



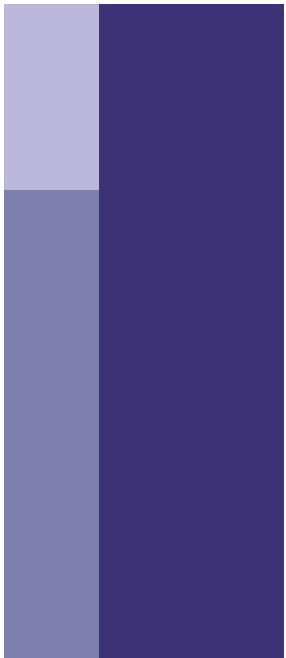
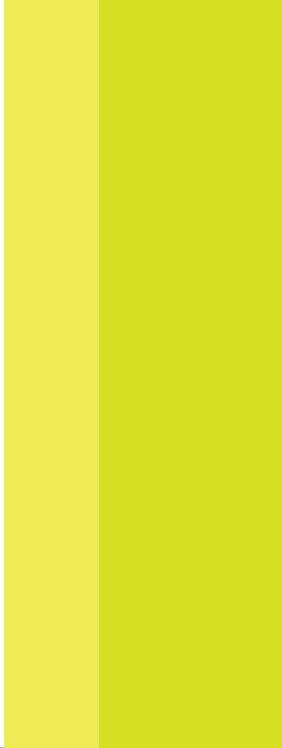
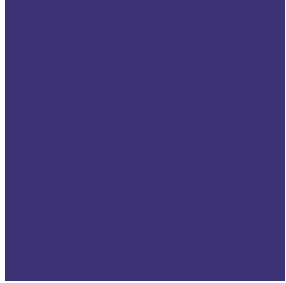
University  
of Bremen

# Women's Advancement Plan

for Female Employees in  
Technological and Administrative Fields



2022 to 2025



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**Frauke Meyer**  
Director of Finance and Administration  
University of Bremen

# Opening Remarks from the Director of Finance and Administration

Dear readers and colleagues,

Would you agree with the statement that women can do anything, as long as they really want it? Not us!

Women can do anything. Full stop.

There are many women who are doing remarkable things, who are pioneers, some of whom are also here at the university. However, there are still some hurdles that make it difficult for women to do just that in terms of career planning.

For this reason, the university feels it has a responsibility as an employer to support women in all stages of their lives in achieving their professional and personal goals. The goals and requirements are as diverse as the women themselves.

That's why we attach great importance to making personnel development as individual and needs-oriented as possible, and to creating support programs that expediently break down barriers and disadvantages where they exist. We want to empower women to do their thing - and create the best possible working environment based on trust to do so. We want to grow together!

Speaking of growing, we also want to see the number of women in technical jobs increase. It is particularly noticeable there that we are not yet able to reach women across the board. To reduce this imbalance, we are already trying to attract female talent to the university in the vocational training sector.

The advancement of women remains a constant process that works best when we tackle it together. I appreciate your support.

Frauke Meyer

# Objectives of the Women's Advancement Plan

**With the creation of the Women's Advancement Plan, the University of Bremen is implementing the legal mandate according to § 6 (1) of the State Equal Opportunities Act (LGG). Our primary goal is to advance the principles of equality at the University of Bremen by means of the measures stated in the Women's Advancement Plan.**

We want to:

- encourage women to apply for jobs previously held primarily by other genders,
- provide women with the opportunity for a good education – especially in industrial-technical fields,
- take into account the concerns of women in all career and life phases, be it in the qualification process, during career entry or re-entry, or during employment,
- organize working hours and general conditions at the University of Bremen in a way that supports the reconciliation of work and care responsibilities,
- provide an environment free of discrimination, harassment, and sexualized discrimination and violence for all women at the University of Bremen.

The support of women is a central component of all fields of action in human resources planning and development. The realization of the goals for the advancement of women can only succeed if all employees of the University of Bremen work together to implement the measures. In particular, employees in management and leadership positions are responsible for this. The Women's Advancement Plan for Female Employees in Technical and Administrative Fields is binding for all organizational areas of the university.

The specific measures are drawn up on the basis of the employment structure analysis, among other things. The analysis as per § 6 (1) LGG is updated annually. The Women's Advancement Plan is a sustainable goal agreement made between the university management and the Gender Equality Officer. The implementation results are evaluated annually and an update is planned for the year 2025.

The Women's Advancement Plan is published in both German and English on the Gender Equality Officer's website at [www.uni-bremen.de/frauenbeauftragte](http://www.uni-bremen.de/frauenbeauftragte).

## Fields of Action

Job Advertising and Personnel Selection

Training

Life-Phase Oriented Reconciliation

Personnel Development

Dealing with Sexualized Discrimination and Violence

# The Gender Equality Officer of the University of Bremen

## Tasks as per LGG\*:

- Advising the university management on all planning and decisions, in particular on personnel, social, and organizational decisions (§ 13 (1) LGG).
- Implementation of the Women's Advancement Plan.
- Supporting female employees of the University of Bremen in safeguarding their interests in gender equality issues (for example, in job appointments and appraisals).
- Establishment of working groups focusing on specialist and work-related issues.

## Conditions for the Gender Equality Officer:

- The Gender Equality Officer is released from her full-time duties within the University of Bremen in order to perform her tasks.
- A workstation with full equipment is provided.

## Participation and Rights

The Gender Equality Officer participates in all events and meetings of working groups in which personnel, organizational, and social decisions are made and in which the Staff Council of the University of Bremen is also involved. In particular, this includes participation in the entire per-

sonnel selection process, as well as meetings on personnel requirements, continuing education, and training planning (for example, on the topics of personnel compensation and job evaluation). The other information and participation rights of the LGG are also taken into account.

Additionally, the Gender Equality Officer introduces herself at the annual "Azubi-Starttag" - a welcome day for all new vocational trainees / apprentices - and has her own agenda item at the annual meeting of vocational trainers at the University of Bremen.

According to the LGG, the university management, the deans, and the leaders of other organizational units are responsible for informing the Gender Equality Officer in matters concerning the advancement of women. This must be done in a timely manner, thus enabling participation. The participation of the Gender Equality Officer in personnel, organizational, and social measures must be documented.

The Gender Equality Officer may participate in the events of the Bundeskonferenz der Frauen- und Gleichstellungsbeauftragten an Hochschulen e.V. (bukof).

\*Landesgleichstellungsgesetz  
(State Equal Opportunities Act)



**Monica Wehaus**  
The Gender Equality Officer

# Field of Action 1: Job Advertising and Personnel Selection

The service sector at the University of Bremen already has a high proportion of female employees. As this is not the case in all individual areas, the University of Bremen focuses on the advancement of women when approaching new employees and directly addresses potential female applicants for computer science and technical professions. Special professional biographies and life circumstances of women are taken into account appropriately in the process of recruiting personnel.

Job advertisements are formulated in such a way that all genders feel addressed. Additionally, women are given priority in the hiring or promotion process if they have the same qualifications as their fellow male applicants and women are generally underrepresented in the selecting area (§ 4 LGG). Underrepresentation exists if less than 50% of the employees in the pay group or on a functional level are women. Whether underrepresentation exists is determined by unit / department management prior to advertising the position and must be communicated to the relevant offices.

**In order to be able to guarantee personnel selection that supports women, we want to optimize existing offers and create new opportunities within the next few years.**

**Ongoing and planned measures include:**

- The addition of an extra comment in job advertisements for occupational or pay groups in which an underrepresentation of women dominates (based on technology-oriented occupations here).

„The University of Bremen intends to increase the proportion of women in technology-oriented professions and therefore explicitly encourages women to apply.“

- Equal representation on the selection com-

- mittee, so that each selection committee includes at least one woman as a voting member.
- Involvement of gender equality commissioners in all personnel selection procedures (including provision of all relevant documents as well as joint agreement on dates during the selection process).
- Training of employees to participate in selection committees, also in regard to gender equity and diversity at the university.
- Provision of information material for conducting personnel selection procedures (for example, interview guidelines, suggested formulations, protocols) in the staff portal.
- Ensuring that a leading role in a selection committee can be assumed after training has been completed.
- Inclusion of the audit family-friendly university seal in the univer-

sity's job advertisement portal.

- Appreciative consideration of special professional biographies and life circumstances of women as well as competencies acquired through care work, social commitment, or voluntary work that are beneficial for the position that is to be filled.
- Use of interview questions regarding gender and diversity competencies during the selection of staff for management and leadership positions.
- Observance of the objectives for the advancement of women throughout the entire appointment process (ensured by the gender equality commissioner's right to propose candidates).

- Preparation of a detailed job advertisement with a requirement profile by the relevant department with the participation of the Staff Council and the Gender Equality Officer in order to create a fair and transparent selection procedure
- Ensuring the general part-time eligibility of each position, unless it is explicitly ruled out.

# Field of Action 2: Training

As one of Bremen's largest employers, the University of Bremen is aware of its responsibility for the regional economy and infrastructure. Young people are therefore offered a diverse range of attractive and practically-oriented training opportunities with very good prospects for the future here.

The vocational training offered by the University of Bremen ranges from manual and technically-oriented occupations to laboratory-based work and service-oriented roles. In the past, it has been shown that women prefer laboratory occupations for example and only a small proportion apply for manual training. A number of measures are being initiated to further recruit women for craft-based vocational training or training in the IT field.

**In order to be able to guarantee personnel selection that supports women, we want to optimize existing offers and create new opportunities within the next few years.**

**Ongoing and planned measures include:**

- The implementation of marketing campaigns that appeal in particular to young women in skilled trades.
- The diversity-oriented design of the website and targeted portrayal of young women in skilled trades and technical professions.

- Directly addressing young women in job advertisements for the relevant professions, inviting them to apply.
- Consideration of the aspect of the advancement of women in the selection procedures.
- Information events for teaching staff, parents, and job center

employees to present vocational training opportunities.

- Continuation of the offers for taster days, school group tours, school visits, and internships for career orientation, in order to familiarize the pupils with the many education possibilities at the University of Bremen, with a focus on inspiring women for the skilled trades.
- Participation in relevant vocational training fairs.
- Continuation of the qualification of the trainers in order to ensure the sensitization towards gender equitable action and to secure the ability to convey corresponding values.

- Career advancement through temporary initial employment following successful graduation.
- Prioritized employment of trained women with equivalent qualifications for vacant positions if required and provided there is an under-representation in accordance with the Women's Advancement Plan.
- Participation in the "Girls' Day - Mädchen-Zukunftstag" (Girls' Day - Future Day for Girls) to give girls an insight into the STEM

- professions at the University of Bremen by offering a large number of open places.
- Annual meetings of the Gender Equality Officer, the Vocational Training Coordinator, and the vocational trainers to review the set goals.

# Field of Action 3: Personnel Development

Personnel development stands for equal career development for all employees. In order to perform at a high level as a university, it is important to specifically promote the talents of all employees and prepare them for specialized and management careers. Reconciliation of care responsibilities is taken into account when designing support programs and personnel development measures. This is also reflected in the number of participants in continuing education programs in administration and technology, most of whom are women.

In the non-academic sector, women are represented in management positions to a high degree thanks to targeted recruitment and promotions. Women predominantly lead the faculty administrations, administrative departments, and administrative units.

Women are motivated and supported at the university to develop and fully realize their potential, regardless of their life situation. The objectives of the Women's Advancement Plan are taken into account in all personnel development offerings.

**In order to be able to guarantee personnel selection that expediently supports women, we want to optimize existing offers and create new opportunities within the next few years.**

**Ongoing and planned measures include:**

- The offer of programs for management with a focus on leadership and health.
- Consideration of care responsibilities in the scheduling of internal training and development sessions.

- Assessment of the possibilities of child-care during internal training and further education courses.
- Part-time, open, university-internal continuing education programs on the topics of communication, conflict management, work organization, and health.

ment, work organization, and health.

- Targeted integration processes when returning to work after parental leave or a leave of absence as a central component.
- Relaunch of the "KomMIT- Kompetenzerweiterung für Mütter in der Administration zur Förderung von Mitarbeitenden mit Familienaufgaben" program based on the three building blocks of competence enhancement,

prevention, and stress avoidance.

- Realignment of management development in the administrative sector with reference to gender, family, and diversity-oriented leadership.
- Relaunch of the assistance network to support differentiated tasks, for scientific care work amongst other areas.



# Field of Action 4: Reconciliation Aligned with Phases of Life

The University of Bremen sees the reconciliation of career and care work in a life-phase oriented context. During the course of studies or careers, there may be intense periods of care work in one's personal life, which often should or must be managed over extended or continuing periods of time. Since 2007, the university has been certified as a family-friendly university by berufundfamilie GmbH. In accordance with the university's gender equity and diversity concepts, all measures and offers are based on these criteria. In the area of reconciliation, the inclusion of gender and diversity categories is important, as the majority of people who invest more time in care work are women, which results in increased disadvantages in their studies and careers.

At the University of Bremen, reconciling work and care responsibilities covers the multifaceted spectrum of care work: related to children, people with disabilities, people in crises, sick people, and relatives requiring care.

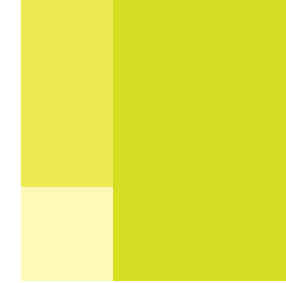
In order to support such reconciliation, we want to optimize existing offers and create new opportunities within the next few years.

## Ongoing and planned measures include:

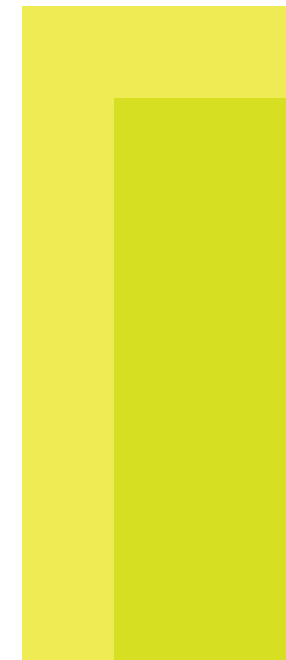
- Flexible working time arrangements that support the reconciliation of professional obligations with private care work (modern core working time arrangements, special consideration of the

applications to increase working hours, participation in the "Büro mobil - mobile office" program, reduction of working time, or leave of absence).

- Annually recurring events that address aspects such as mental overload and self-care.



- Information events on various topics related to being a parent and caring for relatives.
  - A Family Care Office as a low-threshold first point of contact for questions relating to family issues, which provides advice and information to all employees.
  - Discounted vacation camps for children of university employees during all school vacation periods.
  - On-campus child care and emergency child care services.
  - Construction of a multi-generational area on the campus of the University of Bremen.
- Offers to relieve the burden on care-giving relatives (such as the Family Caregiver Support Group together with the Care Support Center Bremen since 2014).
  - Provision of changing and breastfeeding facilities as well as parent-child workplaces.



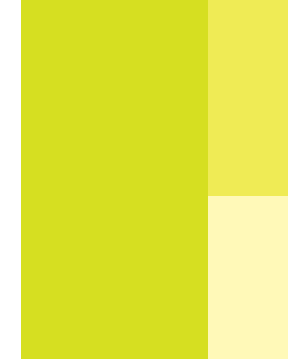
# Field of Action 5: Dealing with Sexualized Discrimination and Violence towards Women

The University of Bremen considers itself responsible for creating a study, training, work, and research environment in which no person is disadvantaged, harassed, or harmed due to their gender / gender identity. The University of Bremen accepts its social and legal responsibility to ensure protection against sexualized discrimination and violence.

In order to highlight the topic of sexualized discrimination and violence and to be able to provide effective support to those affected, we want to continuously improve existing offers and create new ones within the next few years.

## Ongoing and planned measures include:

- Confidential support in exercising one's rights in the event of sexualized discrimination and/or experiences of violence.
- Development of a directive on protection against discrimination, in which protection against sexualized discrimination and violence is also explicitly addressed and regulated.
- Promotion of the sensitization of university members and relatives in addressing, recognizing, and dealing with sexualized discrimination by means of appropriate information, counseling, and further training offers.
- Creation of internal training programs and training of education and management staff on protection against discrimination.



- Specialized services for people who have experienced discrimination to help them talk about it and develop strategies for action (for example, through empowerment workshops).
- Qualification of internal first points of contact for victims for initial and referral counseling (Gender Equality Officer, Staff Council members, occupational health and safety specialists, company physicians, and others) in order to clarify discrimination situations and the need for counseling, as well as to provide information about the possibility of support and the rights of victims.
- Assessment and creation of possibilities for recording sexualized discrimination at the University of Bremen (supported by an employee survey).
- Reduction of sources of danger as well as spaces of fear on the university campus in relation to sexual discrimination and violence.
- Further development of an emergency call system.



# Counseling Centers within the University of Bremen

The following is a list of counseling centers that have a particular focus on the advancement of women. The other counseling centers can be found on the University of Bremen website.

[www.uni-bremen.de/en](http://www.uni-bremen.de/en)

## The Gender Equality Officer as per LGG Monica Wehaus

Deputy Gender Equality Officer: Verica Laskaridis

**Target group:** All women who are employed at the University of Bremen in the field of technology and administration

**Service:**

- Initial and referral counseling concerning all professional issues
- Support and assistance in official matters
- Confidential advice for female employees, vocational trainees / apprentices, and student assistants

[www.uni-bremen.de/frauenbeauftragte](http://www.uni-bremen.de/frauenbeauftragte) (in German only)

[frauenbeauftragte@uni-bremen.de](mailto:frauenbeauftragte@uni-bremen.de)

**Phone: +49 (0)421 218 60070**

## Staff Council

**Target group:** All employees and vocational trainees / apprentices of the University of Bremen

**Service:**

- Requesting measures that serve areas of work and their members
- Receiving complaints from employees
- Promoting the integration of severely disabled persons and other persons in need of protection into the workplace

[www.uni-bremen.de/personalrat](http://www.uni-bremen.de/personalrat) (in German only)

[personalrat@uni-bremen.de](mailto:personalrat@uni-bremen.de)

**Phone: +49 (0)421 218 60053**

## Representative for Disabled Employees

**Target group:** All employees and vocational trainees / apprentices of the University of Bremen

**Service:**

- Advice on all issues related to the topic of disability
- Ensuring that the special interests of disabled persons are sufficiently and appropriately taken into account through participation, for example, in selection procedures

[www.uni-bremen.de/sbv](http://www.uni-bremen.de/sbv) (in German only) | [sbv@uni-bremen.de](mailto:sbv@uni-bremen.de)

**Phone: +49 (0)421 218 60080**

## Anti-Discrimination and Conflict Management Unit - (ADE)

**Target group:** All members of the University of Bremen

**Service:**

- Specialized counseling center that advises on how to deal with discrimination, conflicts, and violence
- Confidential and free counseling for affected persons and their confidants as well as leaders and interest groups

[www.uni-bremen.de/en/ade](http://www.uni-bremen.de/en/ade) | [ade@uni-bremen.de](mailto:ade@uni-bremen.de)

**Phone: +49 (0)421 218 60170**

## In-House Social Counseling Service at the University of Bremen

**Target group:** All employees and vocational trainees / apprentices of the University of Bremen

**Service:**

- Psychosocial counseling and coaching for professional and private issues and problems

[www.uni-bremen.de/en/sozialberatung](http://www.uni-bremen.de/en/sozialberatung) | [sozialberatung@uni-bremen.de](mailto:sozialberatung@uni-bremen.de)

**Phone: +49 (0)421 218 60106**

## Family Care Office

**Target group:** All members of the University of Bremen

**Service:**

- Referral and initial counseling on all issues related to family and care work

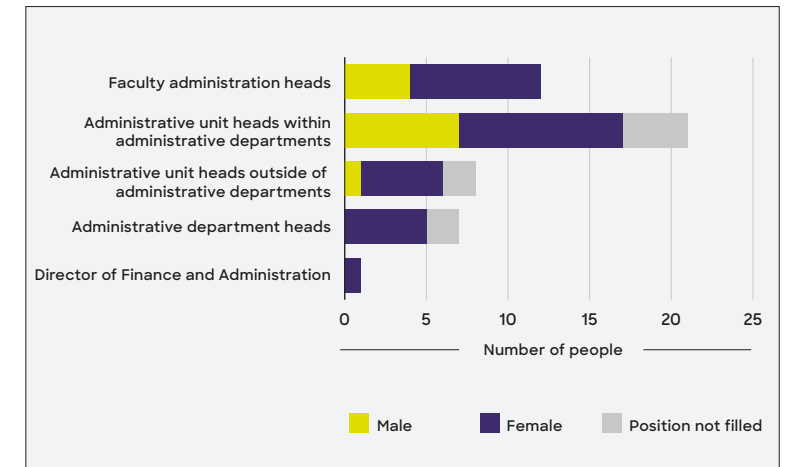
[www.uni-bremen.de/en/familie/family-care-office](http://www.uni-bremen.de/en/familie/family-care-office) | [familien@vw.uni-bremen.de](mailto:familien@vw.uni-bremen.de)

**Phone: +49 (0)421 218 60850**

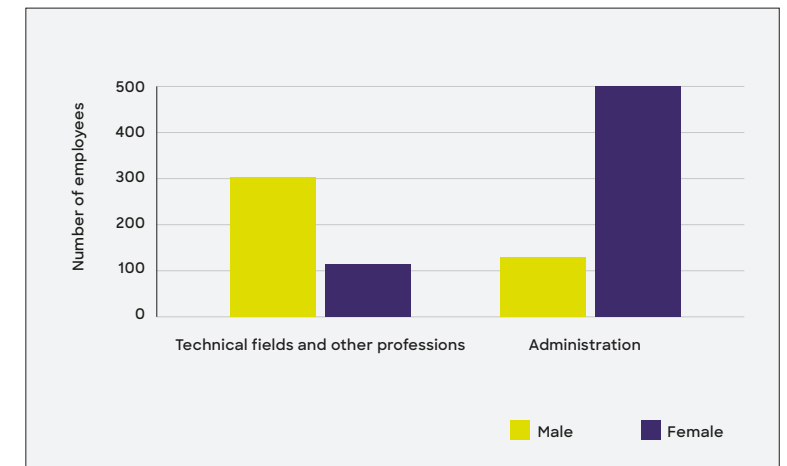
# Figures, Data, Facts.

Source: Finance Controlling,  
University of Bremen

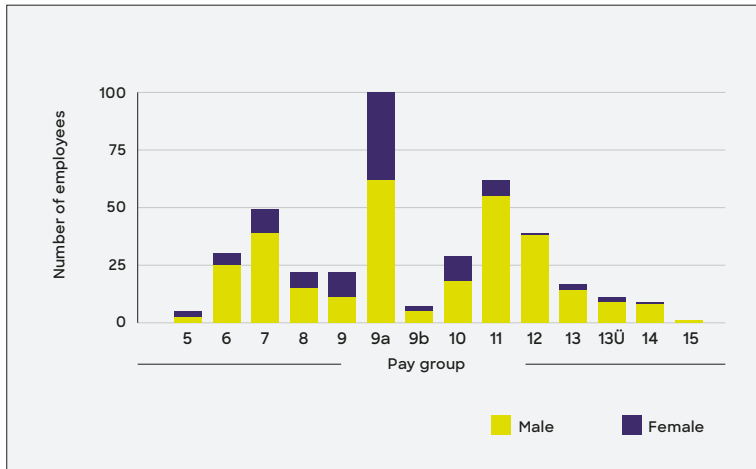
Overview of management positions by gender  
(status on: August 23, 2022)



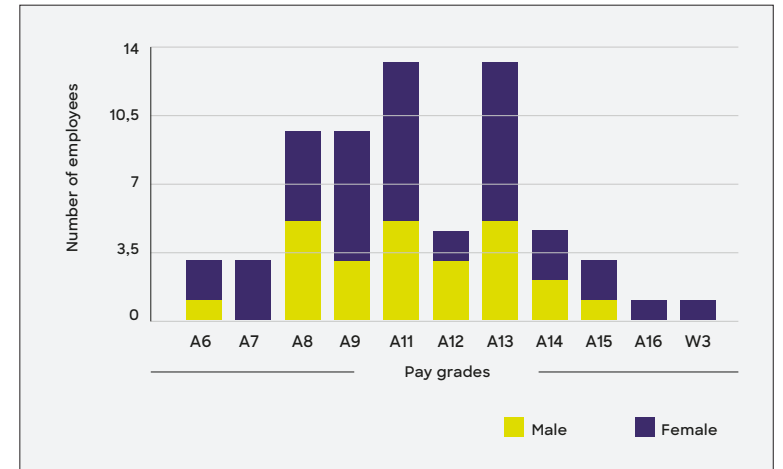
Employees from technology and administration  
sorted by job groups in 2021



**Pay groups in the field of technology from pay group 5 onwards in 2021**

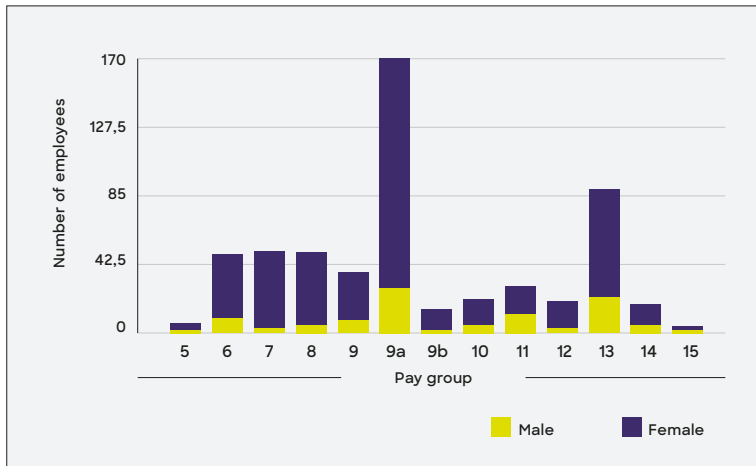


**Pay grades in the area of administration in 2021**



Source: Finance Controlling, University of Bremen

**Pay groups in the administration from pay group 5 onwards in 2021**



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