

Vienna University of Technology Plan for Advancement of Women
(Resolution of the Senate of 26 March 2012)

Contents

Part A. General provisions	3
§ 1 Legal basis	3
§ 2 Applicability	3
§ 3 Objectives of the Plan for Advancement of Women	3
§ 4 Gender mainstreaming and gender budgeting	4
§ 5 Underrepresentation	4
§ 6 Requirement of advancement of women	4
§ 7 Prohibition of discrimination	5
§ 8 Public relations	5
§ 9 Information about relevant legal regulations	5
§ 10 General information	5
Part B. Raising awareness	6
§ 11 Use of gender-fair language	6
§ 12 Surveying the ratio of women	6
§ 12a Surveying compensation	7
§ 12b Reporting obligations on advancement of women	8
Part C. Teaching	8
§ 13 Women's studies and gender research and gender-specific content in the curriculum	8
§ 14 Expert assessment of the curriculum	8
§ 15 Participation of women in teaching	9
§ 16 Use of gender-fair language	9
§ 17 Evaluation of teaching	9
Part D. Research	9
§ 18 Promotion of research by women	9
§ 19 Equivalence of women's studies and gender research	9
§ 20 Promoting women's studies and gender research	9
Part E. Students	9
§ 21 Raising the ratio of women in academic disciplines where women are underrepresented	9
§ 22 Mentoring and coaching	10
§ 23 Compatibility of academic studies and family responsibilities	10
Part F. Personnel development and organisational development	10
Section I: General regulations	10
§ 24 Personnel development and organisational development	10
Section II: Personnel recruitment	10
§ 25 General provisions	10
§ 26 Vacancy announcement	11
§ 27 Motivation to apply	11
§ 28 Repetition of the vacancy announcement	11
§ 29 Involvement of Working Committee for Equal Treatment Issues	12
§ 30 Recruitment interviews with women applicants on the basis of a vacancy announcement	12
Section III: Additional regulations for appointment procedures	12
§ 31 Participation in appointment procedures	12
§ 32 Invitation to appointment lectures	13
§ 33 Selection decisions	13
Section IV: Career planning, education and further education	13
§ 34 Mentoring and coaching	13

§ 35 Job assignments	13
§ 36 Career and performance reviews	13
§ 37 Education and further education, in particular for women academic employees.....	14
Section V: Further regulations.....	14
§ 38 Changes in deployment	14
§ 39 Substitutes for women employees during maternity leave	14
§ 40 Composition of committees	15
§ 41 Women in university management.....	15
§ 42 External consultants in personnel matters	15
Part G. Work environment and protection of dignity in the workplace	15
§ 43 Working hours	15
§ 44 Childcare facilities	15
§ 45 Guaranteeing a work environment worthy of human living standards.....	16
§ 46 Measures against sexual harassment, harassment and bullying	16
§ 47 Leave and special leave.....	16
Part H. Institutions for advancement of women and equal treatment	16
§ 48 Working Committee for Equal Treatment Issues and its office.....	16
§ 49 Coordination Office for Advancement of Women and Gender Studies	17
§ 50 Networking	17
Part I. Budget matters and systems of incentive	18
§ 51 Budget matters.....	18
§ 52 Systems of incentive	18
Part J. Implementation and reporting obligations.....	18
§ 53 Implementation.....	18
§ 54 Reporting obligations	18
§ 55 Study on the situation of women at TU Vienna	18
§ 56 Evaluation and quality control	19
§ 57 Duration of application	19
§ 58 Entry into force	19

Preamble

The equality of women and men is according to § 1 of the Universities Act 2002 (hereinafter: UG 02) in its applicable version an objective of the university and according to §§ 2, no 9 and 3, no 9 is among the guiding principles and functions of universities. According to § 41 UG 02 universities are obliged to achieve a balanced numerical ratio between the women and men active at the university.

Vienna University of Technology (hereinafter: TU Vienna) supports the advancement of women and the creation of positive and career-promoting conditions for women. It therefore sees the achievement of the objective of career opportunities being open for women and men at TU Vienna according to their qualifications and eliminating or evening out existing disadvantages for women to be the joint task of all those affiliated with the University. The actual equal treatment of women and men and the advancement of women find their adequate reflection in personnel policy, research and teaching as well as in distribution of resources (gender mainstreaming and gender budgeting). This is, in particular, an obligation for individuals in management positions.

This also includes promotion of women students as potential future academics. Research and teaching should be designed and borne equally by men and women. Women students should be motivated by female role models to embark on an academic career. TU Vienna actively advocates having conditions for studying and working offer women and men equal opportunities for academic research, teaching and learning.

The guiding principles are derived from the provisions of the Federal Equal Treatment Act in its applicable version (hereinafter: B-GIBG), in particular from the general requirement of advancement of women (§ 11, par 1 B-GIBG), from the analogous application of admission to federal employment (§ 11b B-GIBG), in career advancement (§ 11c B-GIBG), in education and further education (§ 11d B-GIBG), from the Plan for Advancement of Women in the jurisdictional sphere of the Federal Ministry of Science and Research (Federal Law Gazette II 97/2008) as well as from §§ 2, no 9 and 10 UG 02. The university's tasks are derived from § 3, no 4 and 9 UG 02.

By creating appropriate systems of incentives, TU Vienna provides support for implementation of the objectives of this Plan for Advancement of Women.

Part A. General provisions

§ 1 Legal basis

The legal basis of TU Vienna's Plan for Advancement of Women lies in the Austrian Federal Constitution, in § 11a B-GIBG, in §§ 19, par 2, no 6 and 41 ff. UG 02 and in the Statute of TU Vienna.

§ 2 Applicability

The Plan for Advancement of Women applies to all affiliates of the University according to § 94 UG 02.

§ 3 Objectives of the Plan for Advancement of Women

By implementation of the Plan for Advancement of Women, TU Vienna is in particular pursuing the following strategic and operative objectives:

1. Guaranteeing equal opportunities of women and men
2. Applying gender mainstreaming and gender budgeting
3. Advancement of women
4. Eliminating the existing underrepresentation of women
5. Avoiding discrimination of women
6. Integrating discipline-related women's and gender studies in research and teaching

7. Guaranteeing a work environment worthy of human living standards
8. Promoting information and communication on the subject of equality
9. Guaranteeing an adequate infrastructure for achieving equality and advancement of women

§ 4 Gender mainstreaming and gender budgeting

(1) In all University decision-making processes, the perspective of gender will be included, all decision-making processes will be made usable for gender equality. In order to guarantee consistent implementation of the principle of gender mainstreaming and gender budgeting in all decision-making processes and in planning of all measures, TU Vienna falls back on existing expert knowledge in the Working Committee for Equal Treatment Issues (hereinafter: Working Committee), and in the Coordination Office for Advancement of Women and Gender Studies (hereinafter: Coordination Office) and actively involves them.

(2) The objectives of equality and advancement of women will be considered, for implementation of gender mainstreaming and gender budgeting, inter alia in

1. drafting sections of the Statute (§ 22, par 1, no 1 UG 02) and issuing or amending sections of the Statute (§§ 19, par 1 and 25, par 1, no 1 UG 02),
2. drawing up the university development plan (§ 22, par 1, no 2 UG 02),
3. drawing up the performance agreement (§ 22, par 1, no 4 UG 02) as well as when negotiating and signing it (§ 23, par 1, no 4 UG 02).

(3) The principles of equality and advancement of women will also be included in all target agreements (§§ 21, par 1, no 6, 22, par 1, no 6 UG 02).

(4) In drawing up budgets, the principles of gender budgeting will be observed.

(5) Knowledge of the concepts of gender mainstreaming and gender budgeting will be expected of executives and members of University governance bodies.

(6) The Rectorate will within the constraints of budgetary resources ensure regular information and further education events on the subject of gender mainstreaming and gender budgeting as well as gender equality, in particular for executives.

§ 5 Underrepresentation

Women are deemed to be underrepresented if their ratio in the total number of employees on a hierarchical level or within an employment law category inside the organisational unit in question amounts to less than 50%.

§ 6 Requirement of advancement of women

(1) It is the objective of the Plan for Advancement of Women to raise the ratio of women employees in all organisational units, on all hierarchical levels and in all functions and activities of TU Vienna both in fixed-term as well as in indefinite-term employment and in education to at least 50%, regardless of the duration of such employment or education. All measures directly or indirectly impacting on the ratio of women will also be geared to that objective. Measures to advance women will be integrated into personnel planning and personnel development. The urgency of advancement of women will be governed by the extent of their underrepresentation.

(2) To achieve these objectives, in the next two years after this Plan for Advancement of Women goes into effect and by means of corresponding promotion measures, the ratio of women in all spheres in which it is less than 50% will be raised by 20%, until in the individual pay grades, compensation systems, deployment groups and compensation groups as well as functions a 50% quota of women is achieved.

If the existing ratio of women is under 10%, the promotion measures will be applied with the target of doubling the existing ratio of women within two years of this Plan for Advancement of Women going into effect.

If the ratio of women is 0%, promotion measures will be applied with the target of achieving a 5% quota of women within the next two years.

An already existing 50% quota of women is to be maintained as much as possible.

(3) All University members and, in particular, management bodies, are obliged to strive within their jurisdictional sphere

1. to eliminate any existing underrepresentation of women in the total number of employees and in functions, as well as

2. to eliminate existing discrimination of women in connection with employment, and

3. to take account of the objectives according to § 3 of this Plan for Advancement of Women in all other measures directly or indirectly impacting on the ratio of women.

§ 7 Prohibition of discrimination

(1) The current representative of TU Vienna will actively endeavour in the national university federation to prevent collective bargaining agreements from producing gender discrimination effects.

(2) Women employees may in setting compensation in individual employment contracts neither be directly or indirectly discriminated against. The same applies to any eventual allowances, contributions or other benefits in kind.

§ 8 Public relations

Women-specific and equality-related subjects will as essential features of the University's profile be presented appropriately in content and language.

§ 9 Information about relevant legal regulations

The Rectorate will inform the managers of all organisational units, the Working Committee and the Coordination Office of all current legal regulations relevant to equal treatment and advancement of women matters as well as about relevant employment and social law information and other pertinent information. The latter will be demonstrably transmitted in electronic or other form with the request that they be made known in that particular organisational unit.

§ 10 General information

(1) The ratio of women taking part in University activities and their contribution to research, teaching and management will be documented in TU Vienna's media (such as in the university gazette, on the University's website).

(2) TU Vienna's website will contain links to equality-relevant information (on the homepage in any case: Working Committee and Coordination Office).

(3) At orientation events and in the introductory/orientation phase of studying, the officer primarily responsible for execution of academic law regulations (dean of studies) will issue information on statutory protection against discrimination and on women's and gender research. Information will also be given about the contact offices set up at TU Vienna in case of sexual harassment, harassment and bullying. An information folder by the Working Committee on this will be made available to students. This folder will additionally be made available in the organisational unit in charge of student affairs.

(4) In connection with introduction events for new employees at TU Vienna (e.g. "getTUgether") information will also be given on the Working Committee and the Coordination Office and their respective services and tasks will be presented.

(5) In TU Vienna's electronic and other directories the names, addresses and email addresses of the members of the Working Committee and the Coordination Office will be included with their respective functions listed.

(6) The Rectorate will provide support for holding information events on the tasks and activities of Working Committee for University affiliates within the meaning of § 94 UG 02.

(7) The Rectorate will furthermore provide support for information and further education events on the subjects of gender mainstreaming and gender budgeting as well as on equality (in particular for executives) organised by the Working Committee and the Coordination Office.

Part B. Raising awareness

§ 11 Use of gender-fair language

(1) All governance bodies and management offices of TU Vienna will in brochures, printed forms, records, speeches and other communications to the public or to University affiliates use gender-fair language. Therefore, in this context in all printed matter and, where it appears meaningful and feasible, in verbal expression as well, either the feminine and masculine form will be explicitly used or gender-neutral designations will be used.

(2) Wordings as well as the naming of governance bodies and job titles will be chosen so that they relate both to women and men.

(3) The use of general clauses in which a statement is made, for instance, at the beginning or end or in footnotes of a text, that the personal designations chosen apply to both genders, is not allowed.

§ 12 Surveying the ratio of women

(1) The ratios of women will be surveyed annually in connection with general reporting obligations. The cut-off date is 31 December of each year.

The actual condition will be surveyed, documented and published, in which context account is to be taken in particular of the ratio of women amongst employees and students.

The ratio of women will be surveyed and indicated as a whole and separately for all faculties and for the central service and management offices. In all groups of persons the ratio of women will be surveyed separately for fixed-term and indefinite-term employees as well as by part-time and full-time employees (by headcount). The following categories will be surveyed:

1. Academic University personnel

- broken down, for federal personnel present and continued on at the end of the UG 02 implementation period, by all personnel categories and employee groups present at that time,

- broken down, for personnel in employment with the University taken on as of 1 January 2004, by UG 02 in its applicable version as well as by collective bargaining agreement for university employees in its applicable version,

as well as by any other eventual differentiations brought about in connection with the Statute or with collective bargaining agreements.

2. General University personnel

- broken down, for federal personnel present and continued on at the end of the UG 02 implementation period, by all personnel categories and employee groups present at that time,

- for personnel in employment with the University taken on as of 1 January 2004, in each case by compensation systems, deployments and functions under collective bargaining agreements for university employees,

as well as by the differentiations brought about in connection with the Statute or with collective bargaining agreements for the faculties, general University management and other organisational offices.

The ratio of women amongst general employees not covered by the above will be calculated as a ratio of the total number of the remaining employees of that group of individuals at TU Vienna.

3. Technical and administrative personnel in research projects (project employees)

The ratio of women amongst the technical and administrative personnel of research projects (project employees) will be recorded as broken down by deployment allocation and, where possible, separately by research financing from extra-budgetary public funds or outside funds from public or private donors.

4. Students – graduates

The ratio of women amongst students at the University, the various faculties as well as the particular courses of study will be calculated according to the following categories:

- First-year students
- Degrees in all individual courses of study (first degree, second degree)

The relevant ratios will be given in absolute numbers as well as percentages.

5. Teachers – amount of time teaching

The ratio of women amongst those teaching at TU Vienna will be collected separately for each faculty according to their existing categories and given in absolute numbers and percentages as well as in relation to individuals.

The extent of the teaching done in the field of women's and gender studies will be recorded separately and differentiated by gender.

6. Other sections

If, due to a motion, application, etc., it is so decided in the cases listed below, the ratio of women will be transmitted to Working Committee per calendar year:

- a) When awarding funds for research
- b) When allocating funds for research-related further education
- c) When awarding funds for non-research-related further education
- d) When awarding travel expense grants
- e) When awarding subsidies (e.g. scholarships)

according to their ratio in personnel.

(2) Ultimate responsibility for surveying the ratio of women is the Rector, who will ensure continuous and preferably complete collection of the required data in all organisational units and at all levels of the hierarchy.

(3) The results of the survey of the ratios of women will be demonstrably transmitted immediately by the Rectorate to the Working Committee. The current statistics will be published in aggregated form in the university gazette and on TU Vienna's website.

§ 12a Surveying compensation

(1) In addition, the compensation of women and men will be surveyed separately on an annual basis. The cut-off date corresponds to the cut-off date set in the Ordinance on the intellectual capital report.

(2) Given separately in this context will be any eventual allowances, contributions and other benefits in kind or the trend in any eventually existing salary differences between women and men. Salaries will be surveyed for the entire TU Vienna and separately for all faculties as well as for the central service and management offices, in each case broken down by the various hierarchy levels and the individual employment law categories in an aggregated manner appropriate for that particular section for protection of data privacy (data aggregation).

(3) Ultimately responsible for surveying in accordance with par 1 is the Rector, who will ensure continuous and preferably complete collection of the required data in all organisational units and at all levels of the TU Vienna hierarchy.

(4) The results of the survey in accordance with par 1 will be demonstrably transmitted immediately by the Rectorate to the Working Committee. The current statistics will be published in aggregated form in the university gazette and on TU Vienna's website.

§ 12b Reporting obligations on advancement of women

(1) To guarantee transparency, an annual report on advancement of women will be issued on the status of implementation of the promotion measures by the Rectorate in connection with internal University reporting. This report will be forwarded both to the Senate as well as to the Working Committee and published in appropriate form (university gazette and on TU Vienna's website).

(2) Fulfilment of the women's quota will be reported in all deployment and compensation groups where data is available, in particular in the cases listed below:

1. Employees of all organisational units in all types of employment, functions and education
2. Contracting and extension of employment
3. Participation in education and further education events by employment type, where data is available
4. Allocation of internally awarded subsidies and prizes
5. The ratio of women amongst active students according to the intellectual capital report and the graduates of the different course of study degrees
6. The ratio of hours taught by women by faculty, by type of instruction, employment and ratio of teaching compensation

(3) In addition, the following budgetary data will be reported:

1. Disbursements for second jobs by deployment groups and gender
2. Number and sum of overpayments in excess of the collective bargaining salary scale for all collective bargaining regulated employment (global budget and outside funds)
3. Compensation for overtime by employment type and function
4. By faculty, the number and scope of research projects conducted per project manager
5. Awarding of travel funds by employment type

(4) If the women's quota of 50% is not achieved in a section, the crucial reasons for this will be determined and within six months of publication of the report appropriate measures to achieve the women's quota will be proposed and the period of time provided for implementation of such measures will be set. The implementation of such measures will be set in the target agreements and published. A report on this will be demonstrably transmitted to the Working Committee.

(5) The survey cut-off dates for the report will be identical to those cut-off dates set in the Ordinance on the intellectual capital report.

Part C. Teaching

§ 13 Women's studies and gender research and gender-specific content in the curriculum

In connection with curriculum, instruction with epistemological and/or critical methodology content in respect of women's studies and gender research will at least be offered and recommended to students as an elective in connection with the course of study.

§ 14 Expert assessment of the curriculum

The Senate or the curriculum commissions will transmit every draft for issue or amendment of curriculum to the Coordination Office for its comments.

§ 15 Participation of women in teaching

(1) Women teachers may not be discriminated against in appointment and commissioning with internal and external University teaching. Women must be involved in a balanced manner in all categories of teaching.

(2) The Working Committee will be informed of teaching appointment, and after appointment the distribution of adjunct courses and tutorials will be transmitted to the Working Committee chairperson for information. In case of discrimination for improper distribution of teaching courses, appeal may be made to the Arbitration Commission.

§ 16 Use of gender-fair language

Teachers are instructed to use gender-fair language while forgoing examples, presentations and topics encouraging gender-discrimination or stereotypes.

§ 17 Evaluation of teaching

When evaluating teaching in accordance with § 14, pars 4 and 5 UG 02, it will also be investigated whether in structuring the teaching measures to promote women were set and whether the curriculum is imparted by upholding the requirement of equal treatment and in a gender-sensitive manner (e.g. using gender-fair language, foregoing examples, presentations and topics encouraging gender discrimination or stereotypes as well as dealing uncritically with gender issues, etc.). It will in addition be investigated whether women-specific and gender-specific topics are treated in teaching.

Part D. Research

§ 18 Promotion of research by women

(1) TU Vienna will promote research activities by women in the same manner as those of men.

(2) Pending set-up of a system of incentives in accordance with § 52 of this Plan for Advancement of Women, where corresponding motions are made, the research projects of women will be prioritised in case of equal quality.

(3) If governance bodies or affiliates of the University are appointed to decide on awarding funds to subsidise research made available by the private sector, then they will, while taking cognisance of quality, also endeavour to distribute funds by gender in an even-handed manner.

§ 19 Equivalence of women's studies and gender research

Academic and artistic-academic work on subjects from the field of women's studies and gender research will be deemed in connection with assessments of quality (e.g. in habilitation procedures) to be equivalent to work on other research subjects within the academic discipline.

§ 20 Promoting women's studies and gender research

TU Vienna will promote research work on women-specific and gender-specific topics in the artistic and academic disciplines represented at the University.

Part E. Students

§ 21 Raising the ratio of women in academic disciplines where women are underrepresented

(1) TU Vienna will adopt appropriate personnel, organisational and financial measures to encourage access of women, in particular, to courses of study where women are underrepresented.

(2) In all courses of study in which the ratio of women first-year students or graduates is under 50%, strategies will be developed by the managers of the organisational units and concrete measures will be adopted raising the ratio of women in such courses of study. The Coordination Office will provide advice in development and support in implementation of such measures.

(3) Measures to raise the ratio of first-year women students (such as the FiT campaign) will, where possible, also be supported financially by TU Vienna.

(4) Scholarship offers and prizes of TU Vienna will be made known to students in an appropriate manner. Women will be particularly invited to apply.

(5) TU Vienna will endeavour to have additional scholarships recruited for women and to allow scholarships to be interrupted for parenting leave or leave for family reasons and to have the age limit for scholarships raised where there are family obligations.

§ 22 Mentoring and coaching

Mentoring and coaching will be considered important measures to raise the number of women graduates of studies at TU Vienna for bachelor, master, graduate and doctoral degrees. TU Vienna will ensure development and implementation of corresponding programmes in accordance with financial funding by the Coordination Office.

§ 23 Compatibility of academic studies and family responsibilities

(1) TU Vienna will endeavour to make pregnancy, parenthood as well as care for relatives needing care compatible with studying and obtaining a degree.

(2) The care of relatives will be grounds for leave within the meaning of § 26, par 1, no 5 of the section of the TU Vienna Statute on academic law regulations.

Part F. Personnel development and organisational development

Section I: General regulations

§ 24 Personnel development and organisational development

(1) Personnel development and organisational development are important instruments to raise the ratio of women and for advancement of women at TU Vienna. With all measures relating to personnel and organisational development, the concepts of gender mainstreaming and gender budgeting must be taken into consideration.

(2) TU Vienna will adopt appropriate personnel, organisational and financial measures in regard to the following goals:

1. Promotion of academic achievements by women
2. Promotion of succeeding generations of women students and academics
3. Eliminating the existing underrepresentation of women in education or employment at the University in all organisational units, at all hierarchy levels and in all functions and activities
4. Further education and promotion of professional qualification of women

Section II: Personnel recruitment

§ 25 General provisions

(1) In accordance with the requirement of advancement of women in § 41 UG 02 and § 11 B-GIBG, the ratio of women in all organisational units, at all hierarchy levels and in all functions and activities at TU Vienna is to be raised according to B-GIBG to 50% or an existing ratio of at least 50% is to be maintained.

Therefore, in organisational units in which this ratio has still not been achieved, women applicants equally qualified for the position sought as the best qualified men competitors will be recruited by priority until at least a 50% ratio of women has been achieved, unless personal characteristics of the men competitor predominate.

(2) The personal characteristics of the men competitor within the meaning of par 1 may not have any directly or indirectly discriminating effect in relation to women competitors. In particular, the citation of marital status or support obligations will not be allowed.

§ 26 Vacancy announcement

- (1) Vacancy announcement texts will be phrased in feminine and masculine form or in a gender-neutral form and may not contain any additional remarks suggesting a specific gender.
- (2) The crucial qualifications for the vacancy to be filled (professional profile) must be completely included in the vacancy announcement text. When formulating the prerequisites for consideration in vacancy announcement texts, the position being announced will be oriented towards the criteria provided for in the position's specific professional profile.
- (3) Vacancy announcement texts for filling positions as well as for management functions will include the addition: "TU Vienna is endeavouring to raise the ratio of women, in particular in management functions, and therefore expressly invites qualified women to apply." With existing underrepresentation, the sentence will additionally be added: "In case of equal qualifications women will be given priority in recruitment."
- (4) Vacancy announcements of positions and functions will also be announced in timely fashion to TU Vienna employees during any statutorily provided form of absence from employment or from the employment station. This also applies to internal vacancy announcements.
- (5) The vacancy announcement texts together with a description of the workplace and the work duties of the relevant organisational unit will be demonstrably brought to the attention of the Working Committee at the latest 14 days prior to publication of the vacancy announcement.
- (6) Vacancy announcement texts are subject to the Working Committee's right to objection.

In particular vacancy announcement texts contradicting par 1 and par 2 as well as texts phrased so generally that they do not constitute any objective decision-making basis for the subsequent personnel selection process are unlawful. The same applies to any overly specified vacancy announcement if there are grounds for suspecting that the potential circle of applicants is meant to be improperly restricted to a specific individual or in favour of one gender.

- (7) The Working Committee may prior to appeal to the Arbitration Commission within six working days address a motivated objection to the governance body announcing the vacancy. In case the governance body announcing the vacancy persists within six working days, the three-week deadline for appeal to the Arbitration Commission will begin to run (according to § 13, par 2 of the section of the TU Vienna Statute dealing with the Working Committee) as of the date when the relevant decision is received by the Working Committee. If it is a question of an appointment procedure, the deadline for appeal to the Arbitration Commission is two weeks (according to § 98, par 9 UG 02).
- (8) In the absence of a vacancy announcement in accordance with § 107, par 2 UG 02, the appointment proposal drawn up on the basis of a qualified selection process must be demonstrably brought to the attention of the Working Committee with a plausible justification of the choice prior to any signing of the employment contract.

§ 27 Motivation to apply

Potential women applicants should be motivated to apply by being specifically addressed by the office announcing the vacancy. The motivation of the selection decision must report to the Working Committee on the measures taken.

§ 28 Repetition of the vacancy announcement

- (1) The office announcing the vacancy must actively search for appropriate women applicants. In this matter, the Working Committee's guidelines for waiver of repetition of the vacancy announcement in the applicable version must be observed.
- (2) At the end of the application deadline, the office announcing the vacancy, or in applicable cases the relevant personnel department, will send the Working Committee a list of the men and women applying and a written listing of the measures taken to motivate women to apply. The Working Committee will thereupon issue its comments. A corresponding record is to be included in the file.
- (3) If by the end of the application deadline no applications from adequately qualified women have been received and if no efforts were made to motivate women applicants, the position must be announced again prior to commencement of the selection process and the effort to find women applicants must be included this time. If the

Working Committee does not raise any justified objection in its comments, repetition of the vacancy announcement may be dispensed with. If once again no applications by women are received on the basis of the renewed vacancy announcement, then the selection process is to be carried out.

§ 29 Involvement of Working Committee for Equal Treatment Issues

(1) The list of applications received is to be brought immediately to the attention of the Working Committee after the end of the application deadline (§ 42, par 6, no 2 UG 02).

(2) If recruitment or selection interviews with men and women applicants are conducted in the course of the selection process for a vacancy or function to be filled, then the list of the women and men applicants must be immediately brought to the attention of the Working Committee (§ 42, par 6, no 3 UG 02). All women applicants meeting the requirements of the vacancy announcement must be invited. The Working Committee must demonstrably be invited well enough (at least six working days) in advance of the application interviews in writing. In cases deserving special consideration (e.g. with an unusually large number of women and men applicants), the number of women applicants to be invited may be reduced by way of exception and with the written consent of the Working Committee.

(3) Where third parties are commissioned to evaluate women and men applicants (e.g. external consultants, personnel consultants, etc.) care must be taken that the selection process applied in accordance with EU law specifications include gender mainstreaming and gender budgeting as a mandatory quality feature. The Working Committee is to be involved in this selection process and invited in writing to all recruitment, presentation and application interviews, hearings, etc. well enough (i.e. at least six working days) in advance.

(4) In appointment procedures for women and men university professors, §§ 32-34 of this Plan for Advancement of Women additionally apply.

§ 30 Recruitment interviews with women applicants on the basis of a vacancy announcement

(1) In recruitment interviews, discriminating enquiries (e.g. into family planning) must be left out. When assessing the suitability of women applicants, no selection and evaluation criteria may be included that are oriented towards any discriminating or role-stereotyping understanding of gender.

(2) Applications by women during a statutorily provided form of absence from the workplace must be included in the selection process and considered on an equal footing with other applications.

(3) Recruitment criteria not cited in the vacancy announcement text may basically not be considered. If, by way of exception, in the specific personnel recruitment process the development of auxiliary criteria is indispensable for decision-making, then they may not be improper. Nor may the qualification requirements listed in the vacancy announcement text be deviated from due to inclusion of the auxiliary criteria. The auxiliary criteria must constitute a feasible means of decision-making, i.e. aspects lacking any relevance in regard to future performance of tasks may not be included. Moreover, no auxiliary criteria may be included that are oriented towards any discriminating or role-stereotyping understanding of gender. If, in making the selection decision, auxiliary criteria are included by way of exception, then the personnel decision must be motivated intelligibly and in written form to the Working Committee.

(4) If women are underrepresented according to § 11, par 2 B-GIBG and no woman was proposed for the vacancy, then the individual entitled to make the proposal must set forth the reasons for not considering each woman applicant in writing and in detail.

Section III: Additional regulations for appointment procedures

§ 31 Participation in appointment procedures

(1) If in appointment procedures in accordance with § 98, par 2, sentence 2 UG 02 women or men candidates who did not apply are also included, the Working Committee must be immediately notified.

(2) The members of the Working Committee are entitled to participate, two at the most and with a consultative vote, in the meetings of the appointment commission and to submit motions on procedural issues, to register special votes for the record as well as to have discussion inputs by members of the appointment commission included in the record. The members of the Working Committee must be invited with proper advance notice to each meeting of the appointment commission. If the invitation does not occur, the appointment commission must once again conduct the deliberations and decision-making in the matter to be decided upon in a renewed meeting with proper invitation of the Working Committee.

(3) The Working Committee is entitled under § 42, par 4 UG 02 in its applicable version to insight into all documents, in particular into the application documents and the expert assessments, and entitled to copy them.

§ 32 Invitation to appointment lectures

If, in connection with an appointment procedure, women and men applicants are invited to give a lecture or a personal presentation, then all women applicants must be invited who meet the statutory appointment prerequisites or the recruitment requirements and who meet the requirements of the vacancy announcement text. In cases deserving special consideration (e.g. with an unusually large number of women and men applicants), the number of women applicants to be invited may be reduced by way of exception and with the written consent of the Working Committee.

§ 33 Selection decisions

(1) Women applicants who are equally well suited as the best qualified men competitors must be included in the appointment proposal by priority until at least a 50% ratio of women in that personnel category has been achieved.

(2) Appointment negotiations must be conducted with women candidates by priority in the appointment proposal who are equally well suited as the best qualified men competitors.

(3) If no woman applicant was included in the appointment proposal, then the appointment commission must, when giving its assessment of the women applicants, set forth its reasons for not considering them in writing and in detail.

Section IV: Career planning, education and further education

§ 34 Mentoring and coaching

(1) TU Vienna will promote programmes for personnel development. The Coordination Office will likewise develop measures for employee personnel development, in particular women-specific mentoring and coaching programmes and career planning seminars as well as gender training for all employees at TU Vienna.

(2) Mentoring, i.e. systematic professional, organisational and social initiation, assistance and support of employees is an important aspect of career and career progress promotion. In the introductory phase for new employees direct supervisors are under an obligation to function as mentors. These supervisors may also appoint other employees of TU Vienna with experience in the same field as mentors. However, direct supervisors remain responsible for needs-driven initiation of new employees.

(3) Activities as mentor are an important contribution to meeting obligations deriving from employment. Supervisors must take special account of additional burdens stemming from this when distributing job assignments.

§ 35 Job assignments

(1) When determining job assignments, no discriminating or career-impeding assignments may be allocated, nor any that are oriented towards a role-stereotyping understanding of gender. The same applies to the job's professional profile.

(2) In job descriptions and when weighing qualifications, no assessment criteria may be included from which any disadvantage emerges for women employees or which are oriented towards a discriminating or role-stereotyping understanding of gender.

(3) When determining job assignments of academic University personnel, including for women employed part-time, a balanced distribution of assignments in research, teaching and management must be observed. Deployment must be such that the acquisition of career-enhancing qualifications is made possible by academic achievements.

§ 36 Career and performance reviews

(1) In all cases with women employees of TU Vienna, regular career and performance reviews will be held. The career or performance review also serves to discuss the women employees' performance in view of the qualifications required for career purposes and to promote career progress with corresponding framework conditions. With academic employees, in this context in particular, PhD thesis and habilitation must be taken into account.

All women employees will in addition be informed and counselled comprehensively and on time about individual education and further education opportunities open to them.

(2) § 45a of the Civil Service Act (hereinafter: BDG) applies until further notice as the basis for conducting performance reviews.

§ 37 Education and further education, in particular for women academic employees

(1) The relevant supervisors will in connection with the obligation to promote women employees encourage the latter to attend education and further education events and inform and counsel them comprehensively and on time as well about individual education and further education opportunities open to them. For admission to participation in education and further education measures care should be taken to achieve a balanced ratio between women and men.

(2) Supervisors must encourage employees in the academic field to obtain doctorates and habilitation. In addition, they must be informed about relevant professional seminars, discipline-relevant academic associations, publishing opportunities and the possibility of collaborating in research projects. Supervisors must also ensure that women employees are not disadvantaged in relation to men employees when financial resources are used for job-related travel, travel expense allowances, etc. as well as when special leave is taken.

(3) All employees will, in connection with performance reviews, also be counselled comprehensively and on time about the individual education and further education opportunities open to them.

(4) Continuing education also means, in addition to discipline-related courses, events concentrating on key qualifications and soft skills (public speaking, communication, application training, presentation techniques, pedagogics, foreign languages, project management, project recruitment, the issue of equality of women and men in management and academics, conducting mentoring, burn-out and bullying prevention, etc.).

(4a) The department responsible for personnel development will announce the current further education programme for all employees regularly and in an appropriate manner (e.g. by intranet).

(5) Women employees will have a specific claim on further education measures in the field of gender studies and advancement of women.

(6) When planning internal continuing education seminars, within the constraints of budgetary resources, family-friendly organisation will be taken into account (e.g. option of minding children on site).

(7) Supervisors must upon request make it possible for women employees to participate in appropriate continuing education and training seminars, within the constraints of available resources, and taking due account of other job assignments. If changes in working hours are necessary for participation in education and further education events, supervisors must grant them unless compelling work interests prevent this.

(8) When registering for continuing education courses, in particular for those qualifying for more advanced deployment and functions, women will be given priority until a 50% ratio of women is achieved. This also applies to education and further education courses with limited participant capacity.

(9) If the request to participate in such an event is not granted, the Working Committee will be provided with a written justification for refusal. In case of grounds for suspicion of discrimination, appeal may be made to the Arbitration Commission.

Section V: Further regulations

§ 38 Changes in deployment

(1) Decisions on changes in deployment of women employees will be made by the governance body with jurisdiction for the decision with the accompanying involvement of the Working Committee.

(2) Part-time employment may not be used detrimentally as a criterion in any selection decision. The organisational prerequisites must be created so that in principle management functions are also open to part-time employees.

§ 39 Substitutes for women employees during maternity leave

In the event of maternity leave with a prohibition on employment under §§ 3 and 5 of the Maternity Leave Act (hereinafter: MSchG) as well as during leave and part-time employment due to parenting by civil servants,

contract employees and employees, TU Vienna will by priority endeavour to recruit a substitute at the earliest possible date.
In case filling the vacancy with a substitute is deferred or suspended the Working Committee will be immediately informed.

§ 40 Composition of committees

(1) In the composition of committees, advisory boards, peer bodies, working groups and similar non-permanent decision-making and deliberating bodies, basically consideration will be given to a balanced gender distribution and the requirement of advancement of women will be observed. This will also apply to the appointment of the chairperson.

(2) Applicable to committees appointed by the Senate (curriculum committees, habilitation committees, appointment committees) as well as to the Senate and the Rectorate will be a mandatory women's quota of 40% in accordance with § 42, par 8a and par 8c UG 02.

(3) In elections to the inter-university curriculum committees, care will be taken to meet the quota.

(4) In appointing experts in appointment procedures, consideration will be given to a balanced representation of women and men.

§ 41 Women in university management

(1) In elections to non-permanent advisory boards, committees and working groups in connection with (inter-) university cooperation or management, care will be taken to have an appropriate number of women nominated. Women must, if possible, be included in the election proposal for chairperson. This also applies to election proposals for a monocratic office.

(2) In the composition of committees and governance bodies dealing with personnel matters and personnel development, the requirement of advancement of women will be observed. If several members are to be appointed, consideration will be given to the numerical ratio of the women or men employees in the group of individuals affected by the jurisdictional reach of the commission.

(3) To achieve the principle of gender mainstreaming, the representatives of the Working Committee are entitled to participate, two at the most, in the meetings of the advisory boards and committees within the meaning of par 1 and par 2, with a consultative vote and the right to make statements for the record. They must be invited to such meetings at the same time as the members.

§ 42 External consultants in personnel matters

If external consultants are engaged at TU Vienna for matters affecting personnel, the Working Committee will be included in all such activities.

Part G. Work environment and protection of dignity in the workplace

§ 43 Working hours

The Working Committee will be involved in developing new models for determining and recording working hours and for presence and absence management.

§ 44 Childcare facilities

(1) TU Vienna sees the creation of framework conditions for taking consideration of family chores when structuring occupational activities and studies as its obligation. At TU Vienna, the need for childcare by all University affiliates, including employees in connection with promotion of research and contract research and students, will be regularly surveyed by the childcare inspector, and at least once every three years. In that context, the needs of individuals during a statutorily provided absence from work will be taken into account.

(2) The results will be transmitted to the Rectorate, the Working Committee and the works councils and, on the basis of the results and after reviewing budgetary cover, corresponding measures will be taken.

(3) The childcare inspector will be appointed by the Rector on proposal by the Working Committee for the duration of the Rector's period of office and will be organisationally attached to the vice-rector in charge of this under the bylaws of the Rectorate.

§ 45 Guaranteeing a work environment worthy of human living standards

(1) All affiliates of TU Vienna are entitled to treatment that respects their dignity, in particular to protection from sexual harassment, harassment, discrimination and bullying.

(2) TU Vienna will therefore take suitable preventive measures and ensure that individuals affected by sexual harassment, harassment, discrimination or bullying may avail themselves of free legal counselling services. The Working Committee, the two works councils, the Coordination Office, as well as the office responsible for personnel development will provide information about a corresponding counselling service in cases of need.

§ 46 Measures against sexual harassment, harassment and bullying

(1) Sexual harassment within the meaning of §§ 8 and 42, par 2 B-GIBG as well as harassment within the meaning of § 8a B-GIBG and bullying constitute a violation of the right to personal integrity. TU Vienna will neither tolerate sexual harassment and sexist behaviour nor harassment or bullying.

All affiliates of TU Vienna, in particular those with management functions in research, teaching and management, bear responsibility in their sphere of work that (sexually) harassing behaviour and bullying will not be tolerated.

(2) The Working Committee will provide advice and support for individuals and governance bodies in dealing objectively and appropriately with incidents of sexist behaviour and/or sexual harassment as well as any other harassment or bullying. All individuals and governance bodies participating in such proceedings are under an obligation to official secrecy. Corresponding counselling and care services must be included in the programme of personnel development. Setting up and implementing these services will be taken on by the Coordination Office.

§ 47 Leave and special leave

When availing themselves of the right to leave and special leave for family reasons and for release for care, the following principles will apply to all employees:

1. Recourse to part-time employment or grant-of-leave opportunities, including in order to meet family obligations, may not lead to direct or indirect discrimination of employees in connection with their employment or education.
2. In case of re-entry, such employees should be given enough time for initiation into and familiarisation with their job duties.

Part H. Institutions for advancement of women and equal treatment

§ 48 Working Committee for Equal Treatment Issues and its office

(1) The functions and rights of the Working Committee for Equal Treatment Issues (hereinafter: Working Committee) emerge from B-GIBG, UG 02, particularly from §§ 42 ff. UG 02, the section of the Statute "Working Group for Equal Treatment Issues" and TU Vienna's Plan for Advancement of Women.

(2) The Working Committee consists of 27 members, including 18 regular members and 9 substitutes. The substitutes may represent those regular members unable to attend. The Senate delegates the members on the proposal of Working Committee.

(3) The Rector will provide the resources required for the Working Committee's administrative support (personnel, office space and supplies). This must also be taken into account when reporting needs to the University bodies with jurisdiction.

(4) The Working Committee and its office are in any case to be provided with premises with appropriate furnishings (at least adequate IT equipment, telephone, fax) and the opportunity for confidential counselling as well as a separate and appropriately equipped office staff room.

(5) The manager of the Working Committee's office must be in possession of a corresponding completed university education or qualifications or relevant professional experience considered to be equivalent. When appointing this individual, the Working Committee will have a right to make proposals. The holder of the position, as far as providing support to the Working Committee is concerned, will only be bound by the Working Committee's instructions and decisions.

(6) Work with the Working Committee must be considered an important contribution to meeting work obligations in the sphere of management and must be counted as work time and must be made possible during working hours. Supervisors must take special consideration of burdens additionally stemming from this when allocating job assignments. Time spent at work for the Working Committee must be taken into account in evaluations.

(7) The members of the Working Committee in the employ of TU Vienna are entitled to perform their tasks in equal treatment issues at their workstation and to use the facilities available to them at their workstation for that purpose.

(8) Should the work of a the Working Committee member require travel according to § 41, par 3 B-GIBG, then compensation of expenses in accordance with applicable regulations for billing of travel expenses will be due to them within the constraints of available resources.

§ 49 Coordination Office for Advancement of Women and Gender Studies

TU Vienna will set up a coordination office for advancement of women and gender studies (hereinafter: Coordination Office). Its tasks will extend to the fields of gender studies and research on gender equality, women-specific personnel development for women employees, measures of promotion for female school pupils, women students and future generations of academics as well as counselling activities. The tasks of the Coordination Office are in particular:

(1) The Coordination Office is responsible for conceptualisation, organisation and implementation of measures for personnel development, of coaching and mentoring programmes for women students, future generations of academics and women employees of TU Vienna (in cooperation with existing internal university institutions and outside institutions pursuing similar functions). Measures to raise the ratio of first-year women students are developed in the Coordination Office and support is provided for their implementation (cf. also § 21, § 22 and § 34 of this Plan for Advancement of Women).

(2) In the field of gender studies and research on gender equality, the Coordination Office is primarily vested with coordinating functions for research projects in the field of “women’s studies and gender research in natural sciences and technology” as well as equality research. Notwithstanding this, outside-funded projects in these research fields can also be carried out at the Coordination Office (cf. § 19 and § 20 of this Plan for Advancement of Women).

(3) The Coordination Office will coordinate curricular programmes with gender-specific content. It will provide comments on drafts for issue or amendment of curriculum and will participate in evaluation of teaching in regard to the equality of women and men students and coverage of women-specific and gender-specific issues in teaching (cf. § 13 through § 17 of this Plan for Advancement of Women).

(4) The manager of the Coordination Office will be tasked with linking up with the institutions of other universities dealing with gender studies and advancement of women which are organised in the gender platform (platform of institutions for advancement of women and gender studies at Austrian universities), with the offices in federal ministries in charge of advancement of women, as well as with other domestic and foreign institutions working in the field of advancement of women and gender studies.

(5) The Coordination Office provides support for University management on issues of personnel development and participates in drawing up target agreements.

(6) The Coordination Office performs information and contact services for victims of bullying and sexual harassment (cf. § 45 and § 46 of this Plan for Advancement of Women).

(7) The Coordination Office is integrated into the evaluation of implementation of this Plan for Advancement of Women in accordance with § 19, par 2, no 6 UG 02 in cooperation with the Working Committee.

The Coordination Office must be furnished with the necessary personnel and financial resources to perform its tasks.

§ 50 Networking

(1) The chairperson of the Working Committee as well as the latter’s deputies and the manager of the Coordination Office as well as the manager of the Working Committee office will maintain regular contact with each other and will provide mutual information and support and develop common strategies to bring about equal-footed collaboration between women and men at TU Vienna.

(2) The chairperson of the Working Committee as well as the latter’s deputies will in addition be tasked with networking with the institutions of other universities dealing with equality and the advancement of women, in the

Working Group for Equal Treatment and Equality at Austrian Universities (hereinafter: ARGE GLUNA), with the offices in federal ministries in charge of matters of equal treatment, as well as with other domestic and foreign institutions working in the field of advancement of women and equality.

(3) Should the participation of the chairperson and the latter's deputy in ARGE GLUNA meetings require travel, then compensation of expenses in accordance with applicable regulations for billing of travel expenses will be due to them within the constraints of available resources.

Part I. Budget matters and systems of incentive

§ 51 Budget matters

(1) In budgeting and budget allocation, budgetary motions serving to implement the requirements of advancement of women in B-GIBG and UG 02 as well as to implement the measures of promotion contained in this Plan for Advancement of Women and counteracting the underrepresentation or discrimination of women will be prioritised, within the constraints of existing resources.

(2) The Rectorate will involve the Working Committee under the provisions of UG 02 in the currently applicable version when developing the development plan and the performance and target agreements.

§ 52 Systems of incentive

The Rectorate of TU Vienna will in cooperation with the Working Committee and the Coordination Office institute systems of incentive to raise the ratio of women at TU Vienna.

Part J. Implementation and reporting obligations

§ 53 Implementation

(1) Implementation of the measures contained in the Plan for Advancement of Women will be incumbent upon those governance bodies of TU Vienna that make or must prepare decisions proposals in regard to the organisational, personnel and financial matters necessary for that purpose according to their specific organisational regulations.

(2) Any form of discriminating action and discrimination on the basis of gender constitutes a violation of employment obligations and is to be sanctioned in accordance with employment-law or civil service-law regulations. The implementation of measures to achieve de facto equality of women and men in all functions and activities and in all employment and education at TU Vienna is part of the obligations stemming from employment.

§ 54 Reporting obligations

(1) In regard to reporting obligations, the performance agreement with the Federal Ministry of Science and Research as well as the provisions of the Ordinance on the intellectual capital report will in principle apply. In addition, the provisions of this Plan for Advancement of Women in § 12, par 2 through par 8 as well as §§ 12a and 12b must be observed.

(2) All reports are to be delivered to the Working Committee.

(3) The Working Committee must be invited at least six working days in advance to all meetings of the corresponding peer bodies in which these reports are to be taken up.

(4) All survey results and reports in regard to women's quotas and the implementation of measures to advance women must be published in the university gazette and on TU Vienna's website.

§ 55 Study on the situation of women at TU Vienna

(1) Every three years, the Rector will commission a study on the situation of women at TU Vienna, in particular on their conditions of work and study. An institution of TU Vienna may also be entrusted with writing it. The results of that study will be published by the Rector in an appropriate form.

(2) Every five years, there will be an evaluation of the measures for the advancement of women. In case of any external evaluation, the Working Committee will be entitled to the right to propose the evaluating institution.

§ 56 Evaluation and quality control

Criteria of advancement of women and equality must be mandatorily included in evaluation and quality control according to § 14 UG 02.

§ 57 Duration of application

This Plan for Advancement of Women will apply for a period of six years. It must be adapted to current developments every two years (cf. § 11a (2) B-GIBG).

§ 58 Entry into force

The Plan for Advancement of Women of TU Vienna entered into effect in accordance with UG 02 as of 15 October 2004. This present amended version will enter into effect as of 18 April 2012.