



sage-growingequality.eu

AUDIT GUIDELINES



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Work Package: 2 – Institutional Self-Assessment

Deliverable 2.2

Audit Guidelines



Introduction

The gender impact assessment/audit of internal procedures and practices aims to identify gender best practices at organizational level. The analysis will include data on Institutional Governance (including policies and practices), Career Progression, Work-Life Balance, and EnGendering Knowledge. This information will: identify critical gaps and challenges; assess the level of resources allocated to gender activities; establish the baseline for possible improvements and innovations, and feed into the design of Gender Equality Plans (GEPs).

BEST PRACTICES CHECKLIST

This questionnaire interview is to map the policies and practices relating to gender equality in the University.
There will be more detailed study of the policies at a later date.

	Yes	No	Partially	Don't Know
A. Institutional Governance				
A.1 Does the University have a policy on gender equality/diversity?				
A.2 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
A.3 Is gender equality integrated into the University's objectives (e.g. Strategic Plan)?				
A.4 Does the University have a LGBTQI+ ¹ Policy?				
A.5 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
A.6 Is there a working plan or roadmap to achieve gender equality for the university?				
A.7 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
A.8 Does the University's annual budget include provision for the promotion of gender equality? (e.g. budget to organize activities on gender-related issues, funding to research on gender, child care facilities or subsidies)				
A.9 Does the University have a policy to combat bullying and harassment?				
A.10 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				

¹ Lesbian, Gay, Bisexual, Transgender, Queer and Intersex +



	Yes	No	Partially	Don't Know
A.11 Are there institutional activities to counteract or prevent sexual harassment and gender discrimination (e.g. information campaign, contact persons)?				
A.12 If yes, please elaborate:				
A.13 Is training (e.g. on unconscious bias) available to staff to prevent and combat gender discrimination and sexism?				
A.14 If yes, (i) to whom is this targeted? _____ (ii) is this training obligatory for members of interview panels, or other recruitment/promotion roles?				
A.15 Is attention given to gender-sensitive language and images in all University official documents and on the University website? (e.g. does the university have guidelines or principles on gender-sensitive communication?)				
A.16 If so, give a brief overview: _____ _____ _____				
A.17 Are gender pay gap audits conducted?				
A.18 If yes, how often? Please elaborate _____ _____				
A.19 Are members of recruitment, selection and promotion panels required to undergo equality training or awareness?				
A.20 If yes, how is this conducted? Please elaborate _____ _____				



	Yes	No	Partially	Don't Know
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B. Engendering Knowledge				
B.1 Are there courses on gender at undergraduate level?				
B.2 Are there courses on gender at postgraduate level?				
B.3 Does the University have a research centre(s) that focuses on gender equality or related activities?				
B.4 If yes, please name/list the centre(s)				
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B.5 Does the University allocate financial resources to promote gender in the curriculum?				
B.6 If yes, please elaborate				
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B.7 Does the University organise events relating to gender equality (e.g. International Women's Day)?				
B.8 Are staff members rewarded for or encouraged to engage in activities to advance/promote gender equality?				
B.9 If yes, please elaborate				
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	Yes	No	Partially	Don't Know
B.10 Are any initiatives in place to encourage women to take leadership roles in research (e.g. by applying for ERC funding?)				
B.11 Are researchers required or encouraged to include gender dimensions in research projects?				
C. Career Progression				
C.1 Is recruitment monitored to provide gender disaggregated data on applications/short-listing/appointments outcomes?				
C.2 Is promotion monitored to provide gender disaggregated data on applications/appointments outcomes?				
C.3 Does the University provide leadership training specifically for women?				
C.4 Are there mentoring programmes for: <ul style="list-style-type: none"> i. early-career female researchers? ii. mid-career female researchers? iii. senior academic women? 				
C.5 If yes, please elaborate				

D. Work Life Balance				
D.1 Does the University have a policy on work-life balance?				
D.2 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)?				

D.3 Does the University have a policy on maternity leave?				



	Yes	No	Partially	Don't Know
D.4 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
D.5 Does the University have a policy on paternity leave?				
D.6 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
D.7 Does the University have a policy on parental leave?				
D.8 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
D.9 Does the University have a policy on adoption leave?				
D.10 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
D.11 Does the University have a policy on carer's leave?				
D.12 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
D.13 Does the University have a policy on sabbatical leave?				
D.14 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				
D.15 Does the University have a policy on flexible working?				
D.16 If yes, where is this accessible (e.g. the University's website, policy booklet, etc.)? _____				



	Yes	No	Partially	Don't Know
D.17 Is there an institution-wide core hours (e.g. meetings scheduled between 10am and 4pm) policy to take account of caring/family/other responsibilities?				
D.18 If yes, please elaborate				
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D.19 Is teleworking/telecommuting ² available?				
D.20 Are there any support services or benefits available to staff with child caring responsibilities (e.g. workplace crèche, breast feeding facilities, baby-changing stations in both women's and men's toilets or separate toilet, subsidies for child care)? If Yes, please elaborate				
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D.21 If yes, please indicate if any of these are accessible to women only				
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D.22 Do you have further comments? If there are any other policies or practices you would like to highlight please do so here.				
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² Teleworking and/or telecommuting refers to working remotely via internet, phone, etc. In the university context it may be defined as working a portion of contracted hours in the University and a portion at home.