Three key principles

Define and challenge the assessment criteria

- Make sure you ask the same questions about each application.
- Also, check that none of the pre-established criteria is prejudicial to a particular group of people.
- Ensure you avoid relying on informal criteria to the advantage/disadvantage of a particular application.

Monitor the discussion

Make your colleagues aware if you think there could be bias in the assessment of applications or there is a reliance on stereotypes, which could unjustifiably put a particular application at a disadvantage.

Take time to make the decision

- Take the time to examine the applications carefully.
- Make sure you pay equal attention and spend the same amount of time on applications from both women and men.
- Take a step back: slowing down the process allows you to move from unconscious stereotypes to rational reflection.
Check-list

✓ Understand and communicate UNIL’s and your faculty’s objectives with regard to promoting women into academic posts.

✓ Make sure you include as many women as possible (particularly female professors) on the selection committee.

✓ Encourage applications from women by working your professional networks and inviting promising researchers to apply.

✓ Define all the criteria the applicants will be assessed against and formalise them in an assessment matrix that is shared with the whole committee.

✓ Approach the assessment of the applications systematically, starting with the applications from women.

✓ Clarify possible conflicts of interest between members of the committee and the candidates.

✓ Assess each criterion based on concrete facts.

✓ Take care to avoid gender stereotypes and double standards when assessing quality.

✓ Take account of previous employment conditions and career breaks when assessing the scientific productivity of female candidates and avoid focusing on the number of publications.

✓ Select as many female candidates as possible whose application meets the job requirements for a trial lesson and interview. The proportion of women invited should be at least the same as the proportion of female candidates.

✓ Use the same protocol and allow the same amount of time for all the candidates for trial lessons and interviews with the committee.

✓ Avoid being influenced by considerations such as the candidates’ physical appearance, dress, voice or way of speaking.

✓ Two applications may look equivalent based on the overall criteria. In this case, prioritise the applications from women.

Want to find out more?

Find statistics about equality, guidelines and the Equal Opportunities Action Plan at UNIL at www.unil.ch/egalite