

UOC GENDER  
EQUALITY PLAN

**January 2011**



Universitat Oberta  
de Catalunya

## Introduction

### Internal and external background to the approval of the UOC's Gender Equality Plan 2011-2013

Improvements must be proposed and progress made if gender equality is to be achieved in everyday life. It is necessary, in other words, to be proactive. Unfortunately, attitudes, forms of conduct and stereotypes emphasising inequality between men and women are present throughout society. Discrimination is often rendered invisible by the insensitivity of its perpetrators or the resignation of its victims. In other cases, it is expressed in very subtle ways that are difficult to identify. Meanwhile, differences in socially imposed roles, imbalances in family and domestic responsibilities and the career implications of childbirth are some of the factors that have historically obstructed women's access to the same opportunities as men, and which, from the outset, place them at a clear disadvantage in terms of becoming part of the Universitat Oberta de Catalunya (UOC, Open University of Catalonia).

As institutions that generate and spread culture and knowledge, universities are in a prime position to contribute tellingly to overcoming the gender-based stereotypes that still exist in our society, and according to which men and women have different roles. In that regard, universities set standards for others to follow. Nonetheless, gender bias in universities themselves is reflected in staff composition, the male to female ratio in senior positions, research output, teaching materials and even remuneration, among other aspects. Immediate action is needed to rectify this.

An institution such as a university must make the most of all the potential of everyone who is part of it. **It cannot achieve academic excellence in teaching and research without firstly removing all obstacles to the personal development of each of its members.** Doing away with such obstacles is a question of justice.

A gender equality plan is an "institutional strategy geared to real equality between men and women in the workplace. It aims to put an end to stereotypes, attitudes and obstacles which make it difficult for women to access certain professions and positions on an equal footing with men, and to promote measures conducive to women being hired and retained and developing their careers, resulting in a balanced male to female ratio in all professions and at all hierarchical levels" (*Guia per al disseny i la implantació d'un pla d'igualtat d'oportunitats a les universitats*, Catalan Women's Institute, 2006, p. 56). Catalonia's Research and Innovation Plan 2005-2008 not only led to the creation of a Women and Science Committee, which monitors university teaching and research for gender issues and ensures equal participation in the Catalan Inter-university Council's research project appraisal panels, but also prompted all the Catalan universities' presidents to establish gender equality plans in their respective institutions.

To pave the way for gender equality, the UOC took on an equal opportunities officer and, in 2006, set up an Equal Opportunities Committee, which was given the task of performing an initial analysis and drawing up a gender equality plan in 2008. However, that first examination of gender equality at the UOC had a number of flaws. Most significantly, it was unable to deal comprehensively with many indicators of particular relevance to analyses of real equality. Furthermore, its dissemination among the University's community was very limited.

In 2009, the Equal Opportunities Committee decided to carry out a more thorough analysis and come up with a more ambitious gender equality plan to serve as a guide for the University's activities in the immediate future. The analysis, which looks at gender equality at the UOC in relation to the University's permanent and temporary teaching staff, researchers, administrative staff and students, will be available online at <http://www.uoc.edu/>.

## Gender Equality Plan 2011-2013: main lines of action

Performing an exhaustive analysis of gender inequalities at the UOC has made it possible to identify a number of shortcomings requiring immediate action in the different areas analysed (indicators in red). The Equal Opportunities Committee has selected the most significant of those shortcomings with a view to laying the foundations for real gender equality. In other words, this plan for 2011-2013 establishes measures intended to serve as a guide for the University's activities over the next two years, but in no way encompasses all the work required for achieving equality. It is an initial package of measures for the institutional consolidation of the University's commitment to equal opportunities and for making the entire organisation more aware of gender issues.

The measures to be taken in the 2011-2013 period are organised into eight main lines of action:

- *Line of action 1. Institutionally consolidating gender equality policies: the UOC must, through its governing bodies, make a commitment to laying the foundations for effective gender equality policies in all areas.*
- *Line of action 2. Raising awareness and the profile of gender inequalities: the UOC must promote and convey an institutional image that reflects its commitment to gender equality and non-discrimination.*
- *Line of action 3. Avoiding sexism in communications: the UOC must ensure its communications and publications do not contain sexist images.*
- *Line of action 4. Promoting a gender perspective in research and teaching materials: such a perspective must be included in all aspects of materials for generating and spreading knowledge.*
- *Line of action 5. Achieving a balanced male to female ratio in the UOC's different decision-making bodies at all hierarchical levels: women's participation, on an equal footing with men, in all the University's advisory and decision-making processes must be guaranteed.*
- *Line of action 6. Promoting gender equality in teaching staff composition and academic activities: the UOC must foster parity within the teaching staff in each department and professional category, and aim to ensure the visibility of the contribution made by women.*
- *Line of action 7. Promoting access to jobs and career development opportunities: the UOC must take the necessary measures to reduce gender inequalities in terms of access to all staff positions and the practice of the corresponding professions.*
- *Line of action 8. Organising working conditions with a gender perspective: the UOC must foster conditions conducive to its entire community striking a balance between work and personal and family life, and endeavour to put an end to all gender-based discrimination.*

## Measures

Line of action 1. Institutionally consolidating gender equality policies.

**Measures:**

1.1.	Consolidating the Equal Opportunities Committee's position in the UOC's organisational structure.
1.2.	Performing twice-yearly analyses of the results of the equality plan in force and the gender equality situation at the UOC.
1.3.	DAllocating an annual budgetary provision to the Equal Opportunities Committee and gender equality plan implementation and assessment.
1.4.	Making producing gender equality impact reports prior to adopting measures part of standard procedure at the UOC.
1.5.	Including student representatives on the Equal Opportunities Committee.
1.6.	Including the gender variable in all data recorded and statistics produced by the University, with a view to assessing gender equality in all areas.
1.7.	Providing training and advice on gender mainstreaming for staff whose work involves technology transfer.
1.8.	Assessing the results of the measures corresponding to this line of action.

1.1. Consolidating the Equal Opportunities Committee's position in the UOC's organisational structure.	
Body/bodies responsible	Governing Council
Schedule	As of the plan's implementation
Instrument(s)	Regulations.
Observations	The committee's position in the UOC's organisational structure must be specified in the University's regulations. The committee itself suggests it be attached to the General Secretary's Office. The committee must have rules of procedure governing its composition, internal operation, guarantee measures and budget.

1.2. Performing twice-yearly analyses of the results of the equality plan in force and the gender equality situation at the UOC.	
Body/bodies responsible	Equal Opportunities Committee
Schedule	Beginning in 2012
Instrument(s)	Analysis
Observations	Each analysis will begin when a plan's period of validity ends.

1.3. Allocating an annual budgetary provision to the Equal Opportunities Committee and gender equality plan implementation and assessment.	
Body/bodies responsible	Governing Council
Schedule	As of the plan's implementation
Instrument(s)	Budget
Observations	The economic and human resources envisaged must be sufficient for the full implementation of the equal opportunities policy defined in this plan.

1.4. Making producing gender equality impact reports prior to adopting measures part of standard procedure at the UOC.	
Body/bodies responsible	Governing Council Relevant areas and departments
Schedule	As of the plan's implementation
Instrument(s)	Gender equality impact reports
Observations	The Governing Council must urge all the UOC's structural units to adopt a policy of producing such reports prior to the introduction of measures for which they are responsible. Guidelines for producing such reports must be established.

1.5. Including student representatives on the Equal Opportunities Committee.	
Body/bodies responsible	Governing Council Relevant areas and departments
Schedule	As of the plan's implementation
Instrument(s)	Equal Opportunities Committee regulations
Observations	

1.6. Including the gender variable in all data recorded and statistics produced by the University, with a view to assessing gender equality in all areas.	
Body/bodies responsible	Governing Council Equal Opportunities Committee All areas that record data, produce statistics or publish either or both
Schedule	Permanent, beginning in 2011
Instrument(s)	Drafting regulations and circulating them among all the UOC's units
Observations	Under article 20 of Spain's Constitutional Law on effective gender equality, the gender variable is to be systematically included in all statistics produced, surveys conducted and data compiled. The necessary measures must be taken to ensure that sensitive personal information is anonymised in such a way that it can be analysed separately by sex. The data collection procedures of departments and different categories of teaching staff (faculty, tutors, counsellors, etc.) must be standardised. Data must be gender-disaggregated so that it can be crossed with other variables (age, employment status, family status, etc.).

1.7. Providing training and advice on gender mainstreaming for staff whose work involves technology transfer.	
Body/bodies responsible	Office of the Vice President for Technology Equal Opportunities Committee
Schedule	Permanent, beginning in 2011
Instrument(s)	Drafting and dissemination of regulations Awareness-raising and training activities
Observations	

1.8. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.

## Line of action 2. Raising awareness and the profile of gender inequalities.

### Measures:

2.1.	Publishing the gender equality plan and analysis and disseminating them among the entire university community, following their approval by the Governing Council.
2.2.	Creating a specific space on gender issues on the UOC's intranet and website.
2.3.	Gathering and systematising information on male and female students' employment and family status for subsequent analysis.
2.4.	Assessing the results of the measures corresponding to this line of action.

2.1. Publishing the gender equality plan and analysis and disseminating them among the entire university community, following their approval by the Governing Council.	
Body/bodies responsible	President's Office Governing Council Communications Office
Schedule	As of the Governing Council's approval of the plan
Instrument(s)	Dissemination activities aimed at the entire university community, including meetings of the UOC's governing bodies with academic directors, directors of studies, administrative staff directors and student representatives
Observations	The plan and analysis must be made available via the UOC's website.

2.2. Creating a specific space on gender issues on the UOC's intranet and website.	
Body/bodies responsible	Equal Opportunities Committee Communications Office
Schedule	As of the Governing Council's approval of the plan
Instrument(s)	Dissemination activities aimed at the entire university community, including meetings of the UOC's governing bodies with academic directors, directors of studies, administrative staff directors and student representatives
Observations	For illustrative purposes, such a space could include: -Gender-related indicators and statistics linked to the UOC. -Publicity for the University's gender-related teaching and research activities. -Links to other university websites and observatories. -A facility for the UOC community to submit suggestions to and exchange information with the Equal Opportunities Committee.

2.3. Gathering and systematising information on male and female students' employment and family status for subsequent analysis.	
Promoting body	Equal Opportunities Committee
Body/bodies responsible	Planning and Assessment Area
Schedule	As of the academic year 2010-2011
Instrument(s)	Data collection and analysis
Observations	

2.4. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.

### Line of action 3. Avoiding sexism in communications.

**Measures:**

3.1.	Establishing a gender-neutral image guide, similar to the language guide with a gender perspective and other materials on non-sexist language on the Language Service's website.
3.2.	Raising awareness of the language and gender-neutral image guides and promoting their application among the entire UOC community.
3.3.	Assessing the results of the measures corresponding to this line of action.

3.1. Establishing a gender-neutral image guide, similar to the language guide with a gender perspective and other materials on non-sexist language on the Language Service’s website.	
Body/bodies responsible	Governing Council Communications Office Marketing Area
Schedule	As of the plan’s implementation
Instrument(s)	Gender-neutral image guide
Observations	

3.2. Raising awareness of the language and gender-neutral image guides and promoting their application among the entire UOC community.	
Body/bodies responsible	Language Service Marketing Area Communications Office
Schedule	As of the plan’s implementation
Instrument(s)	Systematic review of all the UOC’s communications and its promotional and dissemination activities Guide dissemination activity planning
Observations	

3.3. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.

Line of action 4. Promoting a gender perspective in research and teaching materials.

**Measures:**

4.1.	Carrying out a pilot test to promote the inclusion of a gender perspective in established degree courses’ teaching programmes and materials.
4.2.	Drawing up a strategic plan for each department with a view to including a gender perspective in the teaching of established degree courses.
4.3.	Ensuring the inclusion of a gender perspective at every stage of the preparation of new bachelor’s, postgraduate and master’s degrees.
4.4.	Using the @theneaum, Summer Open University and Winter Open University to raise awareness of gender issues among people besides those most closely linked to the UOC.
4.5.	Internally supporting and promoting research projects and groups whose work includes a gender perspective.
4.6.	Assessing the results of the measures corresponding to this line of action.

4.1. Carrying out a pilot test to promote the inclusion of a gender perspective in established degree courses' teaching programmes and materials.	
Body/bodies responsible	Equal Opportunities Committee Office of the Vice President for Faculty and Academic Organisation Relevant departments
Schedule	As of the academic year 2011-2012
Instrument(s)	Pilot tests covering every stage (preparation of materials, teaching programme and tutoring) corresponding to a basic subject from each degree course Assessment of results and, on that basis, preparation of course guides for facilitating the creation of teaching materials or subject planning with a gender perspective Circulation of course guides with a gender perspective
Observations	The aim is for teaching units with a gender perspective worth 0.5 credits to be prepared (either by the UOC's faculty or externally). Subsequently, the person responsible for the subject and its temporary lecturers will receive training. The Equal Opportunities Committee will seek external funding for the pilot test.

4.2. Drawing up a strategic plan for each department with a view to including a gender perspective in the teaching of established degree courses.	
Body/bodies responsible	Programme directorships Directorships of studies Office of the Vice President for Faculty and Academic Organisation Office of the Vice President for Postgraduate Studies and Lifelong Learning Equal Opportunities Committee
Schedule	As of the academic year 2011-2012
Instrument(s)	Strategic plan drawn up by departments/programmes to identify their courses' scope for and deficiencies with regard to the introduction of new subjects featuring teaching units with a gender perspective
Observations	

4.3. Ensuring the inclusion of a gender perspective at every stage of the preparation of new bachelor's, postgraduate and master's degrees.	
Body/bodies responsible	Equal Opportunities Committee Office of the Vice President for Faculty and Academic Organisation Programme directorships Directorships of studies
Schedule	As of the academic year 2011-2012
Instrument(s)	Strategic plan drawn up by departments/programmes to identify their courses' scope for the introduction of subjects featuring teaching units with a gender perspective
Observations	

4.4. Using the @thenaeum, Summer Open University and Winter Open University to raise awareness of gender issues among people besides those most closely linked to the UOC.	
Body/bodies responsible	Office of the Vice President for Postgraduate Studies and Lifelong Learning
Schedule	As of the academic year 2011-2012
Instrument(s)	
Observations	

4.5. Internally supporting and promoting research projects and groups whose work includes a gender perspective.	
Body/bodies responsible	Office of the Vice President for Research and Innovation
Schedule	As of the academic year 2011-2012
Instrument(s)	Budget, grant programme
Observations	Applicable to all the UOC's internal support activities intended to promote research (Internet Interdisciplinary Institute, eLearn Center, departments). Any type of aid a researcher or research group may request (mobility, translation, seminars, lectures, etc.) is included.

4.6. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.

Line of action 5. Achieving a balanced male to female ratio in the UOC's different decision-making bodies at all hierarchical levels.

**Measures:**

5.1.	Promoting gender parity in all the UOC's governing and representative bodies.
5.2.	Carrying out an exploratory study to identify subjective and objective obstacles to women becoming members of the UOC's decision-making bodies.
5.3.	Promoting gender balance in research groups and women taking on chief researcher roles.
5.4.	Conducting a study to analyse why different research groups have different male to female ratios.
5.5.	Assessing the results of the measures corresponding to this line of action.

5.1. Promoting gender parity in all the UOC's governing and representative bodies.	
Body/bodies responsible	Governing Council
Schedule	As of the plan's approval
Instrument(s)	Regulations
Observations	In accordance with Spanish Constitutional Law 3/2007, on effective gender equality, parity means neither sex accounting for under 40% or over 60% of a body's members. It is particularly necessary to promote women's presence in the UOC's governing bodies (directorships of studies, the Governing Council, the Academic Committee, the Permanent Committee, the Research and Doctorate Scientific Committee and the Advisory Board), which are currently very male-dominated.

5.2. Carrying out an exploratory study to identify subjective and objective obstacles to women becoming members of the UOC's decision-making bodies.	
Promoting body	Equal Opportunities Committee
Body/bodies responsible	Equal Opportunities Committee
Schedule	2011
Instrument(s)	Research/budget
Observations	

5.3. Promoting gender balance in research groups and women taking on chief researcher roles.	
Body/bodies responsible	Office of the Vice President for Research and Innovation
Schedule	As of the academic year 2011-2012
Instrument(s)	Contracts/monitoring report
Observations	

5.4. Conducting a study to analyse why different research groups have different male to female ratios.	
Body/bodies responsible	Equal Opportunities Committee Office of the Vice President for Research and Innovation
Schedule	2011
Instrument(s)	Study, budget
Observations	The aim is to discover why research group composition differs significantly based on the chief researcher's gender.

5.5. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.

## Line of action 6: Promoting gender equality in teaching staff composition and academic activities.

### Measures:

6.1.	Increasing the number of women responsible for subjects in the IT, Multimedia and Telecommunications Department, and of female lecturers with a PhD in the Information and Communication Sciences Department.
6.2.	Increasing the number of women who produce teaching materials and balancing it with that of men in all departments.
6.3.	Establishing a database of gender-disaggregated information on work assigned by tutors, with a view to analysing any gender-based biases.
6.4.	Increasing the number of women among the experts, speakers and guests invited to institutional events organised by the UOC, its centres and its departments.
6.5.	Gradually increasing the number of women awarded honorary doctorates.
6.6.	Assessing the results of the measures corresponding to this line of action.

6.1. Increasing the number of women responsible for subjects in the IT, Multimedia and Telecommunications Department, and of female lecturers with a PhD in the Information and Communication Sciences Department.	
Body/bodies responsible	Office of the Vice President for Faculty and Academic Organisation Personnel Area Relevant departments
Schedule	As of the academic year 2010-2011
Instrument(s)	Contracts
Observations	

6.2. Increasing the number of women who produce teaching materials and balancing it with that of men in all departments.	
Body/bodies responsible	Relevant departments Equal Opportunities Committee
Schedule	As of the academic year 2010-2011
Instrument(s)	Contracts/tasks Pilot test
Observations	A pilot test will be carried out to identify difficulties, possible opposition, etc., in a degree course to be proposed by the Equal Opportunities Committee and selected by the Academic Committee.

6.3. Establishing a database of gender-disaggregated information on work assigned by tutors, with a view to analysing any gender-based biases.	
Body/bodies responsible	Personnel Area
Schedule	As of the academic year 2010-2011
Instrument(s)	Monitoring report
Observations	

6.4. Increasing the number of women among the experts, speakers and guests invited to institutional events organised by the UOC, its centres and its departments.	
Body/bodies responsible	Office of the Vice President for Research and Innovation Communications Office
Schedule	As of the plan's publication
Instrument(s)	
Observations	

6.5. Gradually increasing the number of women awarded honorary doctorates.	
Body/bodies responsible	Governing Council
Schedule	As of the academic year 2010-2011
Instrument(s)	Governing Council resolution
Observations	

6.6. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.

Line of action 7. Promoting access to jobs and career development opportunities.

#### Measures:

7.1.	Reviewing all the UOC's job offers (including those aimed at external candidates) to ensure their gender neutrality.
7.2.	Ensuring equality in the composition of teaching staff appointment and development panels.
7.3.	Improving internal communication with regard to campaigns or measures to encourage women to enhance their professional skills and apply for positions in all categories of staff.
7.4.	Guaranteeing that policies do not promote different wages or benefits for male and female faculty members in jobs of equal value.
7.5.	Establishing objective parameters for determining each faculty member's position on the pay scale.
7.6.	Guaranteeing the non-promotion of gender-based differences where the supplements associated with any kind of job are concerned.
7.7.	Establishing objective parameters for making decisions on internal promotion and faculty members' career development.
7.8.	Systematically compiling data, with a gender perspective and in an in-depth and duly anonymous fashion, on faculty members and temporary lecturers, and creating indicators for subsequent monitoring.
7.9.	Assessing the results of the measures corresponding to this line of action.

7.1. Reviewing all the UOC's job offers (including those aimed at external candidates) to ensure their gender neutrality.	
Body/bodies responsible	Personnel Area
Schedule	As of the academic year 2010-2011
Instrument(s)	Regulations/contracts
Observations	Job offers must not contain sexist language or profile descriptions that discriminate against a particular gender.

7.2. Ensuring equality in the composition of teaching staff appointment and development panels.	
Body/bodies responsible	Personnel Area Office of the Vice President for Faculty and Academic Organisation Departments
Schedule	As of the plan's circulation
Instrument(s)	Drafting and dissemination of regulations/internal planning resolutions
Observations	An appropriate percentage of women on appointment panels for UOC faculty and temporary lecturer positions must be ensured. In the case of candidates being equally matched, the principle of endeavouring to guarantee equal opportunities for men and women to correct existing imbalances must be applied. <b>Cases in which gender bias might arise in departmental promotion and appointment processes must be identified.</b>

7.3. Improving internal communication with regard to campaigns or measures to encourage women to enhance their professional skills and apply for positions in all categories of staff.	
Body/bodies responsible	Personnel Area Office of the Vice President for Faculty and Academic Organisation Departments
Schedule	As of the plan's circulation
Instrument(s)	Internal planning resolutions
Observations	This particularly applies to teaching staff, where, according to the analysis, the greatest gender inequalities lie. The measure is related to sabbatical years, study/exam leave, mobility and periods abroad, and funding for registration or training course fees.

7.4. Guaranteeing that policies do not promote different wages or benefits for male and female faculty members in jobs of equal value.	
Body/bodies responsible	Governing Council
Schedule	As of the plan's publication
Instrument(s)	Regulations
Observations	

7.5. Establishing objective parameters for determining each faculty member’s position on the pay scale.	
Body/bodies responsible	Governing Council
Schedule	As of the plan’s publication
Instrument(s)	Regulations, collective agreement
Observations	This matter will be dealt with in the collective agreement.

7.6. Guaranteeing the non-promotion of gender-based differences where the supplements associated with any kind of job are concerned.	
Body/bodies responsible	Governing Council
Schedule	As of the plan’s publication
Instrument(s)	Regulations
Observations	

7.7. Establishing objective parameters for making decisions on internal promotion and faculty members’ career development.	
Body/bodies responsible	Governing Council
Schedule	As of the plan’s publication
Instrument(s)	Regulations
Observations	Professional contribution management model currently being implemented.

7.8. Systematically compiling data, with a gender perspective and in an in-depth and duly anonymous fashion, on faculty members and temporary lecturers, and creating indicators for subsequent monitoring.	
Body/bodies responsible	Governing Council Each unit directly affected by the different equality-oriented measures
Schedule	As of the plan’s publication
Instrument(s)	Regulations
Observations	<p>(1) Compiling data on faculty remuneration. Specifically, the following (gender-disaggregated) data must be compiled:</p> <ul style="list-style-type: none"> <li>• Distribution by professional category and pay band.</li> <li>• Distribution by professional category and actual wage.</li> <li>• Hourly wage for each professional category.</li> <li>• Supplement type(s).</li> <li>• Supplement type(s) by professional category.</li> </ul> <p>2) Analysing gender distribution in relation to time in the job: The indicators should include:</p> <ul style="list-style-type: none"> <li>• Gender distribution by age group.</li> <li>• Average age of men and women.</li> <li>• Average age of men and women by professional category.</li> </ul> <p>(3) Analysing the number of months spent in a job in relation to promotion and, in particular, to appointment to the most senior positions in the different professional categories.</p> <p>(4) Gathering and analysing gender-disaggregated data on the level of training of administrative staff.</p> <p>(5) Gathering and analysing data on faculty member accreditation, as a whole and by department.</p> <p>(6) Presenting gender-disaggregated data on successful and unsuccessful applicants for jobs at the UOC and the composition of the corresponding panels.</p> <p>(7) Gathering data on visiting researchers’ age, marital status and number of children, for subsequent analysis.</p>

7.9. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established. The ideal frequency for measuring the indicators involved must also be established, in order for the Equal Opportunities Committee to monitor and assess them.

Line of action 8. Organising working conditions with a gender perspective.

**Measures:**

8.1.	Reviewing the application of measures geared to flexibility where paternity/maternity leave is concerned, and extending them to all the UOC's contracted staff, regardless of the specific nature of their contractual relationship with the University, provided that their activities allow for doing so.
8.2.	Promoting family-related leave among male employees.
8.3.	Optimising the process of obtaining cover for staff on leave to avoid increasing their colleagues' workload.
8.4.	Disseminating the specific protocol for preventing, detecting and dealing with gender-based harassment, and reviewing the procedure.
8.5.	Establishing specific criteria for identifying any type of harassment.
8.6.	Disseminating the protocol on harassment among the entire university community and raising awareness of the issue.
8.7.	Assessing the results of the measures corresponding to this line of action.

8.1. Reviewing the application of measures geared to flexibility where paternity/maternity leave is concerned, and extending them to all the UOC's contracted staff, regardless of the specific nature of their contractual relationship with the University, provided that their activities allow for doing so.

Body/bodies responsible	Personnel Area
Schedule	As of the plan's publication
Instrument(s)	Regulations
Observations	

8.2. Promoting family-related leave among male employees.

Body/bodies responsible	Personnel Area Office of the Vice President for Faculty and Academic Organisation
Schedule	As of the plan's publication
Instrument(s)	Regulations/monitoring of cover for staff on leave
Observations	

8.3. Optimising the process of obtaining cover for staff on leave to avoid increasing their colleagues' workload.	
Body/bodies responsible	Personnel Area Office of the Vice President for Faculty and Academic Organisation
Schedule	As of the plan's publication
Instrument(s)	Monitoring of cover for staff on leave
Observations	

8.4. Disseminating the specific protocol for preventing, detecting and dealing with gender-based harassment, and reviewing the procedure.	
Body/bodies responsible	Prevention and Health Service Ombudsman Equal Opportunities Committee
Schedule	As of the plan's publication
Instrument(s)	Office Specific protocol
Observations	The office in question could be independent or part of the Prevention and Health Service or Ombudsman's Office.

8.5. Establishing specific criteria for identifying any type of harassment.	
Body/bodies responsible	Prevention and Health Service Ombudsman
Schedule	As of the plan's publication
Instrument(s)	Regulations/monitoring
Observations	

8.6. Disseminating the protocol on harassment among the entire university community and raising awareness of the issue.	
Body/bodies responsible	Prevention and Health Service Ombudsman
Schedule	As of the plan's publication
Instrument(s)	Dissemination activities
Observations	The protocol must be given a high profile on the UOC's website, and brought to the attention of staff and students alike. An awareness-raising campaign geared to avoiding harassment and sexist attitudes must be carried out.

8.7. Assessing the results of the measures corresponding to this line of action.	
Body/bodies responsible	Each unit affected by the measures in question Equal Opportunities Committee
Schedule	Permanent
Instrument(s)	Assessment indicators
Observations	An indicator system for monitoring measures taken to ensure equal opportunities must be established.