



AALBORG UNIVERSITY
DENMARK

DPF/23.09.2022

ACTION PLAN FOR GENDER EQUALITY AND DIVERSITY

1.1 Name of faculty:

The Technical Faculty of IT and Design

1.2 Name of department:

DEPARTMENT OF COMPUTER SCIENCE

2.1 State the number of men and women in department management and make target figures for the minority gender:

(Head of department, deputy head of department and head of secretariat)

	Number	Target figure
Women:	<u>1</u>	<u>0</u>
Men:	<u>2</u>	<u>0</u>

2.1.1 When do you expect to reach the target figure? At the Department of Computer Science we have chosen to work with the theme "Internationalisation" thus we have not set a target figure for gender equality. See why we have chosen the theme in the description below.

2.2 State who has professional and/or staff related management responsibility at the department:

- Section leader
- Research group leader
- Knowledge group leader
- Head of studies
- Study board chairman
- Study coordinators

Other At the Department of Computer Science we are (apart from the list above, where research group leaders equals the professor group) organised as follows: we have three research group coordinators, one deputy head of department for studies and team coordinators. They all have professional management responsibility.

2.3 State the gender ratio among staff with professional and/or staff related management responsibility and set a target figure for the minority gender:

	Number	Target figure
Women:	5 (25%)	0 (0%)

Men: 15 (75%) 0 (0%)

2.3.1 When do you expect to reach the target figure? At the Department of Computer Science we have chosen to work with the theme "Internationalisation" thus we have not set a target figure for gender equality. See why we have chosen the theme in the description below.

3.1 Which theme do you expect to work with? (Choose one or more)

More women in management

Work-life balance

Internationalisation

3.2 Why do you wish to work with this theme in particular?

Internationalisation

The department consists of 42% employees with a foreign citizenship and 58% with a Danish citizenship. We already do a lot to create a culture that includes both Danish and international employees, but can we do more and are there areas that need to be further worked with? This is what we would like to work with.

NB: In relation to the other two themes "more women in management" and "work-life balance", these subject are also important. But we have decided in The Committee for Cooperation and The Working Environment to prioritize the theme "internationalization" due to the large number of foreign employees. Besides, we have just employed a project coordinator with the aim of getting more women in it, as part of a TECH initiative, so in that respect we believe we are already doing a targeted effort of working towards more gender equality.

Status in relation to the work with equality as of August 4 2022. Through project DITECH (Diversity and inclusion in TECH), CS is working to create greater diversity and an inclusive environment in the department's educations. In the project's working group Onboarding, a recommendation has been made for a completely new onboarding process for new students, based on diversity, inclusive culture, code of conduct etc. In addition, the project functions as a knowledge bank and provides sparring to employees and students regarding diversity and inclusion.

Regarding the employee side and increasing the number of female employees, this is, among other things, a action point in the department's strategy, which stems from the research evaluation in 2021. Here we will, among other things, work on systematically attracting more female employees, e.g. through the knowledge gained in the diversity project.

3.3 What do you wish to achieve?

Internationalisation

The department wishes that both foreign and Danish employees feel well integrated at the department.

4.1 Enter focus area, goal, actions, responsible, deadline and follow-up

FOCUS AREA	TARGET FIGURE/CRITERIA OF SUCCESS What do you wish to achieve?	ACTION What do you plan to do?	RESPONSIBLE Who is in charge?	DEADLINE When is it done?	FOLLOW UP Who, when and how?
Involve more international staff in AAU administrative tasks and policy bodies	3 international staff members (VIP) responsible for administrative tasks /members of councils within 2 years	<ul style="list-style-type: none"> • Make English mail policy at the department and encourage other levels to do the same • English versions of study curricula • Encourage international staff to learn DK language (offer local Danish classes) 	TECH Faculty/ Department management Department management Department management	Continuously Start 2020 Start 2019	<p>More involvement of international employees in administrative tasks and councils: We have got 5 new members of the Department Council, SAMU, coordination group and 2 new international members of the department's education groups in the period 2020-2022.</p> <p>The department already</p>

				<p>communicates in English to its employees and encourages other levels to do the same,if this is not happening.</p> <p>We have translated the majority of our modules in the module/study curricula bases and continues to do updates.</p> <p>We made a policy at the department for participation in Danish courses for international employees. As part of this we conducted intensive Danish lessons locally via Damsø &Damsø in the period 2020-2022, which we had good experience with. The policy has been changed and our employees are now offered the courses at the Danish</p>
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					Language center due to economy.
Maintain the good integration of Danish and international staff	International and Danish staff recognize the department/research groups as a good place to work	<ul style="list-style-type: none"> • Keep mixing Danish/International staff in offices and office locations • Encourage informal opportunities (lunch/coffee) for chatting and info sharing • Keep a healthy mix of international/Danish staff • Introduce contact persons for new international employees 	<p>Department management</p> <p>Department management/staff</p> <p>Department management</p> <p>Department management</p>	<p>End 2020</p> <p>Continuously</p> <p>Continuously</p> <p>Continuously</p>	<p>We have employed 50+ new VIP employees in the period 2020-2022, of which the majority are international. We try as far as possible to mix nationalities in offices.</p> <p>We try as far as possible to maintain a healthy mix of international/Danish employees.</p> <p>In terms of contact persons for new employees – these are to begin with the research coordinators who are free to delegate the task to others in the research group.</p>
Improve socialization and cultural understanding between Danish and	Employees recognize a deeper cultural understanding	<ul style="list-style-type: none"> • Call for culture training e.g. https://www.isu.aau.dk/culture-training) • Encourage international staff to participate together in Danish classes 	<p>Department management</p> <p>Department management/staff</p>	<p>Start 2020</p> <p>Continuously</p> <p>Continuously</p>	<p>A policy for participation in Danish courses, has been made and communicated to the research groups including the offer</p>

<p>international staff</p>		<ul style="list-style-type: none"> • Improve socialization between Danish and international staff through more organized mixed social events and maybe via participation in spare time activities (sports etc.) 	<p>Department management/staff</p>		<p>for ISU courses in cultural training and to encourage signing up as a group.</p> <p>In terms of social activities: There are frequently social activities in the groups – has though been effected by corona pandemic. But activities has started again in 2022.</p> <p>NB: The decision on closing down ISU was changed by the Board, which we are very pleased about as the tasks ISU solves are very valuable and they are an important factor in the recruitment phase as well as in the work with keeping international staff at CS.</p>
<p>Attract and keep qualified international staff</p>	<p>Attractive working place for international candidates and staff</p>	<ul style="list-style-type: none"> • Optimise current recruitment process • Possibly look at opportunities for offering various start packages/benefits 	<p>Faculty/HR/Department management</p> <p>Department management</p>	<p>Start 2020</p> <p>Continuously</p>	<p>We have worked actively with this in the recruitment of associate and assistant professors in the period 2020-2022. Most of them</p>

					are international and have been offered attractive packages and help in the process of moving here.
Welcome of new international staff	New international employees feel they have been given a good reception	<ul style="list-style-type: none"> Maintain and develop on boarding procedure for new international employees (accommodation, intro plan, access to systems/ mailing lists, meeting invitations for recurring meeting, intro to social events) 	Head of Secretariat/ Research group coordinators Contact persons	2020	<p>Our communications officer has made a welcome brochure with all relevant information for new employees. And prepares portraits/stories of the new employees at cs.aau.dk and other social platforms.</p> <p>Onboarding procedure has been updated.</p> <p>Ensure better integration of new employee's research: Issue will be discussed in the research groups how to do this.</p> <p>NB: The decision on closing down ISU was changed by the Board, which we are very pleased about</p>

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5.1 Who has been involved in the preparation of the action plan?

SU/SA AR IR FSU/FSA Other
 The research group coordinators have also discussed and worked with the theme in the research groups.

5.2 Is the Head of Department responsible for the preparation of the action plan?

Yes No Other
 Klik eller tryk her for at skrive tekst.

5.3 Is the action plan approved by the Dean?

Yes No