

# EQUALITY IN RECRUITMENT PROCESSES

## KEY POINTS

Applicable to all publicly open appointment procedures for full, associate and assistant professors with or without conditional pre-tenure (PO/PAS/PAST), starting on 1 March 2022.

### The chair of the appointment panel must:

- ✓ **Ensure** that panel members are aware of recruitment bias (video at [unige.ch/-/delegation](https://unige.ch/-/delegation)) and conflict of interest (COI) issues
- ✓ **Clearly demonstrate an active search for suitable female candidates.** For example, by citing contact with potential candidates, direct contact with colleagues from other institutions, online research on the website [www.academia-net.org](https://www.academia-net.org)
- ✓ **Ensure that the equality delegation member is present** at every stage of the process - a delegation member is named as soon as the panel is created - the Dean's office is immediately notified
- ✓ **Ensure** that conflicts of interest are declared before the panel's first meeting, and remind members of these conflicts of interest at the start of each session; Remind members of the issues associated with COI and, if necessary, adapt the procedure  
If a COI is detected, the chair of the appointment panel and the rapporteur must be notified immediately
- ✓ **Inform shortlisted candidates of the composition of the panel, noting that it is strictly forbidden to contact the panel members.** If a panel member is contacted by a candidate, they must explain to the candidate that all questions must be addressed directly to the rapporteur, keeping the chair in CC
- ✓ **Conduct all required votes by secret ballot** (e.g. voting on the finalists or the short list)  
Reminder: Experts and delegation representatives for equality take part in the discussions but do not have a vote. Each of these participants drafts an independent report
- ✓ **Require** that at least 30% of the shortlist be women: an exemption may only be granted if an active search for female candidates can be demonstrated - the exemption request must outline the steps taken as part of this "active search"

Reminder:

- ✓ **The letter of compliance**, drafted by the delegation member, is attached to the dossier presented to the College
- ✓ **The report** drafted by the delegation member for the Rectorate at the end of the procedure is confidential

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### FURTHER INFORMATION

[Délégation à l'UNIGE](#) (Code of conduct, legal and regulatory texts, Directive)

### FOR ANY QUESTIONS, PLEASE CONTACT

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