EQUALITY IN RECRUITMENT PROCESSES

KEY POINTS

Applicable to all publicly open appointment procedures for full, associate and assistant professors with or without conditional pre-tenure (PO/PAS/PAST), starting on 1 March 2022.

The chair of the appointment panel must:

✓ Ensure that panel members are aware of recruitment bias (video at unige.ch/-/delegation) and conflict of interest (COI) issues

✓ Clearly demonstrate an active search for suitable female candidates. For example, by citing contact with potential candidates, direct contact with colleagues from other institutions, online research on the website www.academia-net.org

✓ Ensure that the equality delegation member is present at every stage of the process - a delegation member is named as soon as the panel is created - the Dean’s office is immediately notified

✓ Ensure that conflicts of interest are declared before the panel’s first meeting, and remind members of these conflicts of interest at the start of each session; Remind members of the issues associated with COI and, if necessary, adapt the procedure

If a COI is detected, the chair of the appointment panel and the rapporteur must be notified immediately

✓ Inform shortlisted candidates of the composition of the panel, noting that it is strictly forbidden to contact the panel members. If a panel member is contacted by a candidate, they must explain to the candidate that all questions must be addressed directly to the rapporteur, keeping the chair in CC

✓ Conduct all required votes by secret ballot (e.g. voting on the finalists or the short list)

Reminder: Experts and delegation representatives for equality take part in the discussions but do not have a vote. Each of these participants drafts an independent report

✓ Require that at least 30% of the shortlist be women: an exemption may only be granted if an active search for female candidates can be demonstrated - the exemption request must outline the steps taken as part of this “active search”

Reminder:

✓ The letter of compliance, drafted by the delegation member, is attached to the dossier presented to the College

✓ The report drafted by the delegation member for the Rectorate at the end of the procedure is confidential

FURTHER INFORMATION

Délégation à l’UNIGE (Code of conduct, legal and regulatory texts, Directive)

FOR ANY QUESTIONS, PLEASE CONTACT
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