

Development plan for gender equality and diversity 2023-2024

Faculty of Information Technology and Electrical Engineering

Rationale and anchoring

The Faculty's efforts towards gender balance, equality and diversity rests upon NTNU's Development plan for gender equality and diversity 2023-2025, and the evaluation of the results from the work with the Faculty's Development plan for gender equality and diversity 2021-2023.

Goals and interim goals in the Development plan are numbered but are to be regarded as equally prioritized

This Development plan is primarily aimed at employees at the Faculty of Information Technology and Electrical Engineering. Goal 3 of the Development plan, Functional diversity, comprises students as well.

The Development plan will be revised annually.

Main goal

The Faculty will have increased diversity, with extra attention on gender balance and inclusion.

This translates to the Faculty practising a culture promoting equality and diversity. Gender balance, equality and diversity will be an integral part of the Faculty's and the departments' management and leadership.

Goal 1: Gender balance among employees and leaders

The Faculty will promote gender balance and counteract gender-based discrimination during recruitment, hiring, wage negotiations and career development for employees and leaders. The Faculty will actively seek to promote the share of women in top positions (Professor and Associated Professor) by 2025. Actions will be implemented where any one gender is underrepresented among leaders and employees. The leader groups shall as well reflect diversity, and in particular international representation.

We are doing this because: *Research should mirror the population as a whole. Everyone's perspectives require safekeeping. We contribute to high level research by safeguarding the best and brightest research talents. That ensures a width in perspectives, provides explanatory power and fosters innovative solutions. We achieve this by selecting from a wide array in the population. We want for our employees to be able to identify themselves with their leaders and feel represented.*

We will therefore:

1. Recruit more female researchers through means and actions suitable to each unit in the institution. This could theoretically happen by:
 - Integrating perspectives on equality and diversity in strategic employment planning.
Responsible: Department
 - Developing good routines for recruitment – cf. tools available
Responsible: Department
 - Employing without preceding announcement
Responsible: Department
 - Utilize HR as liaison officers at conferences in order to establish contact with female candidates
Responsible: HR
 - Host social events for female scientific employees and make available funds for social happenings for the temporary employed.
Responsible: Dean, Faculty

Responsible: Department, HR, Faculty, Dean

2. Strengthen tenure promotions to Professor and Docent/Reader by continuing existing means such as scholarships and tutoring, and further facilitating tenure tracks through information, follow-ups and resources

Responsible: Faculty

3. Pay extra attention to the recruitment of additional female research fellows through means suited to each institutional unit. For example through:

- Cooperating with Ada and other student organisations on arrangements with Master's students

Responsible: Faculty, Department

- Highlight academic employees on what female students need in order to pursue an academic career, and pay special attention to female teaching assistants when recruiting for Lecturer and PhD.

Responsible: HR, department

- Encourage the Departments to establish female scholarships for Master's students

Responsible: Department

- Host career days showcasing opportunities for women in the academics

Responsible: Faculty

4. Improve leadership gender balance through

- Addressing competence on equality and diversity when recruiting leaders with recruitment tasks

Responsible: Department, HR

- Ensure consciousness on gender balance by regularly having equality and diversity on leader group meeting agendas, in the Dean's dialogue meetings with the Departments and in the leadership development program

Responsible: Dean, HR

5. Contribute to a culture for equality and diversity through

- Ensuring a place for equality and diversity in the introduction for the newly employed at Departments and the Faculty

Responsible: HR

- Highlighting equality and diversity at the Faculty's plenary meetings, web pages and other arenas, for example through clear references to ombudsman for equality and diversity (likestillings- og mangfoldsombud) as well as schemes meant to strengthen work on diversity and gender balance

Responsible: Dean, Communication

Goal 2: International employees

The faculty will foster and facilitate an environment in which international employees will thrive, master and develop

We are doing this because: We want to be an attractive employer for staff from all over the world. Diversity of perspectives and cultures is enriching for the Faculty. Integration into the academic and working environments is important for the well-being and opportunity to succeed in research and teaching activities. Strengthening of reception programmes and integration efforts is a priority and a leader responsibility.

We will therefore:

1. Create routines for practising bilinguality and ensure these.
Responsible: Faculty, Department, Academic units
2. Strengthen the follow-up of language teachings and the language competence of international employees
Responsible: Department
3. Develop tutoring for international employees to strengthen integration into the academic and working environments
Responsible: Faculty, Department
4. Run a pilot course on the training of tutors at two pilot departments
Responsible: Faculty
5. Map language learning deficiencies and suitable language learning activities in research groups (discipline units)
Responsible: Faculty, Department, research groups (discipline units)

Goal 3: Functional diversity

The Faculty will be an open, diverse employer with an inclusive culture. Employees with functional diversity should feel that they are wanted and appreciated for their work and their competence

We are doing this because: The Faculty wishes to combat perceptions of exclusion. Everyone needs to be seen and recognised. A good working place is important to all. We allow for diversity through showing respect for other's needs.

We will therefore:

1. Pay attention to NTNU's comprehensive plan for universal design that includes digital tools
Responsible: Faculty
2. Improve the skills of leaders in adaptation and support for people with disability and ensure effective procedures for adaptation and accessibility.
Responsible: HR
3. Uncover any adaptational needs during the introduction of newly recruited employees
Responsible: HR
4. Involve questions on adaptation for the employee during appraisal interviews
Responsible: Dean, Faculty, Department, Research Groups
5. Consistently ensuring having five persons in work practise related to administrative/technical tasks (work-related training NAV)
Responsible: Department, coordinated by HR

Goal 4: Gender identity, sexuality and gender expression

The faculty will be an open an inclusive employer, where no one is subjected to discrimination or harassment base don their gender identity, sexuality or gender expression.

We are doing this because: The Faculty wishes to combat intolerance and discrimination through raising awareness. All Faculty employees are expected to show respect for their colleagues, regardless of gender identity, sexuality and gender expression.

We will therefore:

1. Use language and symbols including everyone in our communication, dissemination and signage of premises.
Responsible: Faculty, Communication
2. Show acceptance for diversity in gender identity, sexuality and gender expression. Gender identity, sexuality and gender expression will furthermore be highlighted in relevant events, research and education.
Responsible: All employees, Communication

Goal 5: Discrimination, harassment and sexual harassment

The Faculty will practise a line of zero tolerance for harassment, racism and unwanted sexual attention.

We are doing this because: all employees shall feel safe and appreciated at work. This is stated in Norwegian law and made clear through various initiatives. The Faculty will work continuously with developing a culture that combats harassment. The exposed party should not bear feelings of guilt and shame. Leaders are obligated to act once made aware of unacceptable behaviours. It is therefore important that this enforcement is the clear responsibility of the leader, as much as it is their responsibility to communicate this clearly to all employees. The leaders are also responsible for ensuring that all employees are aware where and how they might find information and assistance.

We will therefore:

1. Inform everyone about our ethical guidelines. We have zero tolerance for harassment, racism and unwanted sexual attention at our faculty. We inform annually through plenary meetings or the intranet (Innsida)
Responsible: Dean, Department, HR, Communication
2. Everyone should know about the whistleblowing channel so that they can report incidents if they or others are subjected to harassment or unwanted sexual attention
Responsible: Faculty
3. Make sure all employees take part in the Faculty's course on how to prevent sexual attention. Courses are announced annually or published on Ombudets web pages
Responsible: Faculty, HR

Implementation and evaluation of the development plan

The Development plan is connected to the work on *Activity duty and duty to issue a statement* (Aktivitets- og redegjørelsesplikten).

The Development plan will be evaluated and assessed in relation to the Faculty's other ongoing plans.