in and shape equal opportunity work. Hence, the Senate resolved in October 2008 to rename the Permanent Senate Commission for the Promotion of Female Researchers and Students to the Permanent Senate Commission for Equal Opportunity. At the same time, the commission’s responsibilities and organizational profile were changed and it was given additional members. Further support came from the establishment of administrative services for the commission in the central university administration – a service also provided to other Senate commissions. The Office for Gender and Diversity has assumed this function. Moreover, for the first time since the commission was established, the chairperson is not a member of the commission but a member of the Rectorate, namely the vice rector. The main task of the Senate commission is to provide advice and guidance in the implementation of equal opportunity measures at the University of Freiburg. In addition, it selects the winners of the Bertha Ottenstein Prize each year.</p>	<p>since 1986 restructured in 2008 administrative services: Office for Gender and Diversity</p>

<p>Constitution: As per § 23 of the Constitution of the University of Freiburg in the version from 7 July 1993, the implementation of equal opportunity goals is the responsibility of the central faculty equal opportunity representative and her deputies, the equal opportunity representatives of the faculties, which may be advised by a faculty commission, and a permanent Senate commission serving in an advisory capacity.</p>	since 1993
<p>Reference to Equal Opportunity in the University's Mission Statement: The university views "its social task as being situated at the point at which progress, freedom, and responsibility intersect. The University of Freiburg thus shows consideration for the life situations of women and men in all domains of society and promotes measures for realizing equal opportunity and a higher percentage of female employees, both at the university itself and further afield. In addition to being a general expression of societal responsibility, this policy also serves to further the excellence of research and instruction in all academic disciplines."</p>	since 2006
<p>Strategic Plan of the Rectorate: In the 16-point program (Strategic Plan) drafted by the Rectorate that assumed office in 2008, the further development and expansion of the university's equal opportunity strategy was identified as the second most important area of future organizational development behind budget consolidation.</p>	since 2008
<p>Equal Opportunity Plan for the Years 2009–2014: The universities of Baden-Württemberg have been required by law since 1995 to draft an equal opportunity plan for the research domain as part of their structural and developmental planning. In its new <i>Central Equal Opportunity Plan</i> developed in 2009, the University of Freiburg concentrates on fields of action that have been identified as the main areas in which the university should make efforts to meet existing challenges in the coming years. For the most part, it describes strategic goals and key positions for the entire university rather than individual instruments. The central equal opportunity plan is complemented by the <i>faculty equal opportunity plans</i>. They include a <i>quantitative</i> section on the status quo at the faculty, including statistics on the proportion of female employees and the anticipated amount of positions that will need to be filled in the coming years as well as declarations of intent concerning plans to hire women and increase the proportion of females at individual levels of qualification. For the first time, the faculty equal opportunity plans also contain <i>qualitative</i> commentary, in which the faculties set binding targets and describe appropriate measures for achieving them on the basis of a status analysis. The plans close with an overview of current and planned equal opportunity instruments at the faculty.</p>	2009–2014
<p>Staff Equal Opportunity Plan: The basis for the university's Staff Equal Opportunity Plan is the State Equal Opportunity Law of 2005, which replaced the ten-year-old State Equal Rights Law. The plan traces the development of female employees at the University of Freiburg since 1996. In the years since its publication, the university has succeeded in successively increasing the proportion of female civil servants in senior and professional positions.</p>	since 1996
<p>Strategic Concept for Equal Opportunity for the Years 2008–2011: In May 2008, the Rectorate presented a strategic concept for equal opportunity for the first time in the history of the university. The concept was approved by the Senate on 28 May 2008. This comprehensive strategic concept for equal opportunity serves the purpose of communicating existing and planned equal opportunity measures to an internal as well as an external audience, integrating them permanently into university structures, and providing a framework and guideline for those in charge of putting them into practice. The distinctive feature of the concept is that it includes university-wide measures for the academic domain as well as for the administrative and technical domains – i.e. equal opportunity is described as a collaborative task for the entire university. The concept convinced the selection committee of the Female Professor Program in 2008, and the university has now filled all three professorships it received funding for within the context of the program.</p>	since 2008
<p>Family-Friendly University: Perspectives for the Years 2009–2011: The concept "Family-Friendly University: Perspectives for the Years 2009–2011" was developed by the Office for Gender and Diversity with support from the university's Family Service. It sets various goals, such as the expansion of decentralized child care offerings, improvements in the conditions for students with a child, and the promotion of active fatherhood. The family concept is being evaluated and updated in 2011. The concept was discussed in depth by the Family-Friendly University Work Group as well as by the Senate and the University Council, where it met with general approval.</p>	since 2009

1.2 Involvement of Disciplines/Faculties/Departments

<p>Joint Meetings of the Faculty Equal Opportunity Representatives: The central faculty equal opportunity representative meets twice per semester with the equal opportunity representatives of each of the faculties and their deputies. The meetings serve as a forum, enabling the participants to report on their activities and exchange ideas on central developments, problems, and questions.</p>	since 1998
<p>Equal Opportunity Consulting: In 2008 the DFG introduced equal opportunity funding to provide an additional incentive for launching joint projects. This also worked as an additional catalyst at the University of Freiburg, since competent advising and in-depth knowledge of equal opportunity issues is required for the application process. The Rectorate entrusted the Office for Gender and Diversity with this task in 2009. The office now advises research institutions on formulating and structuring proposals for gender equality measures in their applications, deciding which measures to select for the project, placing the planned measures in relation to the equal opportunity goals of the university and integrating them into the university's overall equal opportunity concept, finding partners to help the applicants organize and implement the measures (e.g., the Family Service), and conducting routine quality assurance checks and monitoring. This form of in-house consulting allows research networks to bring their needs into line with those of the university-wide objectives and gives the Rectorate more control over the development of equal opportunity initiatives in the university's research networks.</p>	since 2009
<p>Accessibility Work Group: The diversity of students and employees places challenges on universities. On the one hand, a university that is already diverse has better preconditions for coming to grips with the realities of diversity, but on the other hand, it has to adjust its organization to accommodate the individual needs of this community's members. The Rectorate thus resolved to create an accessibility work group under the chairmanship of the vice rector as an initial measure for the diversity dimension "disability/chronic illness." By bringing together existing groups concerned with the issue of students and employees with a disability or chronic illness, the university aims to intensify its engagement in this area and create further synergies. The work group follows the goal of formulating strategies and measures to improve accessibility at the University of Freiburg and increasing awareness and understanding for disabilities and chronic illnesses at all levels. In addition to representatives from all administrative departments for which this issue has direct relevance, the work group also includes three students with various disabilities and one employee with a chronic illness.</p>	since 2010
<p>Family-Friendly University Work Group: Established in 2007, the work group for a family-friendly university is responsible for the strategic coordination of all measures for improving the compatibility of family and career or studies. In order to promote widespread acceptance of the topic, the permanent members collaborate with further relevant individuals in planning and implementing measures, including representatives from the faculties and departmental heads from areas like construction, human resources, and the libraries. The work group has the task of evaluating the family-friendliness of all work and study conditions at the University of Freiburg and initiating concrete measures for achieving a better work-family balance on the basis of these evaluations. The work group is chaired by the head of administration. Administrative assistance is provided by the Family Service.</p>	since 2007
<p>Human Resources Development Work Group: The Rectorate resolved in November 2008 to introduce a systematic strategy for human resources development at the University of Freiburg, beginning with a pilot phase in the central administration. A work group led by the head of administration was established for this purpose. Also directly involved in the group are the staff equal opportunity representative and the Office for Gender and Diversity. The work group was commissioned to develop a comprehensive, i.e., gender- and diversity-sensitive, concept for human resources development with the following priorities: the introduction of employee meetings, further training and qualification, schedules for promotions, and adequate consideration of social environment, particularly work-family balance. The concept "Human Resources Development: Pilot Phase in the Central Administration in the Years 2009–2011" was passed by the Rectorate in April 2009.</p>	since 2008

1.3. Cooperation with Established Institutions

<p>Committees: The faculty equal opportunity representative and the staff equal opportunity representative are members of all important committees of the university and are thus implicated from the outset in all planned measures. In addition to this legally mandated participation in committee work, the faculty equal opportunity representative has also been a non-voting member of the University Council (supervisory board) since 2005.</p>	since 2005
---	------------

<p>Permanent Senate Commission for Equal Opportunity: In addition to the work groups named above, the topic of equal opportunity and diversity is also dealt with by the Permanent Senate Commission for Equal Opportunity, composed of eight experts from various areas of the university. The commission is chaired by the vice rector and includes the faculty and staff equal opportunity representatives as well as four professors, two other employees from academics and research, two representatives from administration and technical services, and two students.</p>	<p>since 1986 restructured in 2008</p>
<p>Gender Studies: The University of Freiburg does not view gender research as a genuine component of its organizational structures in the area of “equal opportunity,” but rather as an independent field of research. However, the research institutions active in this field do increase awareness for and competence in gender issues at the university. One of these institutions is the Center for Anthropology and Gender Studies (ZAG), established in 2000, which integrates the teaching network and degree programs of historical and biological anthropology with established research structures in the field of gender studies at the University of Freiburg. The goal of the center is to introduce gender aspects into the curriculum of various academic disciplines at the university. The interdisciplinary approach and the combination of courses from various fields of study (natural sciences and technical fields as well as humanities and the social sciences) enables students to receive a grounding in fundamental theoretical and methodological concepts and also to acquire social competence.</p> <p>A lecture and event series and a journal have been operating under the title “Freiburg Gender Studies” since 1994. The material published in the journal is almost exclusively original scholarship, written both by established scholars and early-stage researchers. The journal and the series have been coordinated by the Department of Gender Studies at the ZAG since 2000.</p>	<p>since 1994 and 2000</p>

1.4. Equal Opportunity in Organizational Development

<p>Evaluation of Equal Opportunity Measures: Since the university has – despite positive developments – not yet achieved its goal of significantly increasing the proportion of females at all levels of qualification, the Office for Gender and Diversity was commissioned to evaluate how effective the existing instruments have been in actually achieving equal opportunity. These evaluations have led to a restructuring of central measures, such as the university-wide mentoring program, and to the integration of programs like the trial course of study for female school students into the university’s regular administrative structures.</p>	<p>since 2009</p>
<p>Profile Development for Diversity/Benchmarkings: The University of Freiburg has committed itself to implementing diversity topics in the coming years, e.g., in the Equal Opportunity Plan. As at other universities in Germany, there are already numerous initiatives promoting diversity at the University of Freiburg. A few examples are “StARS – Students in Anglistics for Resources and Support” (a mentoring program in which experienced students support students who have come to Freiburg from another university or have changed their field of study), summer programs (such as that for Japanese students), the “Be Buddy” program of the Office of Student Services, etc. However, these measures have existed side by side for years without being part of an overarching strategy. The Rectorate has thus resolved to develop and implement a coherent diversity strategy. The strategy will serve as the basis for promoting diversity at the university and lead to university-wide targets. The Permanent Senate Commission for Equal Opportunity fulfills an important function in this process and has already made several very constructive recommendations to the Rectorate (e.g., signing the Charter of Diversity, establishing the Accessibility Work Group). The commission has agreed upon a structural procedure for approaching the complex topic of diversity step by step. The Office for Gender and Diversity prepared statements for this purpose on the state of all six dimensions described as being especially deserving of protection in the General Equal Treatment Law of the Federal Republic of Germany (gender, age, disability, religion/worldview, sexual orientation, family background/“race”). These statements offer an initial analysis of where the University of Freiburg stands on these dimensions and list examples of good practice already in place. The members of the commission have already discussed the statement for the dimension “disability and chronic illness” in depth and that for “sexual orientation” in part. In future sessions the commission will treat each of the diversity dimensions in turn and develop a tool kit of measures corresponding to each of them.</p>	<p>since 2009</p>
<p>Total E-Quality Rating: In addition to these largely internally oriented initiatives, the University of Freiburg is also making efforts to enhance its public profile in the area of gender equality. As an expression of its equality-oriented self-concept, the university applied for the “Total E-Quality Rating” and received it in the fall of 2010. In the process of applying for the rating, the university dealt extensively with the areas of recruiting and staffing, career and human resources development, work-family balance, the institutionalization of its equal opportunity policy, planning and management elements in organizational development, and questions concerning organizational culture. Various groups were involved in the planning process (Rectorate, faculty equal opportunity representative, Family-Friendly University Work Group).</p>	<p>since 2010 one-off 2,500 EUR investment</p>

<p>Quality Audit: The University of Freiburg is in the process of developing a comprehensive and coherent quality management system for all performance areas that will serve both to optimize internal governance structures and to fulfill external requirements, such as in the area of accreditation. In fall 2008 the university began preparing for an institutional quality audit, for which external experts were invited to evaluate the systematization of existing measures and make recommendations for the system's further development. The audits focusing on academics and gender and diversity – the areas in which the most progress has been made so far in the development and implementation of quality management measures – are scheduled for completion in 2011.</p>	2008–2011
<p>Innovation and Dialogue Workshop: The University of Freiburg has resolved to confront the challenges of the present and the future by implementing targeted dialogue processes in various fields of action. It is essential to initiate both internal and external dialogue processes because they do justice to the diversity of the organization and are also a concrete reflection of the issues involved in this diversity. The first meeting of the Innovation and Dialogue Workshop established for this purpose was held in 2007, on the 550th anniversary of the university's founding. Further workshops have since been organized roughly once a year. At an innovation workshop on "Strategic Identity" in 2008, for instance, employees of the university discussed their expectations for their departments concerning issues like equal opportunity. The topic of equal opportunity was treated in all work groups participating in the workshop, but there was also a work group that concentrated specifically on gender, in which employees discussed their conception of a modern gender equality policy and then presented their results to the other participants. The participants also formulated concrete recommendations for the implementation of their ideas, which were subsequently passed on to the relevant departments. One important result of this workshop was that it extended the topic of equal opportunity to include the more general aspect of diversity, which was then included in the Strategic Concept for Equal Opportunity being prepared parallel to this workshop.</p>	since 2007
<p>Strategic Meetings: At the beginning of 2009 the Rectorate began holding strategic meetings with the individual faculties at regular intervals. The purpose of the meetings is to discuss plans for the strategic development of the faculties, including core domains such as instruction, research, appointment and human resources planning, infrastructure, and the development of the proportion of women as described in their structural and developmental plans. The Rectorate uses these meetings to discuss the faculties' strengths and weaknesses and their existing or planned priorities in instruction and research as well as to identify central fields of action. To prepare for the strategic meetings, the Rectorate sends out a questionnaire on the state of equal opportunity at the faculty in order to enable a structured discussion of the topic. In addition, the Office for Gender and Diversity compiles datasheets with the help of the Department of Information Management and Statistics. These datasheets include a table summarizing the development of the proportion of females at the faculty since 1999, graphics on the course of careers since 2004, and developments in the proportion of women in the area of habilitations and professorships since 1999. The individual fields of activity include faculty-specific recommendations and measures, which are then discussed by the Rectorate and the faculty.</p>	since 2009

2. Handling of Data on the Equal Opportunity Situation

<p>Data Collection: Gender- and diversity-sensitive data collection is essential for routine quality control of the equal opportunity goals set by the university and the faculties. The University of Freiburg's most important statistics are collected continually by administrative department 1, Department of Information Management and Statistics. These statistics differentiate between gender on the level of positions (professorships, mid-level faculty, third-party-funded positions) as well as the level of career stages (proportion of female students, graduates, doctoral degrees, habilitations). It is also possible to discriminate between age groups and types of employment (temporary/permanent, part time).</p>
<p>Publication: All data is published on the statistics pages of the University of Freiburg homepage and updated at regular intervals. In addition, the central equal opportunity portal includes tables and graphics on the course of academic careers and targets for each of the the faculties. In this way, it is possible to compare faculty- and discipline-specific differences in the course of careers and promotion probabilities and identify suitable measures, for instance in applying for joint research projects (SFBs, GRKs).</p>
<p>Analysis and Use: The statistical material prepared by the Department of Information Management and Statistics is used on several levels:</p> <ol style="list-style-type: none"> 1. Ensuring adherence to targets and deadlines in the equal opportunity plan: Starting in 2011, current data will be compared to the status quo from the first point of data collection by the Office for G+D and passed on to the faculty equal opportunity representative. The faculty equal opportunity representative or one of her deputies can then remind the faculties of targets set in the faculty equal opportunity plan which have not yet been met in the questionnaires for the strategic meetings and work towards a proactive search for suitable female candidates prior to appointment procedures. 2. Reporting and monitoring: The rector reports to the Senate every two years on the current state of implementation of the equal opportunity plan, identifying trends as well as negative developments on the central and faculty level. These reports also include the equal opportunity data collected regularly for the university ranking of the Competence Center for Women in Science and Research (CEWS),

prepared and analyzed by the Office for G+D.

3. Strategic meetings: see above.

4. Evaluation of equal opportunity measures: In order to determine the effectiveness of particular equal opportunity measures, the Office for G+D analyzes the data and makes recommendations for realigning them or developing them further. All central equal opportunity measures initiated since 2009 have been internally evaluated and realigned in this way.

3. Increasing Competitiveness

3.1. Flexible Working Hours and Family-Friendly Work Organization

Flexitime Models: Flexitime has been introduced for all employees in the central university administration as well as at the Computing Center, the Institute of Mineralogy and Geochemistry, the Institute of Physics, and the University Library. Other departments are given the option of introducing flexitime if needed – the technical preconditions have been available since 2006.	since 2006
Telecommuting: The University of Freiburg launched a pilot project for telecommuting in 2007. The main goals of the measure were to enable employees to achieve a better work-family balance through a temporal and spatial flexibilization of work organization and to achieve higher motivation and job satisfaction through more self-responsibility in the scheduling of working hours and the organization of working routines, thus leading to improvements in quality and productivity. The project went into normal operation following a successful evaluation in the spring of 2009. At present, 88 employees are taking advantage of telecommuting at the university, 27 men and 61 women.	since 2007
Part-Time Models: Employees have had the option to apply individually to the Human Resources Department for a reduction in working hours due to family reasons since 1995. Employees can also have a reduction in working hours written into their employment contract if they are caring for at least one child under 18 or if they provide a medical attest confirming that they are looking after another person in need of care. The part-time option has been expanded continually in the past five years. Part-time employment models now range from 20% to 100% of a full-time position and from one to five days per week.	since 1995
Family-Friendly Meeting Times: The model of family-friendly meeting times already practiced successfully at several faculties has also been implemented by the Senate since 2009. The Senate now holds its sessions at 2:15 p.m. (as opposed to 3:15 p.m. as previously), allowing them to be completed within regular working hours even when particularly time-consuming items are on the agenda.	since 2009
Research Sabbatical for (Single) Parents: In order to ease the transition from the doctoral to the postdoctoral phase, the Faculty of Economics and Behavioral Sciences pledged in its equal opportunity plan to offer women and men with child(ren) the opportunity to spend several semesters conducting research without any teaching duties. This option will be available to women and men who are already raising a child as well as for those who have a child during this phase. It is planned to offer two semesters of research sabbatical to those with one child and an additional semester for each additional child. The faculty pledges to make funding available for adjunct teaching faculty during this period. This can mean up to 10,000 € for each case. The Faculty of Mathematics and Physics and the Faculty of Engineering have opted to focus on single female junior researchers and allow them to apply for a semester of research sabbatical.	resolved in 2010 10,000 EUR per Person and semester

3.2. Child Care Services

Survey of Demand for Child Care: The last major survey among students and employees on the demand for regular and flexible child care and holiday child care was conducted in March 2008. The results of this survey were integrated directly into the goals of the strategic concept for a family-friendly university and are being implemented successively. An in-depth analysis of the survey of demand is available on the website of the Family Service.	2008
---	------

Child Care during Conferences and Events: The Family Service offers child care for conferences and other events organized by faculties, departments, and other university institutions on a case-by-case basis.	since 2008
Babysitter Pool and Emergency Child Care: The Family Service has established a babysitter database that parents can use to find a qualified babysitter on short notice in cooperation with the Freiburg Office of Student Services and the German Red Cross. The goal is to provide suitable child care services to cover the individual needs of families in emergency situations.	since 2009

Child Care Provider/Target Groups	Capacity	Ages Admitted			Hours of Service	Year Established & Resources
		0–3 years	3–6 years	> 6 years		
Uni-Kita day care center for faculty and students	50	10	40		Mon–Thur, 7:30–17:30; Fri, 7:30–16:30	since 1997 costs for extension of service hours: 17,280 EUR p.a.
Uni-Zwerg day nursery for faculty	20	20			Mon–Fri, 8:00–13:00; 13:30–18:00 (MO and AF group)	since 2007 yearly costs: 29,805 EUR
Biolino I day care center for faculty and staff of the Faculty of Biology	10	10			Mon–Fri, 8:00–18:00	since 2007 yearly costs: 27,637 EUR
Services provided by Concept Maternel GmbH (Faculty of Medicine) for faculty	19	19			Mon–Fri, 7:00–18:00	since 2008 (12 children) and 2010 (7 children) 67,500 EUR p.a. (contribution of Fac. of Med.)
Glacisweg day nursery (run by Freiburg Office of Student Services) for students	20 AD ¹ 20 MO 20 AF	60			AD: Mon–Thur, 7:45–17:00; Fri, 7:45–16:00; MO: 7:45–13:00; AF: 13:00–18:00	
Pustebume day nursery (run by Freiburg Office of Student Services) for students	20 AD 20 MO 20 AF	60			AD: Mon–Fri, 8:00–16:00; MO: 7:45–13:00; AF: 13:00–18:15	
Child care at the Student Village (Stusie) for students	5 MO*	5			MO: 8:00–13:00	
Total Capacity	224	184	40			

¹ AD = all day; MO = mornings; AF = afternoons

Planned Expansion/Construction	Current	Future		Ages	Hours of Service	Year Established & Resources
Expansion of Uni-Zwerge day nursery for staff and doctoral candidates	20	30		0–3 years	for the 10 new children: Mon–Fri, 8–18 :00	starting in 2011 170,000 EUR (without subsidies)
New building for day care center on airfield; cooperation between the university, the medical center, and Student Services for employees and students	0	60, including 20 for university 30 for medical center 10 for Student Services		0–3 years	Mon–Fri, 8–18:00	starting in 2012 construction costs ca. 1.6 million EUR (without subsidies)
Day care center on Burgunderstraße for employees and doctoral candidates	0	40		0–3 years	Mon–Fri, 8–18:00	starting in 2012 purchase and renovation ca. 1 million EUR (without subsidies)
Total New Capacity		130				

Holiday Child Care	Capacity	Age Group	Duration	Year Established & Resources
Easter break	40	6–12 years	1 to 2 weeks depending on length of break (all day)	since 2009
Pentecost break	40	6–15 years	2 weeks (all day)	since 2007
Summer break	80	3–6 years 6–12 years	4 weeks (all day)	since 2001
Fall break	20	6–12 years	1 week (all day)	since 2009
Total capacity per year	180			The holiday child care is organized by the central Family Service. 17,492 EUR per year are available for this service.

3.3 Support for Individual Life Planning

<p>Central Family Service: The university has planned and implemented measures for improving the compatibility of work/studies and family life since the early 1990s. In the beginning, this was the responsibility of the women's representative, and later the faculty equal opportunity representative, but now the university has its own Family Service, which operates as a central administrative office under the direction of the head of administration. The Family Service is responsible for the university's own day care centers, for implementing measures to promote work-family balance, and for developing new projects, particularly concerning the expansion of child</p>	<p>central admin. office since 2010 100% TV-L 14, permanent (director)</p>
--	--

care. The Family Service also advises university employees on day care services, structures for supporting families, and financial aid and helps them find individual solutions to problems concerning work-family balance. New employees of the university (especially international employees) receive help finding child care and suitable schools for their children.	75% TV-L, temporary 75% TV-L, temporary
Information and Communication Policy: The goal of a family-friendly University of Freiburg can only be achieved if individual measures are not isolated acts, but rather are integrated into a comprehensive information and communication concept. Offensive internal communication on the topic "family-friendly university" is a precondition for a family-friendly organizational culture. Employees are thus kept informed on the university's offerings in the area of family-friendly support and are encouraged to make use of them. The main organs of this communication are the employee newsletter and the extensive Internet portal of the Family Service.	since 2009
Duration of Contracts and Family Planning: The critical phase for launching an academic career, namely that of postgraduate qualification, often coincides with the desire to start a family. However, more often than not employees decide not to have children because their short-term employment contracts allow them little scope for long-term planning. The lack of security and the uncertainty as to whether one will be employed at the same institution for an extended period of time is also what leads women in particular to switch to professions outside of the university, in which the decision to have children is allowed or even encouraged. Thus, since passing its family concept for the years 2009–2011 the university has undertaken increased efforts to make employment contracts run as long as possible in order to open up perspectives for the compatibility of family and professional life.	since 2009
Family-Friendly Amenities in Buildings: New buildings that are intended for public use, such as the Student Service Center or the new University Library, will be required to be accessible with a baby carriage. There will be a safe place to park baby carriages in front of or in the buildings. In the new University Library, scheduled to open in 2014, there will also be a parent-child room, which will make it easier for parents (especially students) to visit the library with their children. Moreover, in 2009 the university's cafeterias were equipped with their own parent-child areas ("Mensalinos"), which are separate from the rest of the dining area and in which families can eat lunch together. There are also play areas and lactation rooms. In addition, students with children under six receive a free "children's meal" with the purchase of their own meal.	since 2009 and starting in 2014
Diaper-Changing and Breastfeeding Facilities in University Buildings: There are currently 23 diaper-changing stations in university buildings, ten of which are on the main campus. There are also three lactation rooms. The diaper-changing stations are located in the women's as well as the men's restrooms in order to allow both sexes access to them. The diaper-changing stations are marked with the same signs throughout the university.	since 2008
Family Room: In June 2010 a family room where parents can go with their children between courses opened on the main campus. The room is equipped with a diaper-changing table and a bottle warmer for preparing baby food. There is also a small study corner where parents can work on their laptops with wireless Internet access. All students and employees with children can sign up to receive access to the room.	since 2010
Staff Children's Day (MiKi-Tag): The university's Staff Children's Day is held on the same day as the nationwide Girl's Day. On this day, children of employees can go to the office, the classroom, or the workshop with their parents. The purpose of the "MiKi-Tag" is to increase the visibility of the current topic "family" and increase awareness for questions concerning work-family balance. The initiative also gives children the opportunity to gain insight into various professions at the university and develop their own ideas and wishes for the future.	since 2004
Mobility with Job and Semester Tickets: Commuting to the workplace is often expensive and time-consuming, not only for (young) families or single parents, but also for part-time employees. Thus, in addition to providing the possibility of flexible working models (e.g., telecommuting) the university also supports its employees by co-financing public transportation costs in the form of a job ticket. Since 1 January 2004, employees can purchase a yearly regional public transportation pass at a reduced rate.	since 2004
Dual Career Service: The staff equal opportunity representative is responsible for equal opportunity issues in recruiting procedures, internal and external networking, and committee work. As part of the restructuring of equal opportunity work in 2008, the university transferred responsibility for work-family balance and advising on child care from the staff equal opportunity representative to the newly established Family Service in an effort to create synergies and reduce parallel structures. At the same time, the staff equal opportunity representative was entrusted with the task of supervising the Dual Career Service, which involves determining whether the partners of new employees need help finding employment in the region and supporting the Rectorate in creating institutionalized networks with employers in the region in order to increase the chances that partners of highly qualified researchers can continue their own careers in the region.	since 2008

4. Transparent, Structured, and Formalized Procedures

4.1 Procedural Rules for Prejudice-Free Assessment

<p>Guidelines for Appointment Committees of the University of Freiburg to Promote Female Human Resources Development: In fall 2007 the university introduced guidelines developed by the equal opportunity representatives on the basis of recommendations made by the Science Council and the German Rectors' Conference in order to ensure equal opportunity in professorial appointment procedures. Among other things, the guidelines strongly recommend conducting a proactive search for suitable female applicants and compiling a list of applicants found in the course of this search. In the spring of 2011 the Rectorate will pass the first appointment guidelines for the entire university, an integral part of which will be the topic of equal opportunity. The new guidelines have already been discussed in depth by a small group including the vice rector, the equal opportunity representatives, and the Office for Gender and Diversity, and later by members of the Senate Commission for Equal Opportunity.</p> <p>In the meantime, the Rectorate has announced to the Senate that appointment procedures without documentation of a proactive search for suitable female candidates are no longer acceptable and requested for lists from these procedures to be sent back to the faculties.</p>	since 2007
<p>Appointment Guidelines of the Faculty of Mathematics and Physics and the Faculty of Medicine: On a recommendation by the faculty equal opportunity representative, the executive boards of these two faculties have introduced their own guidelines for encouraging appointment and selection committees to conduct a proactive search for suitable female candidates, including recommendations for a concrete plan of action.</p>	since 2010

4.2 Precautionary Measures against Personal Dependencies

<p>Official Complaints Office in Accordance with the AGG: The federal government's General Equal Treatment Law (AGG) went into force on 14 August 2006. It is addressed at every form of discrimination for "reasons of race or due to ethnic background, gender, religion or worldview, a disability, age, or sexual identity." Employers are not only required to eliminate instances of these forms of discrimination under this law, but also to <i>prevent</i> them from happening in the first place. The Rectorate thus established an official complaints office in 2006 to advocate a discrimination-free study and work environment, as specified by the AGG. The AGG complaints office is located directly at the Human Resources Department.</p>	since 2006
<p>Mediation Committee: Established by the Rectorate in May 2008, the Mediation Committee helps resolve conflict situations with students and researchers and investigates allegations of sexual harassment, mobbing, or other forms of the misuse of power, even those that are not legally prosecutable. The Mediation Committee does not replace existing agreements and procedures, but rather supplements them by providing an informal appraisal of conflict situations before existing procedures are put into effect. The members of the committee include high-ranking employees (vice rector, head of administration, faculty equal opportunity representative), thus making it clear that all allegations of a breach of personal rights are treated with due seriousness. If the allegations are substantiated and an alternative resolution of the conflict is not possible, the committee discontinues its informal investigation and the official procedure is put into effect.</p>	since 2008

B) Equal Opportunity Standards for Faculty, Staff, and Students

1. The Distribution of Resources among Faculty, Staff, and Students

1.1 Equal Opportunity-Oriented Human Resources Development

1.1.1 Target Group: Female School Students

<p>Trial Course of Study for Female School Students: In order to attract more females to the fields of mathematics, computer science, the natural sciences, and engineering (the so-called MINT fields), the University of Freiburg has offered a trial course of study once a year since 2004 for 120 female school students in grades 10 to 13. Participating departments include mathematics, physics, microsystems technology, computer sciences, earth sciences, and chemistry. In 2011 the Central Student Advising Department assumed responsibility for the program as it also organizes other programs with schools, like the open house, etc.</p>	<p>since 2004: 700 EUR p.a. for each participating faculty</p>
--	--

1.1.2 Target Group: Doctoral Candidates, Habilitation Candidates, Junior Professors

<p>STAY! Bridge Scholarship: The STAY! scholarship program provides financial support for six recent graduates of doctoral programs for up to 12 months in order to give them time to concentrate on proposals for a habilitation project or other postdoctoral research project and to find long-term funding for it. Intended exclusively for female postdoctoral researchers, the STAY! program is organized jointly by the New University Endowment, the university, and Alumni Freiburg e.V. and follows the goal of increasing the proportion of female habilitation candidates at the University of Freiburg.</p>	<p>starting in 2010 108,000 EUR for 6 scholarships</p>
<p>Brigitte Schlieben-Lange Program for Female Early-Stage Researchers with a Child: The Schlieben Lange Program for Female Early-Stage Researchers with a child is organized in cooperation with the Ministry of Science, Research, and the Arts of Baden-Württemberg. The scholarships are targeted at promoting work-family balance for outstanding female junior researchers with a child who wish to begin or resume work on a research project, whether full time or alongside their current job. The program funds dissertation projects, preliminary research for habilitation projects, and habilitation projects.</p>	<p>since 2008 43,913 EUR from university in 2nd phase of call for applications (20% of total budget)</p>
<p>Margarete von Wrangell Habilitation Program for Women: The University of Freiburg participates in the Margarete von Wrangell Habilitation Program for Women, the goal of which is to encourage qualified female scholars to pursue a habilitation and to provide them with the financial means to do so. The funding is provided by way of TV-L E13 positions which, in contrast to scholarships, also provide social security benefits. The positions are integrated into the faculties. Program participants receive up to three years of funding from the Ministry of Science, Research, and the Arts and up to an additional two years from the university (in Freiburg: one year from central funds, one year from faculty funds). The University of Freiburg has been particularly successful with its most recent applicants: Since 2008, the university has hosted seven habilitation candidates participating in the program, three of them at the Faculty of Medicine.</p>	<p>since 1997 TV-L 13 position for each person for 2 years max. (university contribution)</p>
<p>Bertha Ottenstein Chairs: In order to stimulate fields that are already conducting excellent research and could potentially provide competition for the existing sections of the Freiburg Institute for Advance Studies (FRIAS) in the medium term, the university provides generous funding for two postgraduate research groups per year. One of the two group heads is reserved exclusively for a female researcher with outstanding qualifications. The purpose of this measure is to encourage and promote women who wish to pursue an academic career. These positions are named "Bertha Ottenstein Chairs" in honor of the first women to complete her habilitation in Freiburg (1931).</p>	<p>filled for first time in SS 2009 ca. 250,000 EUR p.a. plus initial equipment</p>

1.2 Equal Opportunity-Oriented Financial Management

<p>Performance-Based Awarding of Funds: Within the context of the current restructuring of criteria for the performance-based awarding of funds, the Rectorate resolved on 9 February 2011 to increase performance-based funding for equal opportunity from 10% to 15% and to place special emphasis on the equal opportunity indicator “female habilitation candidates.” Since there is – in contrast to the situation at the doctoral level – still far too little funding for females working on habilitation projects (or comparable projects) at the University of Freiburg, this is an area with an acute need for attention. In addition to the indicators “female doctoral candidates” and “female habilitation candidates,” additional performance-based funding will also be made available to provide incentives for increasing the proportion of female professors at various faculties.</p>	<p>since 2002 restructured: 2/2011 ca. 82,500 EUR p.a. (contrib. for equal opportunity category starting in 2011)</p>
<p>Bertha Ottenstein Prize: The University of Freiburg has offered the Bertha Ottenstein Prize (formerly: Prize for the Promotion of Women) each year since 1997 as an incentive for innovative projects and structural measures in the area of gender equality as well as for outstanding achievements in the area of women’s studies and gender research. The prize is awarded at a public ceremony at the university. Eligible for nomination are:</p> <ul style="list-style-type: none"> • instructional concepts and seminar forms as well as training and continuing education programs that integrate the aspect of equal opportunity comprehensively and raise awareness on the topic, • networking initiatives, organization of events or exhibitions on gender issues, • outstanding services in the implementation of the faculty equal opportunity plans and/or the central equal opportunity plan, • measures for recruiting and human resources development that have the potential to increase the proportion of females at levels of qualification at which they are currently underrepresented, • innovative measures for improving living, studying, and working conditions for students and employees of the university with children. <p>In 2010 the Bertha Ottenstein Prize was chosen as a best-practice example by the European Union initiative “GENDERA – Gender Debate in the European Research Area.”</p>	<p>since 1997 5000 EUR p.a.</p>

2. Measures for Ensuring Fair Competition at the Institution

2.1 Target Group: Female School Students

<p>Internships on Girls’ Day and Boys’ Day: Since 2004 the university has offered tours and internships to introduce female school students from selected schools in Freiburg to the profession of precision engineering. Boys can try out the profession of pre-school teacher for a morning at the university day care center. The staff equal opportunity representative follows developments in other professions at the university closely to counteract the tendency towards typical male or female professions. For instance, since many more females than males have applied for positions as chemistry lab assistants in the past years, tours and internships in this area will also be offered for boys starting in 2011.</p>	<p>since 2004</p>
---	-------------------

2.2 Target Group: Female Students and Doctoral Candidates

<p>Mentoring for Female Students with a Disability: The Rectorate actively promotes the goal of improving opportunities for students with disabilities, particularly female students with a disability or a chronic illness. The Rectorate thus resolved to cover the participation fee for female students of the university who are admitted as mentees in the Hildegardis Association’s nationwide pilot project “Mentoring for Disabled Female Students.” In 2007, the European Year of Equal Opportunity, the</p>	<p>since 2009 800 EUR p.a.</p>
---	------------------------------------

<p>Hildegardis Association conducted a scientific study on the special needs of female students with disabilities. As a response to the results of this study, the association launched the nationwide pilot project "Mentoring for Disabled Female Students" in 2008. The University of Freiburg is the only university in Germany to provide financial support for mentees of the Hildegardis Association.</p>	
<p>Justitia Mentoring: The academic mentoring and networking services offered by the Justitia Program include the three components individual advising, group offerings, and peer-to-peer mentoring. Individual advising, project administration, and lectures are offered by female jurists with close ties to the university and academics, especially academic assistants at the Faculty of Law as well as doctoral candidates and trainee lawyers who studied in Freiburg. The group offerings include workshops and informational events on various professions for jurists, internships, and stays abroad. In addition, the program offers seminars in which professional coaches teach soft skills like rhetoric and time management.</p>	<p>since 2003 30,000 EUR p.a.</p>
<p>MeMPhys – Mentoring in Mathematics and Physics: In this program, experienced students supervise beginning students as mentors (there are currently 45 tandems). The one-on-one mentoring is supplemented by a variety of courses, such as seminars and workshops providing key qualifications, e.g., presentation techniques and rhetoric, and more field-specific courses, e.g., an introduction to computer programs and programming languages.</p>	<p>since 2003 2000 EUR p.a.</p>
<p>futura mentoring: futura mentoring is a university-wide mentoring program in which female students and doctoral candidates receive one-on-one mentoring from a woman with professional experience in business, academics, or social work. The program also organizes continuing education courses, networking events, and excursions to businesses and other institutions. After the end of the pilot phase (2008–2011), the program will be developed further into a pure training and coaching program.</p>	<p>2008–2011 a total of ca. 405,000 EUR</p>
<p>Training and Coaching: The University of Freiburg already has a highly qualified pool of female junior researchers in its own ranks. The goal of establishing a new training and coaching program is thus not just to create a special program for females. Rather, the program is a necessary measure of organizational development designed to provide targeted support for existing female potential on the way to the professorship. The career promotion programs for female doctoral students to be offered starting in WS 2011/12 will include the following components:</p> <ul style="list-style-type: none"> • Career training from higher education experts. Intensive training on important topics for academic careers, like leadership training, research funding, and the development of an academic profile, will be offered several days a year for female researchers at the doctoral phase and higher. • Strategic career planning. Additional individual coaching will promote a systematic and realistic further development of personal skills, thus enabling female doctoral candidates to plan their academic careers more concretely. • Integration into relevant academic networks. The doctoral phase is of critical importance for the further course of an academic career. The contacts one makes in these years can be of great value at later stages and pave the way for membership in the scientific community. <p>The goal of the measure is to encourage female early-stage researchers to pursue an academic career. The training and coaching program will be integrated into the university's regular further training and continuing education structures.</p>	<p>starting in WS 2011/12 ca. 180,000 EUR p.a. (together with the program for habilitation candidates)</p>

2.3 Target Group: Female Postdocs, Habilitation Candidates, Junior Professors, Assistant Professors

<p>EIRA – Mentoring at the Faculty of Medicine: The Faculty of Medicine launched a mentoring program in fall 2010 to support female medical students and junior researchers on their path to the professorship. The program provides an experienced personal mentor for 12 to 15 participants for a period of 1.5 years. Discipline-specific seminars and coaching will also be offered. The project is run by the equal opportunity representative of the Faculty of Medicine.</p>	<p>since 2010 70,000 EUR p.a. 50% coordinator TV-L 13</p>
<p>MuT – Mentoring and Training: As an alternative to the university's own mentoring programs, all female assistant professors, junior professors, habilitation candidates, postdoctoral researchers, and doctoral candidates of the University of Freiburg have the option of participating in the MuT Program, run by the State Conference of Equal Opportunity Representatives at Higher Education Institutions in Baden-Württemberg. The MuT Program supports female junior researchers on</p>	<p>since 1998</p>

the path to the professorship, helps them to realize potential and consolidate skills, and provides them active support for their personal and academic career planning.	
Training and Coaching: Over a period of 14 months, female postdocs, habilitation candidates, junior research group leaders, and junior professors are offered intensive training and other support in the following areas: communication techniques in academic professions, application and appointment training, leadership training. In addition, the researchers receive exclusive networking opportunities with individuals from academia, social professions, and the media. Individual coaching is also offered for these target groups.	starting in WS 2011/12 ca. 180,000 EUR p.a.

3. Measures against Distortion of Results

Training for Equal Opportunity Representatives of the Faculties: In order to professionalize equal opportunity work, the University of Freiburg began offering training workshops for the equal opportunity representatives of the faculties in WS 2010/2011. The workshops teach and train the representatives in the most important methods and strategies for committee work, appointment procedures and other recruiting procedures, and mediation in special cases (e.g., cases of sexual harassment). They are moderated by external trainers and will be offered each year with new topics.	since 2010 3000 EUR p.a.
Gender Equality in the Awarding of Prizes and Honors: For the year of 2011, the university's central equal opportunity plan calls for the development of a concept for introducing fair and transparent procedures for the awarding of prizes. Since females are not yet adequately represented among the recipients of prizes and honors awarded by the university and the faculties, i.e., not at least corresponding to their numbers in individual disciplines and at various levels of qualification, the Office for Gender and Diversity and the representative of the rector for honors and prizes will prepare a list of recommendations on improving the representation of women in this area by the end of the year.	to be developed by 12/2011