

Equal Opportunity Directive for Universität Hamburg Academic Members

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Preamble

The goal of the Equal Opportunity Directive for Universität Hamburg Academic Members is to enable equal participation for all members of the University. The Equal Opportunity Directive as presented here is a revision of the University's guidelines on the promotion of women (Frauenförderrichtlinie, dated 18 December 1997) and continues the equal opportunity efforts to date. Equal opportunity for the technical, library, and administrative staff is governed by the 2014 Hamburg act on equal opportunity in the public service (Hamburgisches Gesetz zur Gleichstellung von Frauen und Männern im öffentlichen Dienst, HmbGleiG).

The furthering of equal opportunity is understood as an integral and central part of the development of the University. Under current EU guidelines (Treaty of Amsterdam, 1998), Universität Hamburg is committed to implementing the binding mandate of gender mainstreaming. In the execution of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001, as amended, and the HmbGleiG dated 2 December 2014, as amended, the Universität Hamburg Equal Opportunity Directive provides the framework for all efforts by the University's structural units and management to make use of all legal opportunities to ensure equality of opportunity for all members of the University. This refers specifically to achieving gender¹ equality in research, teaching, and education. In addition, the Equal Opportunity Directive follows the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz, AGG) dated 14 August 2006, as amended.

Professional position descriptions, key qualifications, performance criteria, and working conditions for all members of Universität Hamburg should be regularly evaluated for their suitability in fostering equal participation and the involvement of all academic members of Universität Hamburg (gender and diversity mainstreaming to achieve equal opportunity).

Precedence remains unaffected for all statutory and contractual regulations and responsibilities and other binding standards. Ensuring consistent equal opportunity means implementing measures at all levels of the University to ensure equal opportunity in the selection of individuals and in decisions concerning resources, money, space, equipment, or staff allocations.

¹ According to the current version of the HmbGleiG, 'gender' refers to the male and female biological sex.

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I Equal opportunity - diversity

In November 2008, Universität Hamburg signed the Charta der Vielfalt (diversity charter), declaring its commitment to creating a work environment free of prejudice. All staff and students should be valued without discrimination, regardless of their origin, ethnicity, race, gender, age, sexual orientation, disability, or religion, or beliefs (Section 1 AGG).

For this purpose, and in collaboration with its equal opportunity commissioner, Universität Hamburg will develop a central concept to constructively deal with differences (diversity concept) as required pursuant to Section 3 subsection 4 HmbHG.

II Gender equal opportunity

II.1 Gender-neutral language

Gender-neutral language must be used in all written and oral communication made by University members and affiliates. All Universität Hamburg forms, written documents, directives, identity cards, examination regulations, etc. must be written in a manner that is gender neutral, in accordance with the Senate resolution dated 8 August 1995 on the fundamental principles of equal opportunity for men and women in the legal and administrative language of the Free and Hanseatic City of Hamburg (Grundsätze für die Gleichbehandlung von Frauen und Männern in der Rechts- und Verwaltungssprache der FHH). Pursuant to Section 11 HmbGleiG, gender-neutral language must be used particularly for all legal and administrative regulations, templates, and official written communication.

II.2 Equal representation in committees

Pursuant to Section 96 subsection 2 HmbHG, all autonomous bodies must have representation of at least 40 percent of both men and women, committees with three members must include at least one member of both genders.

Autonomous bodies must adhere to and implement the regulations in the University's selection rules. The equal opportunity commissioner must be involved in the development and updating of these regulations.

Deviations from the gender quota in committees are only permitted in justified individual cases following a decision by the selection review committee in consultation with the University's equal opportunity commissioner. Committees may not be made up of only one gender. If this requirement results in an excessive additional burden for one member of an individual subject, appropriate compensation must be agreed with the faculty.

II.3 Hiring procedure

II.3.1 Professorships

Women are underrepresented at the professorial level in almost all faculties and most departments. The proportion of women must therefore be increased. Relevant measures should be implemented, documented, and monitored during the academic search

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procedure. Performance targets for the appointment of vacant professorships with female or male researchers are determined in the relevant faculty equal opportunity plans. The goal is to have a 50 percent representation of women and men in all faculties and departments.

There are numerous rules from the academic search regulations of Universität Hamburg (Berufungsordnung der Universität Hamburg, BerufungsO) dated 20 November 2014, as amended, which serve to fulfill the goal of equal representation. The equal opportunity commissioner must be involved in the design and development of any new rules for the academic search regulations.

Where the female or male proportion of members of a faculty is less than 50 percent as per Section 10 subsection 1 no. 1 HmbHG, all efforts must be made in the academic search procedure to gain members of that gender. This includes special measures, such as the focused search set forth in Section 1 subsection 4 BerufungsO, which provides for both domestic and international academic search procedures. Calls for applications must also always be issued via (women's) networks; and people who did not initially apply must also be considered where necessary. Where the proportion of women or men in a faculty is not 50 percent each, the job advertisement must directly address the underrepresented gender.

The faculty equal opportunity representative must be involved in the assessment of any vacant or soon-to-be vacant professorships or junior professorships pursuant to Section 14 subsection 1 HmbHG and in the preparation of the faculty statement on the Structure and Development Plan. The Executive University Board and the office of the dean must ascertain whether the professorship should be (partially) designated with a gender focus. To ensure sufficient opportunities to recruit women or men for professorships, the subject area should not be overly narrow (Section 14 subsection 1 sentence 3 HmbHG), and the professorship should be advertised publicly, generally internationally (Section 14 subsection 1 sentence 2 HmbHG). The call for applications and the scouting list must be provided to the faculty equal opportunity representative.

Pursuant to Section 14 subsection 2 sentence 6 HmbHG, an academic search committee must have at least 40 percent of members from both genders entitled to vote. At least one member must be a professor at Universität Hamburg. Exceptions must be approved by the Executive University Board on application from the office of the dean in consultation with the University's equal opportunity commissioner (Section 14 subsection 2 sentence 7 HmbHG). In accordance with Section 14 subsection 2 sentence 5 half-sentence 1 HmbHG, at least two professors on the academic search committee must be nonmembers of Universität Hamburg pursuant to Section 8 subsection 1 HmbHG. In appointing the committee, suitable people from similar disciplines may also be considered. Where not selected as a member of the academic search committee, the faculty equal opportunity representative shall participate in the meeting of the committee in an advisory capacity and must be invited in the same manner as a member.

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The ability to deal with gender equality issues in research and teaching must be considered during the selection process for every academic search procedure (Section 6 subsection 1 BerufungsO).

In short-listing applicants for interview, all individuals from the underrepresented gender who are suitable for the position must be invited for interview (Section 12 subsection 3 BerufungsO). If this would result in an oversized applicant pool of the underrepresented gender and, therefore, become unworkable, at least an equal number of male and female applicants must be invited for an interview.

The anticipated number of assessments required must be considered when assigning professors as reviewers (Section 13 subsection 2 BerufungsO). At least one woman and one man should participate in each case.

Appointment lists should be compiled to include members of both genders (Section 18 subsection 2 sentence 2 BerufungsO). Women or men with equivalent qualifications must be preferentially considered where the ratio of women or men professors in a faculty has not reached 50 percent (Section 14 subsection 3 sentence 3 HmbHG).

As part of the general equal opportunity program of Universität Hamburg (Allgemeinen Gleichstellungsprogramm) dated October 2012, areas experiencing a significant disparity in the proportion of female and male post holders may take targeted action to remedy that disparity. As such, special programs may be established to recruit applicants of a specific gender.

II.3.2 Academic staff

Pursuant to Section 7 subsection 1 HmbGleiG, all job advertisements must explicitly address members of the underrepresented gender. Applicants must be advised that members of the underrepresented gender with equivalent qualifications, skills, and experience will receive preference. Pursuant to Section 3 subsection 1 HmbGleiG, underrepresentation is considered to exist where the proportion of women or men lies under 40 percent. The proportion of men and women in the relevant faculties is the reference value.

In the application process, all efforts should be made to obtain suitable applications from the underrepresented gender. This may include measures such as advertising the job via (women's) networks, researching in databases, and, in particular, ensuring the widespread publication of the job advertisement. The measures taken must be documented in the staff selection form. Particularly when selecting staff for permanent positions, pursuant to Section 8 HmbGleiG, selection must be made by an equal number of people of either gender.

All qualified applications from the underrepresented gender must be considered when drawing up the interview short list. If this would result in an oversized pool of suitable

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applicants and, therefore, becomes unworkable, at least an equal number of applicants from both genders must be invited for an interview.

The regulations on uncertain employment conditions detailed in the Code of Conduct (Section 28 HmbHG) must be complied with unconditionally at all times.

II.3.3 Adjunct lecturers, visiting professors, and Section 17 professorships

Gender equality in the individual faculties must also be considered when allocating teaching contracts, visiting professorships, and Section 17 professorships. Applicants from the underrepresented gender with the same qualifications and availability must be given preference. The various disciplines must make appropriate efforts to recruit or put forward suitable candidates.

II.3.4 Student employees

Equal gender representation should be considered when employing student assistants and class tutors. In addition, faculty members are obliged to ensure no gender discrimination occurs when allocating tasks to student employees.

II.4 Increasing gender skills in academic staff, teaching staff and executives

The departmental, managerial, and teaching staff at Universität Hamburg undertake specialized training to establish their gender skills. This includes, in particular, the training provided to newly appointed professors and the advanced training offered by HR Development. The transmission of gender skills must be an integral part of all staff development training offered by the Career Center or other qualification measures offered by the University.

II.5 Allocation of resources

The gender specific evaluation of internal University resource allocations in the area of foundations and corporate investments and assets, doctoral scholarships, postdoctoral funding, seed financing, etc. must be presented to the Universität Hamburg equal opportunity commissioner annually. In the case of gender specific discrepancies, adaptations must be made in consultation with the Equal Opportunity Committee.

Performance-based funding allocation must include gender-equality criteria and be evaluated against a gender-based rationale. The criteria may require amendment.

To verify there is no gender pay gap, a list of the average salaries of W2 and W3 professors must be drawn up annually. This list must be provided to the equal opportunity commissioner.

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II.6 Equal opportunity in research

As far, as is possible, equal consideration should be given to applications for University resources from women and men. Neither gender may be disadvantaged in the allocation of material and staff resources.

When planning larger externally funded projects—such as those under the Excellence Initiative, research training groups, or priority programs—the Universität Hamburg equal opportunity commissioner or the faculty’s equal opportunity representative must be involved in creating the attached gender equality plan. The same applies to the use of resources already provided on approval of the project.

II.7 Doctoral and early career researchers

The research department and the offices of the deans for research take particular care to target graduates and academic staff from the underrepresented gender when informing of research resources acquisition and scholarships.

Resources and places allocated as part of a structured doctoral degree program, doctoral scholarship, early career research initiative (postdoctoral positions), or scholarship program must be allocated to ensure members of the underrepresented gender are given preference until such time as the discipline in question has an equal number of men and women at the same level of qualification.

II.8 Students

Where one gender is underrepresented in the student body of a discipline, Universität Hamburg strives to recruit prospective students from the underrepresented gender.

II.8.1 Support services for prospective students

The Center for Academic Advising provides gender-neutral advice for prospective students. The faculties and departments should also adapt their information and advising services to include information specifically relevant for members of the underrepresented gender.

Public events presenting the University, faculties, and the disciplines (e.g., at the annual University Days for school students) must include at least one event specifically targeting an underrepresented gender in an individual discipline.

For example, the opportunity offered by the nationwide Girls’ and Boys’ Day should be used. The University should also actively participate in regional and interregional networks to recruit students for individual disciplines with disproportionate gender representation, such as “Komm mach MINT” and “MINT-PINK”, or activities focused on recruiting men to study teacher training at primary school level.

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II.8.2 Measures for students

All degree programs may appoint special tutorials for students from the underrepresented gender. These should be supervised by researchers or students from the underrepresented gender.

As part of the orientation program and student consultations, the faculties and departments (in collaboration with the equal opportunity representative) should provide members of the underrepresented gender with regular courses or events taught by a member of the underrepresented gender, covering—for example—planning for studies or career, matters of qualification, and issues with starting or maintaining a career.

The University collects data on the number of students in the first subject semester and the number of graduates sorted by degree program to ascertain whether the rates of students dropping out differ in terms of gender and discipline. The results of this data must be presented to the equal opportunity commissioner of Universität Hamburg annually. If there is a higher dropout rate for a particular gender in a specific faculty, discipline, or degree program, the causes must be investigated to develop and document appropriate measures to counter and improve the situation for students of the gender affected in the faculty equal opportunity report.

The aim is to avoid student performance only being assessed by members of one gender but rather by examination boards represented by multiple members of both genders.

II.9 Mentoring and coaching programs

To increase the number of women in leadership positions in the medium and long term, a range of mentoring and coaching programs are offered for female students, doctoral researchers, *Habilitation* (postdoctoral qualification) researchers, postdoctoral researchers, and junior professors. Some of these are interfaculty programs, while others are interuniversity programs. A current overview of these programs can be found on the Equal Opportunity Unit home page.

III Research and teaching on gender and diversity

Universität Hamburg supports the expansion of gender and diversity research. Elements must be integrated into the general teaching and research program in all faculties. In keeping with the Research-Oriented Standards on Gender Equality of the German Research Foundation (DFG), the significance of gender must be considered in all subject-specific content and methodology. Consideration of relevant gender and diversity aspects will be considered as an element of high-quality research and is a selection criteria for appointment procedures and the allocation of internal research funds. The ability to deal with gender equality issues in research and teaching is a selection criteria for every academic search procedure (Section 6 subsection 1 BerufungsO).

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Universität Hamburg encourages academic exchange on the results of gender and diversity research in collaboration with other universities via relevant institutions such as the cross-university Zentrum Gender & Diversity (ZGD).

Existing gender- and diversity-related courses and the focus of related research should be presented together with the subjects in student guidance material, particularly for the orientation modules and introductory lectures in the first semester.

IV Reconciling work or studies with family life

Reconciling work or studies with family life is a major part of gender equality. Universität Hamburg is committed to offering people with family commitments (childcare, caring for relatives; etc.) work or study conditions that allow them to successfully combine both career or studies and family. The University therefore supports initiatives, strategies, and infrastructural measures that help individuals find a balance between work or studies and family life.

Pursuant to Section 3 subsection 7, Section 60 subsection 2 number 16, and Section 60 subsection 4 HmbHG, universities are tasked with providing for the particular needs of students with children.

Universität Hamburg has held the family-friendly higher education certificate since 30 August 2010. All members and staff of Universität Hamburg fully support the achievement of the agreed objectives.

The Family Office is the central service point for all members of the University in matters of reconciling work or study and family life.

IV.1 Reconciling work and family life

IV.1.1 Flexible models for working times, working location, and organizing work

Within the framework of statutory possibilities, employment conditions must be arranged as to allow the reconciliation of performing official duties with parenting and caregiving for relatives.

Suitable working models, including for management positions, such as working from home and short-term remote working must be developed and communicated.

IV.1.2 Leaves of absence

Means for hiring a substitute must be provided to cover periods of absence granted for family duties to women and men (parental leave, care leave) and during the period of employment prohibition for mothers. Organizational units must be provided appropriate support in the implementation of the substitution rules. This also applies to certain employment prohibitions—for example, prohibitions on working in a laboratory during pregnancy.

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After the leave of absence has concluded, the University must ensure employment in the same or equivalent position. This also applies if working hours are reduced at the employee's request. Fixed-term employment contracts, including employment in externally funded projects, should be designed within the statutory framework to be extended by the amount of the remaining term after maternity leave, parental leave, or care leave has ended, or converted to part-time employment and extended accordingly.

Retention measures must be ensured in all organizational units.

The University's scholarship program must allow for extending the period of statutory maternity leave, parental leave, or care leave in order to ensure junior researchers may complete their qualifications despite family-related interruptions.

IV.2 Reconciliation of studies and family life

The Executive University Board has agreed on and distributed recommendations for balancing studies and family life throughout the University; these are always up to date and can be viewed on the Family Office home page. The recommendations are to be regularly updated to reflect the needs of students with family commitments.

As required by Section 60 subsection 4 HmbHG, the University must strive to ensure adequate consideration is given to pregnancy / statutory maternity leave, parenthood, and the care of relatives in the organization of studies, particularly admissions, examination regulations, and course scheduling.

IV.3 Childcare

In collaboration with Studierendenwerk Hamburg, Universität Hamburg aims to provide childcare places for the children of staff and students in accordance to need (regular, flexible, or short-term childcare). It will consider childcare facilities, nursing rooms, parent-child rooms, and baby-changing facilities in its room allocation planning.

IV.4 Meeting and session times

Universität Hamburg strives to schedule its meetings and administrative sessions, particularly those for self-governance bodies, according to the needs of its members in order to allow participation by all members of the University, including those working part-time and with family responsibilities. This usually means scheduling between 8 am and 5 pm.

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V Protection from sexual harassment, discrimination, and violence

Universität Hamburg governs matters of sexual harassment, discrimination, and violence in its directive against gender-based discrimination and sexual violence (Richtlinie gegen geschlechtsbezogene Diskriminierung und sexuelle Gewalt an der Universität Hamburg) as amended. This directive must be regularly updated, particularly to reflect current developments.

VI Institutionalization and implementation

VI.1 Equal Opportunity Plan and diversity concept

The Equal Opportunity Directive is implemented by the central Equal Opportunity Plan (Section 3 subsection 5 sentence 3 and Section 85 subsection 1 no. 9 HmbHG), faculty equal opportunity plans, and a concept for constructively dealing with differences (diversity management, Section 3 subsection 4 HmbHG).

VI.1.1 Equal opportunity plans

Equal opportunity plans generally run for a period of five years. Equal opportunity plans should be oriented toward the goal of ensuring equal participation for all members in all areas of the University. They must include measures and goals for reconciliation.

VI.1.2 Central Equal Opportunity Plan

Pursuant to Section 3 subsection 5 sentence 3 HmbHG, the University must, in collaboration with its equal opportunity commissioner, establish and update the Equal Opportunity Plan. The Equal Opportunity Committee will consult on the central Equal Opportunity Plan for its approval by the Academic Senate.

VI.1.3 Faculty equal opportunity plans

Equal opportunity plans at the faculty level are drawn up by the office of the dean in collaboration with the faculty equal opportunity representative and presented to the faculty council. Other academic and research institutions established in accordance with Section 92a HmbHG and Section 93 HmbHG must draw up separate (decentralized) equal opportunity plans in collaboration with the equal opportunity representative. Faculty equal opportunity plans are presented to the Equal Opportunity Committee after being approved by the faculty council. The committee must verify and report whether the measures in the equal opportunity plans comply with the central Equal Opportunity Directive of the University and forward the plans and a statement on those plans to the Academic Senate.

The equal opportunity plans must be reviewed for efficacy by the individual faculties or academic or research institutions and updated by the responsible committee. The Equal Opportunity Committee and the equal opportunity commissioner of the University must be heard on this matter. The Academic Senate must be informed of any updates.

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VI.2 Diversity concept

Section 3 subsection 4 HmbHG provides for the development of a plan for constructively dealing with diversity. The concept will be discussed in the Equal Opportunity Committee and the Academic Senate. It will contain statements on diversity for all central and decentralized units of the faculties.

VI.2.1 Transsexual and intersex persons

A binary understanding of gender does not apply for all individuals. Transsexual and intersex persons in particular often suffer from discrimination. Universität Hamburg will specifically implement the antidiscrimination measures detailed in the diversity concept—for example, including a third gender category in STiNE.

VI.3 Equal opportunity commissioner and representatives

VI.3.1 Election of the equal opportunity commissioner of Universität Hamburg

The Academic Senate elects the University equal opportunity commissioner and their deputy for a period of three years, as proposed by a search committee consisting of one member drawn from the Academic Senate, the Equal Opportunity Committee, and from the conference of equal opportunity representatives (GBK) under the direction of the responsible member of the Executive University Board pursuant to Section 87 HmbHG. Reelection is possible. The election of the equal opportunity commissioner requires the presence of a majority of the members of the underrepresented gender in the Academic Senate.

VI.3.2 Election of the equal opportunity representatives of the faculties and the central academic institutions

Pursuant to Section 91 subsection 2 number 9 HmbHG, the individual faculty councils elect their faculty equal opportunity representative based on recommendations from a women's conference or an equal opportunity conference. Representatives are generally elected for a term of three years; reelection is permitted. The equal opportunity representative invites, from the academic staff, all women to the women's conference and respective all men and women to the equal opportunity conference, as well as student delegates.

In central institutions that employ academic staff, an equal opportunity representative is appointed by the board based on the recommendation of the women's conference or equal opportunity conference.

The election of equal opportunity representatives in the individual faculties and research institutions requires the presence of a majority of the members of the underrepresented gender in the faculty council or on the board. If a proposed individual does not receive a sufficient majority vote, after consultation, a second round of elections takes place, requiring only a majority of the members present.

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VI.3.3 Duties of the equal opportunity commissioner and equal opportunity representatives

The equal opportunity commissioner of the University and the equal opportunity representatives of the faculties and central institutions shall perform their duties and exercise their authorities as part of their official activities. The required staff and material resources shall be made available for this purpose from the University's central resources or from faculty and research institution resources.

The equal opportunity commissioner and their deputy participate in conference of equal opportunity representatives (GBK).

The duties of the University equal opportunity commissioner are listed in Section 87 HmbHG. These duties include, in particular:

- participating in HR Development at Universität Hamburg
- developing plans to promote gender equality and equal opportunity at Universität Hamburg
- providing opinions on general and fundamental matters of equal opportunity, family-friendly approaches, and diversity; encouraging female researchers and students; providing opinions on the adoption and amendment of faculty equal opportunity plans
- providing statements in academic search and appointment procedures
- reporting to the Academic Senate on equal opportunity at Universität Hamburg
- collecting data on the equal opportunity situation for students and academic staff
- administering the central promotion of equal opportunities for women and equal opportunity funds and other means for ensuring equal opportunities at the University
- annually awarding the Equal Opportunity Prize and recognizing other achievements in the equal opportunity field
- planning, supervising, and evaluating measures provided for in the Equal Opportunity Plan
- leading the conference of equal opportunity representatives (GBK)

The University equal opportunity commissioner leads the Equal Opportunity Unit and exercises their duties with the support of the Equal Opportunity Unit staff. The unit is particularly tasked with supporting the equal opportunity commissioner, the equal opportunity representatives, and the Executive University Board in matters of equal opportunity based on gender, family-friendly, and diversity issues.

The duties of the equal opportunity representatives of the faculties and research institutions include, in particular:

- providing opinions on the adoption of the central Equal Opportunity Plan

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- providing an opinion to the office of the dean prior to decisions being made on professorial appointment recommendations
- providing statements to management prior to decisions on academic staff appointment proposals
- administering central equal opportunity funds
- regular reporting to the University equal opportunity commissioner.

VI.3.4 Rights of the equal opportunity commissioner and equal opportunity representatives

Pursuant to Section 87 subsection 3 HmbHG, the University equal opportunity commissioner has the right to receive information, to speak and propose motions in all meetings of the autonomous bodies, and to be invited to attend those meetings with the same rights as other members. They may express an opinion to all of the higher education institution's organizational bodies. The University equal opportunity commissioner exercises these duties for central University bodies and committees in particular. The equal opportunity representatives of the faculties and the central academic institutions have the right to receive information and to speak and propose motions in all meetings of the autonomous bodies and committees in their faculty or central institutions.

All equal opportunity representatives have the right to:

- participate in the writing of job advertisements for academic staff
- participate in selection procedures
- participate in job interviews
- view all application documents and files that are not personnel records
- receive information in good time on all matters pertaining to equal opportunity
- inspect examination documents in agreement with the students concerned
- obtain information on the allocation of performance-related resources

If an organizational body at a higher education institution takes a decision that affects the equal opportunity mandate and is contrary to the written vote of the University equal opportunity commissioner, the commissioner has one week to demand the decision be reconsidered (motion for reconsideration). Any new decision or resolution may be made only after there has been an attempt to reach some sort of agreement and no earlier than one week after the submission of the motion for reconsideration. A motion for reconsideration on the same matter may only be submitted once (Section 87 subsection 5 HmbHG).

Equal opportunity representatives of the faculties and the decentralized academic institutions must communicate any breaches of the Equal Opportunity Directive with the University equal opportunity commissioner immediately. The commissioner may, pursuant to sentence 1, make a written submission and, where necessary, an appeal against the decision or measure taken by the University body in question.

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VI.4 Prizes and awards

VI.4.1 Women’s Advancement Fund

The Women’s Advancement Fund aims to incentivize Universität Hamburg staff to develop and adopt measures that target the advancement of women. At least €10,000 from the University budget is provided annually for this purpose. This fund is designed to promote projects that aim to dismantle gender discrimination in the areas of studying, teaching, research, and administration. The Equal Opportunity Committee specifies which projects are eligible for funding on an annual basis.

VI.4.2 Equal Opportunity Prize

The Universität Hamburg Equal Opportunity Prize (€10,000) is intended to recognize and support innovative projects and structural measures in the field of gender equality, balancing work and family life, and diversity. It may be awarded to individual members, groups of members, or University organizations whose exceptional dedication have made a visible, sustainable contribution to equal opportunity measures at Universität Hamburg. The Academic Senate decides on the award on the basis of a proposal from the Equal Opportunity Committee.

VI.4.3 Equal Opportunity Fund

The equal opportunity fund is to be used for the purpose of funding individual equal opportunity measures—that is, for measures in the areas of gender equality, balancing work and family life, and diversity. The directive on its distribution is adopted by the Equal Opportunity Committee on the recommendation of the equal opportunity commissioner. The Equal Opportunity Committee determines which applications are eligible for funding. The Equal Opportunity Fund should be continued on its existing financial basis (€80,000) as a minimum.

VII Reports and statistics

Equal opportunity efforts are based on regular analysis of the current situation. The central areas responsible collect the relevant data for each faculty separately and regularly make it available to the Equal Opportunity Unit. The Equal Opportunity Unit conducts a gender-specific evaluation of the number of academic staff, students, and graduates.

The Universität Hamburg equal opportunity commissioner reports to the Academic Senate every two years on the efforts made to achieve gender equality in terms of the proportion of academic staff and students, as well as on the success of these efforts (Section 3 subsection 5 HmbHG). Similar reporting should be carried out for diversity efforts. In this context, the Academic Senate reviews the effectiveness of the Equal Opportunity Directive and the equal opportunity plans.

These analyses in particular must include the following context (section 111 subsection 3 HmbHG), separated by faculty or discipline and central academic and research institution:

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1. the number of men and women employed at Universität Hamburg, separated into fixed-term (or untenured) and permanent (or tenured) contracts, pay grade, remuneration, and salary groups by individual career or profession
2. as per 1. for part-time and full-time employees
3. as per 2. for externally or internally funded employees
4. the number of students in their first subject semester and the respective number of graduates by gender
5. the number of doctoral researchers, *Habilitation* researchers, and Section 17 professors by gender

All statistics, data collections, and investigations for the purposes of providing University statistics must be disaggregated by gender. In the future, the University will consider additional diversity criteria.

VIII Validity

The Equal Opportunity Directive must be reviewed every six years by the Equal Opportunity Committee and updated where necessary. Adoption of the Equal Opportunity Directive repeals the University's guidelines on the promotion of women (Frauenförderrichtlinie) dated 18 December 1997.