

# EQUALITY POLICY AND ACTION PLAN

OCTOBER 2019

## Introduction

The IUA strategic policy 2019 – 2022 establishes that the University is a community where equality, respect and trust are at the core of all its operations. The University focuses on the well-being of its students and staff and strives to be a desirable workplace where all employees are guaranteed safe working conditions.

Within the University, no discrimination can be made on the basis of distinction, e.g. gender, race, sexual orientation, skin colour, age, childcare, nationality, social origin, disability, language, religion, political opinion or any other forms of opinion, property, origin, economic status, tribe, genealogy, or impaired working capacity.

The IUA Equality Policy is prepared in accordance with Article 18 of Act No. 10/2008 on the equal status and equal rights of women and men [sic] addressing students and staff equally.

Article 18 of the Act on Equality establishes that an equality policy must provide state the rights stipulated in Articles 19-22. These articles specifically address salary equality, vacancies, job training, continuous development and lifelong learning, the coordination of family and work activities, and how employers and administrators work against and react to gender-based and sexual violence and harassment in the workplace. Furthermore, the IUA policy stipulates what is stated in Article 23 of the Act on Equality on education and school activities.

The policy is based on objectives and actions and is divided into three sections:

1. Learning and teaching
2. Human resources
3. Communication

## 1. LEARNING AND TEACHING

The main focus is to:

- Contribute to a diverse student population
- Support the different needs of students
- Diversify the content and methods of teaching
- Make the housing accessible to everybody
- Reflect gender equality in the texts, documents and all University systems
- Integrate gender and equality visions
- Enhance access to all institutional activities for different community groups.

Goals	Actions	Responsibility	Completion
Contribute to a diversified student population.	<ul style="list-style-type: none"> <li>- A diverse student body is sustained through admissions.</li> <li>- Access by marginal groups to art education is analysed and actions formulated for improvement.</li> <li>- Display of students in promotional materials is diverse.</li> <li>- Information on learning and admission is shared in diverse ways.</li> </ul>	Heads of department, Programme Directors, PM of Public Relations & Communications, PM of the Open University of the Arts.	On-going
Supporting the different needs of students.	<ul style="list-style-type: none"> <li>- Access to student counselling is increased.</li> <li>- Increase information flow on support services to students.</li> </ul>	Student Counsellor, Academic Services, Heads of Departments,	Spring 2021

	<ul style="list-style-type: none"> <li>- Increase support for students with foreign backgrounds.</li> <li>- Study information, such as course descriptions and timetables are communicated to students in advance and in adequate ways.</li> <li>- Students appoint their confidant.</li> </ul>	Programme Directors, Equality Committee, International Office	
Diversify the content and methods of teaching.	<ul style="list-style-type: none"> <li>- Teaching methods and syllabus cater to a diverse student body.</li> <li>- The syllabus reflects a diversified world view.</li> </ul>	Heads of Department, Programme Directors.	Parallel to periodic reviews of study programmes.
Make the housing accessible to everybody	<ul style="list-style-type: none"> <li>- A formal assessment is made of accessibility to the University premises and facilities. Improvements made where necessary.</li> <li>- Information on special needs is published in handbooks for students and teacher, on the University website and the intranet.</li> <li>- Accessibility will be ensured when designing future housing.</li> </ul>	Managing Director, Housing & Facilities Coordinator.	Spring 2021
Reflect gender equality in the texts, documents and all University systems	<ul style="list-style-type: none"> <li>- Texts in promotional material and on the University website are reviewed with this in mind.</li> <li>- University systems offer a wider choice of gender.</li> <li>- The wording of course descriptions reflects gender diversity.</li> </ul>	Project Managers, Director of Academic Affairs, PM of Public Relations & Communications, IT Services, Programme Directors.	Spring 2021
Integrate gender and equality visions.	<ul style="list-style-type: none"> <li>- Teaching material reflects a student population with diverse backgrounds.</li> <li>- Gender ratio in teaching material is as equal as possible.</li> <li>- Gender ratio of teachers and admission committees is as equal as possible.</li> </ul>	Heads of Department. Programme Directors.	Parallel to periodic reviews of study programmes.
Enhance access to all institutional activities for different community groups.	<ul style="list-style-type: none"> <li>- Open studios and short courses are developed that cater to different groups in society.</li> <li>- Enhanced collaboration with rural areas.</li> </ul>	PM of the Open University of the Arts, Heads of Departments	Spring 2022

## 2. HUMAN RESOURCES

The main focus is to:

- Promote a diverse group of staff
- Pay equal salaries and provide the same terms for the same and equivalent jobs
- Enable staff to coordinate private life and work life.
- Ensure that staff have equal opportunities for professional development

- Ensure that staff have equal opportunities for participation in policy making and development of the University
- Safeguard equal opportunities in relation to promotions and tenure.

Goal	Actions	Responsibility	Completion
Promote a diverse group of staff	<ul style="list-style-type: none"> <li>- Advertisements for vacancies are made to appeal to a diverse group of individuals.</li> <li>- Recruitment is made with view to sustain or maintain equal gender ratio among staff.</li> <li>- Gender ratio in evaluation committees for recruitment is as equal as possible.</li> </ul>	Rector, Managing Director, Director of Human Resources, Heads of Departments, Heads of Support Services, Programme Directors.	On-going
Pay equal salaries and provide the same terms for the same and equivalent jobs	<ul style="list-style-type: none"> <li>- The University develops a policy on equal pay.</li> <li>- The University becomes an accredited workplace with equal pay.</li> </ul>	Director of Human Resources	Spring 2020
Enable staff to coordinate private life and work	<ul style="list-style-type: none"> <li>- Organize the University calendar with family needs in mind.</li> <li>- Organize timetables with family needs in mind.</li> <li>- Reduce work-related harassment after working hours, e.g. email.</li> <li>- Annual survey on staff satisfaction measures opportunities for staff to coordinate work and private life.</li> </ul>	Director of Academic Affairs, Director of Human Resources	Spring 2020
Ensure that staff have equal opportunities for professional development	<ul style="list-style-type: none"> <li>- Ensure that staff have equal opportunities for applications to internal staff development funds. Accordingly, information flow is the same to all employees and supervisors discuss staff development opportunities, needs and interests during annual staff appraisals.</li> </ul>	Director of Human Resources, Administrators	On-going
Ensure that staff have equal opportunities for participation in policy making and development	<ul style="list-style-type: none"> <li>- Staff have equal opportunities of sitting on University committees and councils.</li> <li>- Gender ratio in the board, committees and councils becomes as equal as possible.</li> </ul>	Administrators	On-going
Safeguard equal opportunities in relation to promotions and tenure.	<ul style="list-style-type: none"> <li>- Promotions among academic staff are conducted according to the respective rules.</li> <li>- Promotions are based performance, skills and professional development of the respective staff member.</li> </ul>	Director of Human Resources, Administrators	On-going

### 3. COMMUNICATION

The main focus is to:

- Enhance knowledge of gender equality within the University
- Enhance knowledge among students and staff of what is considered bullying, gender related and sexual harassment and violence

- Enhance knowledge of the existing University response strategies against bullying, gender related and sexual harassment and violence
- Collect and communicate information on the equality status within the University
- Analyse and communicate statistical information by gender.

Goal	Actions	Responsibility	Completion
Enhance knowledge of gender equality within the University	<ul style="list-style-type: none"> <li>- The Equal Rights Committee promotes educational information on equality issues on University Equality Days, for staff and students.</li> <li>- Formulated and published a peer-plan checklist.</li> <li>- Support for teachers increased, for example, through the formulation and implementation of teacher equality checklist.</li> </ul>	Equal Rights Officer, Equal Rights Committee	On-going
Enhance knowledge among students and staff of what is considered bullying, gender related and sexual harassment and violence	<ul style="list-style-type: none"> <li>- Educational material is prepared and published.</li> </ul>	Equal Rights Officer	Spring 2021
Enhance knowledge of the existing University response strategies against bullying, gender related and sexual harassment and violence	<ul style="list-style-type: none"> <li>- Communication of existing plans and reactions is made on annual basis.</li> <li>- Existing plans and reactions are communicated to new students and staff at the beginning of studies/employment.</li> <li>- Student and staff awareness is increased in diverse ways.</li> </ul>	Director of Academic Affairs, Equal Rights Officer	Spring 2020
Collect and communicate information on the equality status within the University	<ul style="list-style-type: none"> <li>- Surveys are conducted among staff and students measuring the number of incidents of bullying, gender related or sexual harassment and violence on the one hand, and the status of equality within the University on the other. Results are made public to staff and students.</li> </ul>	Equal Rights Officer, Equal Rights Committee	The two surveys are conducted alternately in the autumn.
Analyse and communicate statistical information by gender.	<ul style="list-style-type: none"> <li>- The following factors are analysed by gender and results are communicated:               <ul style="list-style-type: none"> <li>o Composition of student groups by departments and study programmes</li> <li>o Composition of employees by departments and divisions</li> <li>o New hires</li> <li>o Promotions and tenures (or shifts in titles)</li> <li>o Composition of administrators and managers.</li> </ul> </li> </ul>	Equal Rights Officer, Equal Rights Committee	Annually

## EQUAL RIGHTS POLICY, REVIEW AND APPROVAL

This equality policy and action plan shall be reviewed on a regular basis, normally every three years or more often if necessary. Actions are checked annually where performance is assessed, and new actions formulated until goals are reached. The Equal Rights Committee may appoint a working group on this plan and its review, if necessary. The Equal Rights Committee is authorized to reach out to University staff or external experts for advice and opinion if needed.

Changes to the policy and action plan require the approval of the University Management Council.

## EQUAL RIGHTS OFFICER

The University Equal Rights Officer is appointed by the rector. The Equal Rights Officer is a member of the Equal Rights Committee and sits on the information-sharing platform among other equal rights officers from other higher education institutions, where joint projects are developed.

The Equal Rights Officer oversees that the Equality Policy and Action Plan is accessible to staff and students and visible on the University website.

The Equal Rights Officer collects and communicates measurable information on the status of equality within the University and acts as the Equal Rights Committee representative in matters discussed in the Management Council along with the Committee Chairperson.

The Equal Rights Officer receives complaints relating to misconduct and sees to that they are treated in a formal manner by the Equal Rights Committee.

## EQUAL RIGHTS COMMITTEE

The role of the Equal Rights Committee includes monitoring the status of equality within the University and to formulate a policy and action plan on equality for the University. The Management Council appoints members to the committee, which shall be fully appointed by spring for the coming academic year. The Student Council appoints a student representative. The Committee shall come together for a first meeting within a month from the launch of the academic year.

The Committee may seek external knowledge on an annual basis.

Members of the Equal Rights Committee are representatives of equality within the University, they are responsible for reminding staff and students to keep up the values of equality and equal rights for all.

Main tasks of the Committee are to:

- Revise the IUA Equal Rights Policy and Action Plan
- Have an overview of existing governmental laws and regulations concerning gender equality, to monitor changes in the law and update regularly the IUA Equal Rights Policy and Action Plan
- Follow up on the implementation of the Equal Rights Policy and Action Plan
- Review actions on an annual basis, evaluate their results and formulate new actions
- Collect and publish on a regular basis measurable information on the state of equality at the University
- Act as a counselling body to faculties, departments and support divisions on the making of their actions plans, if requested
- Promote educational information and communication on equality issues for students and staff
- Conduct surveys on the status of equality within the University among students and staff.

## COMMITTEE STRUCTURE

The Equal Rights Committee consists of:

Student representative: 1.

Employee representatives: 5, including the Equal Rights Officer,

The Committee elects a Chairperson on the first meeting of every academic year, who chairs and organizes the committee schedule and invites meetings.

Staff representatives are appointed for a minimum of two years at a time, but the student representative for a minimum of one year. The Equal Rights Officer is appointed for unlimited time. At least one member from the previous year shall sit onwards on the committee to create continuity between academic years.

**Approved by the Management Council on October 9, 2019.**