



**Ordinance No. R-96/2022
of the Rector of Lublin University of Technology
dated 17 November 2022.**

on the introduction of the Gender Equality Plan at Lublin University of Technology

Pursuant to Article 23 of the Act of July 20, 2018 Act on Higher Education and Science (i.e., Journal of Laws 2022, item 574, as amended) and § 30 of the Statute of Lublin University of Technology

I hereby o r d e r as follows:

§ 1.

The Gender Equality Plan of Lublin University of Technology, which is attached to this Ordinance, is introduced.

§ 2.

I entrust the supervision of the implementation of this Ordinance to the Vice-Rector for General Affairs and Development.

§ 3.

The Order shall come into effect as of the date of signature.

R e c t o r

prof. dr hab. inż. Zbigniew Pater

**Gender Equality Plan
at Lublin University of Technology
- action plan for 2022-2024**

Part I. Diagnosis.

1. Introduction
2. Quantitative research
 - 2.1. Management functions at Lublin University of Technology
 - 2.2. The course of scientific careers of men and women
 - 2.3. Academic staff by gender in units of Lublin University of Technology
 - 2.4. Non-teaching employees by job group and gender
3. Qualitative research

Part II. Action plan for 2022-2024

- Area 1. Institutional infrastructure
- Area 2. Gender balance in leadership, decision-making and research
- Area 3. Gender equality in recruitment and career development
- Area 4. Work-life balance and organizational culture

Summary

1. Introduction

Lublin University of Technology is actively involved in activities aimed at improving gender balance in all aspects of the university's operations - research, education and its functioning. It also takes measures to prevent bullying.

This document consists of two parts.

The first part is a diagnosis of the situation prevailing at Lublin University of Technology. Data on gender participation in the university's governing bodies, the structure of employment in organizational units by employee groups, the course of academic careers, the use of parental leave, and the gender distribution of students were analysed. A survey on experiences of discrimination was also conducted among employees.

The second part, based on the conclusions of the diagnosis presented in Part I, presents the university's proposed measures to increase equality of opportunities in career development, to eliminate gender discrimination. These activities are planned to be carried out in the next two years. Result indicators have been assigned to each of the proposed activities. Contractors responsible for implementing the measures and reporting on their effects are identified.

Part I. Diagnosis

This chapter is devoted to the diagnosis of gender equality behaviour at Lublin University of Technology. It presents summaries derived from internal and survey data, which allowed us to assess the current situation and became the starting point for developing an action plan for 2022-2024.

The work was carried out in two stages:

The first stage was a diagnosis of the current situation prevailing at Lublin University of Technology. The diagnosis took into account gender equality solutions and measures taken to counter discrimination, bullying and sexual harassment. The diagnosis was carried out taking into account a wide range of numerical data and an analysis of the university's institutional and legal situation. The range of data analysed included, among others: the staffing of managerial functions, the composition of management bodies, the structure of employment in units of Lublin University of Technology for all employee groups, the course of academic careers, the use of parental leaves, the gender distribution of students, etc. The data was analysed in terms of the disparity between the number of men and women, and the conclusions drawn became the basis for developing a concept of measures to improve the required areas. The form of in-depth interviews used during the qualitative research was aimed at a good recognition of the internal situation in the area of gender equality at Lublin University of Technology. The team suggested what measures should be taken to reduce and eliminate negative phenomena and trends in the future.

The second stage of the measures taken was to prepare proposals for the next steps to be implemented by 2024. These proposals respond to the challenges identified in the conducted diagnosis. The proposed document includes result indicators for each of the planned activities, and specifies the units that are responsible for preparing the relevant information and the units to which this information flows. In addition, a preliminary schedule of the tasks to be implemented has been proposed. The scope of activities has been agreed with each of the listed units at Lublin University of Technology, which will coordinate the various tasks listed in the plan.

2. Quantitative research

2.1. Management functions at Lublin University of Technology

One of the most important parameters reflecting equality of opportunity and career development opportunities by both genders in higher education can be considered the number of women and men holding functions and leadership positions.

A summary of the functions and leadership positions by women and men shows that there are disproportions in this regard (36% - share of women, 64% - share of men), which is shown in Table 1.

Table No 1. Functions and leadership positions in LUT by gender

	W	M	W%	M%
rector	0	1	0,0	100,0
vice-rectors	0	3	0,0	100,0
Senate members	15	28	35,0	65,0
chairs of Senate committees	1	4	20,0	80,0
members of Senate committees	27	32	46,0	54,0
chairmen of councils of scientific disciplines	1	6	14,0	86,0
members of councils of scientific disciplines	35	103	25,0	75,0
chancellor and bursar	1	1	50,0	50,0
vice chancellor and bursar	1	1	50,0	50,0
heads of organizational units in the divisions of the rector and vice-rectors	4	0	100,0	0,0
heads of organizational units in the division of the chancellor	9	1	90,0	10,0
heads of organizational units directly reporting to the bursar	3	0	100,0	0,0
deans	3	3	50,0	50,0
vice-deans	5	10	33,0	67,0
heads of departments and laboratories	14	35	29,0	71,0
heads of all-university units and inter-faculty units	6	5	55,0	45,0
deanery managers	5	1	83,0	17,0
facility managers	5	5	50,0	50,0
Total	135	242	36,0	64,0

Taking into account the fact that those who hold dean and vice-dean positions at the University come from the group of employees who are academics, where the ratio of men to women at Lublin University of Technology is 64% to 36% (Table 1), it should be considered that women's access to leadership positions at the faculty level is assured. Among deans, we have a balance (3 men and 3 women serving as deans).

At the faculty level, there is an apparent preponderance of men holding vice-dean positions - there are 10 male vice-deans compared to 5 women. From the data collected, it appears that women are mainly in charge of education and student affairs, while men are in charge of development issues.

An analysis of the individual components of the summary shown in Table 1, however, reveals a fairly high gender disproportion in the case of management functions in departmental chairs and laboratories (a total of 14 women versus 35 men). On the other hand, women in leadership positions outnumber men in administration (divisions: rector, vice-rectors, chancellor and units directly reporting to the bursar) - a total of 16 women versus 1 man.

In summary, the aggregate gender distribution for functions and managerial positions at Lublin University of Technology is with an advantage in favour of functions held by men - both for the central and departmental levels. This may be related to the gender ratio among employees - the largest LUT departments have clearly more men than women (see section 1.2). Some signs of specialization can be seen - women hold the highest finance-related functions, while men are more likely to hold central management functions (including those that are elected).

2.2. The course of scientific careers of men and women

Figure 1. Women at different stages of education and career in years 2019-2021 (in %)

The course of scientific careers at Lublin University of Technology has been analysed on the basis of data reported to the POLon system over the years 2019-2021. The results including the different groups of scientists by women and men are shown in Figure 1.

A clear trend can be observed, such that the number of women at different stages of their careers decreases with the development of their scientific careers. At the early career stage (assistant, doctoral student), the ratio of women to men is about 35-42% to 58-65%, respectively, and reflects the proportion of women and men employed at Lublin University of Technology.

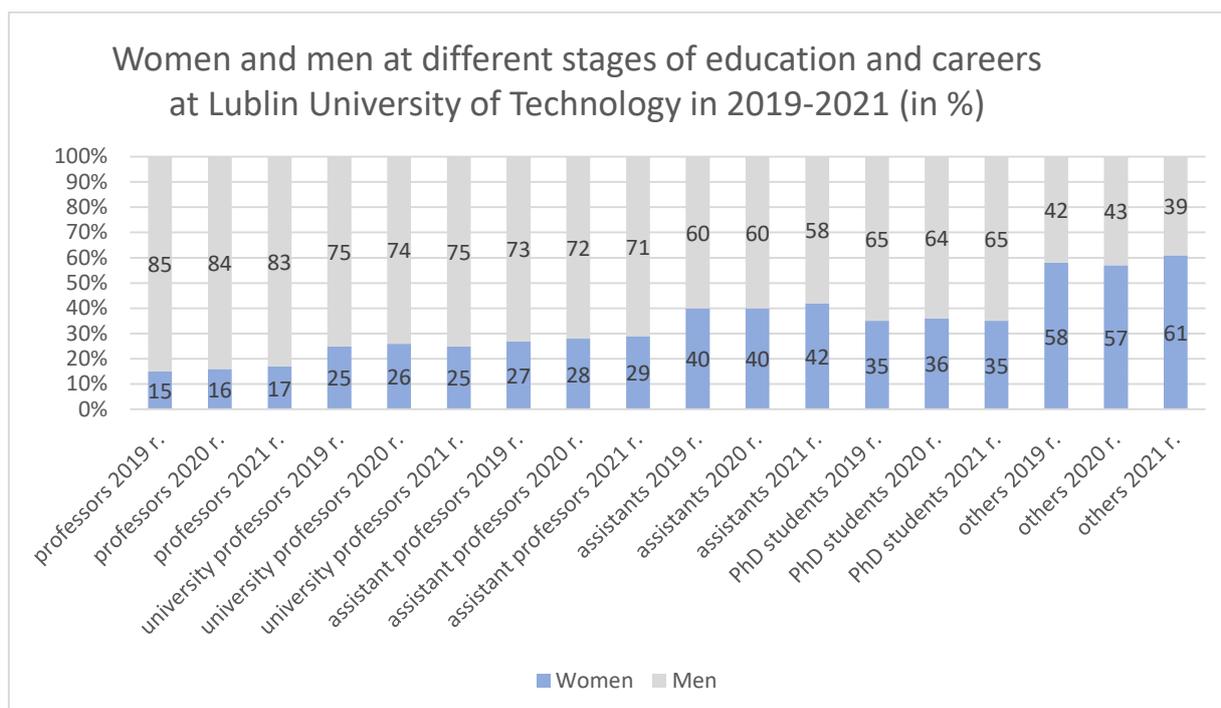


Figure 1. Women and men at Lublin University of Technology at different stages of education and careers

With the advancement of academic careers, the number of women decreases and so in the group of assistant professors it is 27-29%, in the group of university professors it is already about 25% and in the group of professors it is 15-17%. The situation is different in the group of other employees employed in positions such as teacher, lecturer or instructor. Here there is a clear predominance of women (57-61%). The ratio of women to men over the 2019-2021 period does not show significant changes, however, a slight increase in women can be observed in most groups.

2.3. Academic staff by gender in units of Lublin University of Technology

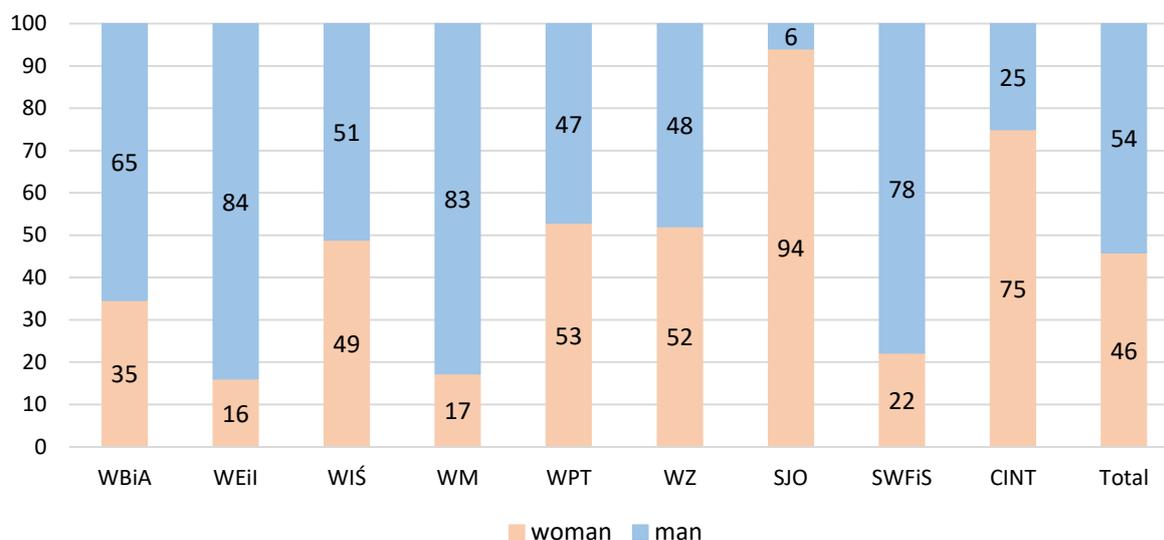
Another element analysed was the number of women and men working in student education units at Lublin University of Technology. The results are shown in Table 2.

Table No 2. Academic teachers in LUT by gender

Unit	W	M	W%	M%
Faculty of Civil Engineering and Architecture	35	66	34,7	65,3
Faculty of Electrical Engineering and Computer	24	125	16,1	83,9
Faculty of Mechanical Engineering	27	129	17,3	82,7
Faculty of Environmental Engineering	22	23	48,9	51,1
Faculty of Fundamentals of Technology	18	16	52,9	47,1
Faculty of Management	37	34	52,1	47,9
Department of Foreign Languages	16	1	94,1	5,9
Department of Physical Education and Sports	2	7	22,2	77,8
Science and Technology Information Centre	3	1	75,0	25,0
Total	184	402	31,4	68,6

The situation among employees at the various faculties varies. The highest proportion of male academics is found at the Faculty of Electrical Engineering and Computer Science - 83.9%, the Faculty of Mechanical Engineering - 82.7% and the Faculty of Civil Engineering and Architecture - 65.3%. In contrast, there are more female academic teachers at the Faculty of Fundamentals of Technology - 52.9% and the Faculty of Management - 52.1%. On the other hand, the Faculty of Environmental Engineering has a similar gender ratio (but with a slight advantage for men). A clear predominance of women can be observed in the Department of Foreign Languages and the Science and Technology Information Centre.

Figure 2. Academic staff by unit (in %)



The proportion of female and male groups of the total number of LUT employees is approximately 1:2.1 (31.4% female and 68.6% male). In the case of four departments, this proportion is 50% +/- 10% (falls within the range of 40-60 [%]).

2.4. Non-teaching employees by job group and gender

Table No 3. Non-teaching employees by gender

Unit	W	M	W%	M%
Faculty of Civil Engineering and Architecture	35	18	66,0	34,0
Faculty of Electrical Engineering and Computer	32	29	52,5	47,5
Faculty of Mechanical Engineering	50	31	61,7	38,3
Faculty of Environmental Engineering	23	10	69,7	30,3
Faculty of Fundamentals of Technology	7	5	58,3	41,7
Faculty of Management	11	7	61,1	38,9
Rector's division	45	16	73,8	26,2
Division of the vice rector for student affairs	27	6	81,8	18,2
Division of the vice rector for science	40	7	85,1	14,9
Division of the vice rector for general affairs and	14	11	56,0	44,0

Chancellor's division	111	81	57,8	42,2
Total	395	221	64,1	35,9

In the group of non-academic employees, one can see the predominance of working women over the group of men. This is the opposite situation to the group of academic teachers.

3. Qualitative research

Based on anonymous surveys of Lublin University of Technology employees, the following picture emerges:

- 1) more than 60% of female respondents and 80% of male respondents said they had not encountered with cases of gender discrimination at the University or had heard about them;
- 2) 82% of women and nearly 85% of men have not experienced gender discrimination at the University. Less than 20% of women surveyed and 10% of men witnessed unequal treatment having the hallmarks of such discrimination;
- 3) the University does not in any way restrict access to particular departments, courses or projects for either women or men;
- 4) the main reason for the slowing down of women's academic careers is the realization in the role of mother. Both women and men surveyed see this as a natural stage in a woman's personal and academic life;
- 5) women do not want to give up their maternity/parental leave because they want to devote this time to their child. This is related to a woman's will to realize herself as a mother, rather than external constraints at the University;
- 6) an interesting result was obtained in the first two questions on discrimination. It turns out that more women and men have heard or encountered cases of discrimination (25.8% and 9.4%) than have personally experienced them (11% and 3.5%);
- 7) a large group of respondents encountered at the University the problem of others attributing achievements to themselves (40% of women and 37.8% of men).

Table No 4. Results of the employee group survey

<i>Have you encountered or heard of cases of gender discrimination at the university?</i>			
	No	Do not know	Yes
Woman	62,5%	11,7%	25,8%
Man	80,0%	10,6%	9,4%
<i>Have you experienced gender discrimination at the university personally?</i>			
	No	Do not know	Yes
Woman	82,0%	7,0%	11,0%
Man	84,7%	11,8%	3,5%
<i>Have you witnessed any unequal treatment having the appearance of gender discrimination at the university?</i>			
	No	Do not know	Yes
Woman	70,3%	11,7%	18,0%
Man	84,7%	7,1%	8,2%
<i>Does the University restrict access to particular departments, majors or projects to women or men?</i>			
	No	Do not know	Yes
Woman	47,2%	48,8%	3,9%

Man	70,6%	28,2%	1,2%
<i>Are leave schedules for employees with school- and preschool-age children adjusted to accommodate summer holidays, winter breaks and Christmas breaks?</i>			
	No	Do not know	Yes
Woman	13,3%	48,4%	38,3%
Man	8,3%	63,1%	28,6%
<i>Have you encountered undesirable situations related to parenting, such as scheduling business/consulting meetings at a time that interferes with parenting responsibilities, failing to take caregiving responsibilities into account when evaluating performance, or questioning the possibility of combining work and childcare, from people associated with the university?</i>			
	No	Do not know	Yes
Woman	59,8%	29,1%	11,0%
Man	56,0%	31,0%	13,1%
<i>Have you encountered the problem of others (male or female) attributing achievements to you at the university?</i>			
	No	Do not know	Yes
Woman	37,4%	22,6%	40,0%
Man	35,4%	26,8%	37,8%
<i>Have you experienced inappropriate and unwanted violations of personal space (e.g., shortening physical distance, touching in an unwanted manner) and intrusive attempts to contact you about private matters at work?</i>			
	No	Do not know	Yes
Woman	84,5%	7,8%	7,8%
Man	80,0%	10,6%	9,4%

Part II. Action plan for 2022-2024

Based on the diagnosis and a review of legal documents in force at Lublin University of Technology, an action plan for 2022-2024 has been proposed. The planned activities cover four aspects - the university's infrastructure (to support the planned activities), gender balance in leadership and research, equality in recruitment and career development, and work-life balance.

For each of the activities, responsible persons/units, implementation deadlines, and measurable performance indicators are identified and proposed.

Action plan for 2022-2024

Specific objective	Actions	Responsible/coordination	Deadline	Indicators/measures
Area 1 – Institutional infrastructure				
Overall objective: Structural support for the implementation of equality policy at Lublin University of Technology and the formation of an equalitarian academic culture				
1. Establishment of the Team for implementation and monitoring Gender Equality Plan (hereinafter: Team)	<ul style="list-style-type: none"> establishment of the Team responsible for implementation and monitoring the implementation of the Gender Equality Plan in LUT 	<ul style="list-style-type: none"> rector Office of the Rector and University Organization 	fourth quarter of 2022	<ul style="list-style-type: none"> the number of meetings of the Team number of recommendations prepared by the Team
<p><i>The Team for the implementation and monitoring of the Gender Equality Plan will consist of academic teachers and non-academic staff. Substantive supervision of the Team will be exercised by the Vice-Rector for General Affairs and Development of Lublin University of Technology. The Team will meet at least quarterly to monitor progress in implementing the 2022-2024 Action Plan.</i></p>				
2. Appointment of an attorney for equality (hereinafter: attorney)	<ul style="list-style-type: none"> establishing the scope of the attorney's tasks appointment of the attorney 	<ul style="list-style-type: none"> rector Team 	fourth quarter of 2022	<ul style="list-style-type: none"> the number of cases handled by the attorney number of recommendations prepared by the attorney
<p><i>The attorney's responsibilities will include:</i></p> <ul style="list-style-type: none"> <i>conducting, at the Rector's behest, investigations into complaints of discrimination by PL employees and doctoral students;</i> <i>supporting LUT employees and doctoral students who are victims of discrimination;</i> <i>resolution of contentious situations (mediation);</i> <i>conducting investigations into complaints;</i> <i>cooperation with the authorities of the department/unit to maintain equality standards;</i> <i>cooperation with institutions of the social environment, especially the third sector, in promoting and maintaining equality standards;</i> <i>organizing pro-equality, anti-discrimination and other training to promote civilized standards of social relations.</i> 				

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
<p><i>Principles of cooperation between the Team and the attorney:</i></p> <ul style="list-style-type: none"> • <i>The Team supports the attorney in the process of developing as well as implementing gender equality policies;</i> • <i>cooperation takes place through regular meetings and ongoing exchange of documents;</i> • <i>The Team can draw the attorney's attention to problems observed in the field of gender equality and recommend solutions, but cannot oblige the attorney to implement them;</i> • <i>The attorney may approach the Team with project proposals for discussion;</i> • <i>The Team monitors the status of implementation of the Gender Equality Plan.</i> 				
<p>3. Development of an anti-discrimination procedure</p>	<ul style="list-style-type: none"> • development of a comprehensive anti-discrimination procedure with a Code of Ethics and Good Practices 	<ul style="list-style-type: none"> • The team in cooperation with the attorney and the rector of LUT 	<p>second quarter of 2023</p>	<ul style="list-style-type: none"> • rector's order introducing a unified procedure • monitoring of implementation - number of recommendations prepared by the Team
<p><i>The team, in cooperation with the attorney, will develop a document describing equality topics and introducing a standardized set of procedures. The so-called "early warning mechanism" will be included in it, which will allow rapid response in case of violation of anti-discrimination procedures.</i></p>				
<p>4. Cooperation with the environment</p>	<ul style="list-style-type: none"> • establishing systemic cooperation with other universities and social environment entities in order to exchange experience and develop transparent, inclusive quality standards for equality activities 	<ul style="list-style-type: none"> • Team 	<p>second quarter of 2023</p>	<ul style="list-style-type: none"> • number of entities involved • list of jointly implemented projects
<p><i>Establishing permanent systemic cooperation with other universities and with entities of the social environment will allow monitoring of solutions adopted in other institutions, including by following the recommendations of the European Commission. Identification of good practices in the area of anti-discrimination will allow the development of transparent, inclusive quality standards for equality measures.</i></p>				

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
5. Training for equality	<ul style="list-style-type: none"> • analysis of the situation, problems and needs in terms of awareness, knowledge and skills of anti-discrimination behaviour and anti-bullying • selection of organizations or male and female trainers to implement the training from the ranges determined through situation analysis • implementation of trainings on equality issues for the LUT academic community • obtain feedback from participants and possible follow up 	<ul style="list-style-type: none"> • attorney in cooperation with the Team 	since third quarter 2023	<ul style="list-style-type: none"> • number of training syllabuses developed • number of people trained • evaluation of training by participants
<p><i>The attorney, in cooperation with the Team, will develop a system of training on compliance with equality procedures. Management will be trained first, and gradually other groups of employees and doctoral students will be included. Training topics will include such issues as developing equality attitudes and countering discrimination and bullying.</i></p>				
6. Monitoring of equality measures	<ul style="list-style-type: none"> • development and implementation of a system of annual evaluation of equality activities in LUT • on an annual basis: evaluation of the 	<ul style="list-style-type: none"> • Team 	cyclically, starting since third quarter 2023	<ul style="list-style-type: none"> • implementation by the rector's order of the system of annual evaluation of equality activities in LUT • implementation of evaluation (annual)

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
	implementation of the policy in LUT			
<p><i>Cyclically, every year, in order to monitor equality measures, an evaluation of the adopted solutions will be carried out. The surveys will make it possible to assess the course of equality policy implementation at Lublin University of Technology, in particular in terms of its adequacy and inclusiveness. This will allow for ongoing implementation of necessary adjustments.</i></p>				
Area 2 – Gender balance in leadership, decision-making and research				
Overall Goal: Ensure gender balance and diversity in decision-making and research processes and entities				
1. Balancing the proportion of women and men in the processes of decision-making/management	<ul style="list-style-type: none"> introduction of principles into the LUT Statute - formulation of recommendations for balanced representation developing policies on balanced participation of women and men in management staff, departmental/university teams/expert committees and incorporate them into the anti-discrimination procedure monitoring the composition of decision-making bodies 	<ul style="list-style-type: none"> rector attorney Team 	<p>first quarter of 2023</p> <p>second quarter of 2023</p> <p>annual reports – second quarter of 2023</p>	<ul style="list-style-type: none"> number of modifications to the Statutes PL rector's order implementing to the procedure anti-discrimination procedure concerning balanced participation of women and men in decision-making/ management number of Team reports

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
<i>Measures to maintain a balanced/proportionate to the total workforce participation of the respective genders in management functions at LUT will correspond to the highest substantive criteria in the selection of persons holding management positions at the University.</i>				
2. Achievement of balanced gender representation in the bodies organizing LUT events	<ul style="list-style-type: none"> development of a chapter in document containing principles on balanced participation women and men in management management, teams/ expert committees faculty/university and introducing them into the anti-discrimination procedure monitoring of events 	<ul style="list-style-type: none"> attorney Team 	<p>first quarter of 2023</p> <p>annual reports – in second quarter 2023</p>	<ul style="list-style-type: none"> order implementing the principles of on balanced participation of women and men in decision-making/ management number of reports
<i>Building management capacity by developing managerial competencies.</i>				
3. Balancing the proportion of of women and men in the leadership of research teams	<ul style="list-style-type: none"> monitoring the participation of women and men in projects - percentage of success inclusion of the problem in the annual reports of the vice-rector for science information activities 	<ul style="list-style-type: none"> University Project Office vice-rector for science University Project Office 	<p>first quarter of each year</p>	<ul style="list-style-type: none"> annual report - data included in the reports of the vice rector for science number of information activities

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
<p><i>The range of data that can be collected will include, among other things, information on gender, project value, age of managers - involved in the implementation of projects at the University. The collected data will be used to systematically monitor project activities of employees and will be the starting point for the University's Project Office to undertake educational and training activities on gender equality in the project, gender balance in leadership and decision-making in the project.</i></p>				
4. Taking into account the aspect of gender equality in scientific research (where possible)	<ul style="list-style-type: none"> preparation of a study presenting examples of integrating the gender dimension into research content in Polish and foreign scientific and academic institutions (along with a mechanism for consultation in this regard) 	<ul style="list-style-type: none"> University Project Office/Research Ethics Committee 	first quarter of 2023	<ul style="list-style-type: none"> study for vice-rector for science
<p><i>The study will include examples of integrating the gender dimension into research content from Polish and foreign research units and universities. The collected data will especially include examples from the field of technical sciences. The recipients of the study will be those preparing and conducting research projects. The prepared material will be distributed by the University Project Office on the occasion of information meetings. It will also be made available on the LUT website, under the Gender Equality Plan tab.</i></p>				
5. Consideration of gender perspective in the language and images of documents and communication channels	<ul style="list-style-type: none"> formulation of recommendations on the use of inclusive language and the possibility of its use in formal language at the University review of documents with a gender perspective (increasing the "visibility" of the underrepresented 	<ul style="list-style-type: none"> attorney Office of the Rector and University Organization - review of existing documents and 	<p>first quarter of 2023</p> <p>continuous process</p>	<ul style="list-style-type: none"> number of recommendations number of documents reviewed/revised

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
	gender in the decision-making process)	inclusion in newly created ones		
<i>Review of documents in force at Lublin University of Technology and development of recommendations. Development of a schedule for updating documents (taking into account the schedule for updating the rector's orders - Office of the Rector and University Organization). Ongoing monitoring of new documents.</i>				
Area 3. Gender equality in recruitment and career development				
1. Maintaining gender balance in recruitment and career development of employees being teachers academics	<ul style="list-style-type: none"> • monitoring gender representation among candidates and among those hired for the above positions; monitoring compliance with recommendations regarding gender representation on competition committees • monitoring, by gender, the rate of promotion of employees, participation in training, participation in foreign trips, and examining any possible wage gap • a study, by gender, of differences in the needs of young male and female employees in terms of support for scientific career development 	<ul style="list-style-type: none"> • attorney on the basis of data from deans of faculties/heads of inter-faculty units and all-university units employing academic teachers - as chairpersons of competition committees • Research and International Cooperation Office of LUT • attorney 	<p>fourth quarter of each year</p> <p>fourth quarter of each year</p> <p>fourth quarter of each year</p>	<ul style="list-style-type: none"> • annual reports made available to the academic community on the intranet • annual reports made available to the academic community on the intranet • proposal for a program to support young staff

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
<p><i>An analysis of gender perceptions in the recruitment processes and career development of academic staff, conducted for the purpose of this document, clearly indicated that the current procedures meet gender balance standards.</i></p> <p><i>However, ongoing monitoring of both the recruitment process and career development of academic staff at Lublin University of Technology is necessary. A systematic monitoring of current procedures (gender-neutral) in terms of non-discrimination on the basis of gender will be introduced. Its results and recommendations of the attorney will be made available to the academic community on an annual basis. If discrimination is detected, procedures will be adjusted and additional forms of support for underrepresented groups will be introduced, for example development of a set of good practices and additional incentives for candidates of the underrepresented gender (appropriate promotional campaign and the way recruitment notices are formulated) or the introduction of special training programmes for them.</i></p>				
<p>2. Increasing gender balance in recruitment and career development of female employees and non-academic staff</p>	<ul style="list-style-type: none"> • monitoring gender representation in the recruitment process and among those hired for the aforementioned positions • monitoring, by gender, the rate of job promotion and salaries, access to training, and examining any possible wage gap 	<ul style="list-style-type: none"> • attorney on the basis of data from the Human Resources Department • Human Resources Department (personnel analysis) in cooperation with the attorney 	<p>fourth quarter of each year</p> <p>fourth quarter of each year</p>	<ul style="list-style-type: none"> • annual reports to the LUT Senate made available to the academic community on the intranet • annual reports to the LUT Senate made available to the academic community on the intranet
<p><i>An analysis of gender perceptions in non-academic staff development processes carried out for this document indicated that the current procedures do not address the principles of gender balance (they are "gender blind"). There are no procedures related to the recruitment of new non-academic staff, nor human resources policies referring to gender balance. Hence there is the need for the attorney to verify both the procedures in place (e.g. promotions) and the fact of their absence (e.g. recruitment).</i></p> <p><i>The next step will be the introduction of a systematic monitoring of the recruitment and career development procedures of employees in the aforementioned group in terms of non-discrimination on the grounds of gender. Its results and recommendations of the attorney will be made available to the academic community on an annual basis. If discrimination is detected, procedures will be corrected and additional forms of</i></p>				

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
	commission for mid-term evaluation <ul style="list-style-type: none"> • a study, by gender, of the differences in the needs of young male and female employees in terms of support in the development of scientific careers 	Doctoral School in LUT <ul style="list-style-type: none"> • attorney 	fourth quarter of each year	<ul style="list-style-type: none"> • proposal for doctoral student support program
<p><i>An analysis of gender perceptions in the processes implemented in the Doctoral School, conducted for the purpose of this document, indicates that the mid-term evaluation rules take into account the period of suspension of studies due to caring roles usually undertaken by women (maternity leave, caring for a family member) in a gender-neutral manner, while the recruitment process does not address gender equality. Hence the need for a review of the current procedures by the attorney - a review of both: the procedures in place (e.g. mid-term evaluation) and the fact that they are not in place (e.g. recruitment).</i></p> <p><i>The next step will be the introduction of systematic monitoring of recruitment and professional development procedures in the aforementioned group in terms of non-discrimination on the grounds of gender. The results and recommendations of the attorney will be made available annually to the Doctoral School Council and the Senate in LTU. If discrimination is detected, procedures will be corrected and additional forms of support for underrepresented groups will be introduced, for example the development of a set of good practices and additional incentives for candidates of the underrepresented gender (an appropriate promotional campaign and formulation of recruitment announcements) or the introduction of special up-skilling or mentoring programmes.</i></p>				
Area 4. Work-life balance and organizational culture				
1. Development of care infrastructure - gathering information regarding the demand among employees for the establishment of a crèche and development of a kindergarten on the campus	<ul style="list-style-type: none"> • the start of plans for the construction and prospective launch of a crèche, which would be located on the campus of LUT 	<ul style="list-style-type: none"> • chancellor 	first quarter of 2023	<ul style="list-style-type: none"> • number of persons declaring a wish to use a crèche/pre-school of LUT

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
of Lublin University of Technology				
<i>Enabling the establishment of kindergarten groups for children of employees, doctoral students and students of the University. Free access to kindergarten at a parent's place of study or work will enable a smoother return to work after parental leave and make it easier to care for children for those working or studying at Lublin University of Technology.</i>				
2. „ Care commitments" - development of the charter as a support tool to be used during periodic evaluation of academic staff	<ul style="list-style-type: none"> The development of a "Caring Obligations " charter as an auxiliary tool to demonstrate in a structured way, during the periodic appraisal, the significant external circumstances that have negatively affected the academic performance of academic staff according to the academic and professional assumptions. 	<ul style="list-style-type: none"> attorney, in cooperation with the Appeals Evaluation Committee/Rector 	third quarter of 2022	<ul style="list-style-type: none"> card developed number of card use cases
<i>For doctoral students and employees of the University, events may arise at any time that suddenly, unexpectedly impose on them additional responsibilities (especially caregiving) for a family member (e.g., birth of twins, birth of 2 children in a very short period of time one after the other, parents after a stroke, death of a child's mother and the need for grandparents to take care of grandchildren, sudden loss of work by a spouse, etc.)</i>				
3. Diagnosing the needs of those returning to work after parental leave in the context of support from the University	<ul style="list-style-type: none"> prior to the preparation of the procedure for the implementation of "re-onboarding", a survey will be developed to investigate the needs of 	<ul style="list-style-type: none"> Department of Social and Welfare Affairs of Employees 	first quarter of 2024	<ul style="list-style-type: none"> conducting research on the needs of people returning to work introduction of a procedure

Specific objective	Actions	Responsible/ coordination	Deadline	Indicators/measures
	those returning to work after parental leave			
<i>Based on the results of the questionnaire and after conducting surveys with employees who will be the recipients of the planned activities, a procedure will be developed for the reintegration of such people into work at Lublin University of Technology.</i>				
4. Subsidies for salaries of childcare providers	<ul style="list-style-type: none"> the proposed measure is intended to complement the current forms of support for parents in childcare by subsidizing the stay of children in crèches and kindergartens 	<ul style="list-style-type: none"> vice-chancellor Department of Social and Welfare Affairs of Employees 	first quarter of 2023	<ul style="list-style-type: none"> preparation of the subsidy mechanism number of approved applications for subsidies
<i>Subsidizing the salaries of childcare providers will provide additional assistance in reconciling professional and parental responsibilities. The launch of the measure provides for an update of the Regulations on the distribution and use of the Company Social Benefits Fund at Lublin University of Technology. The anticipated funding for the subsidy will come from the LUT Company Social Benefits Fund.</i>				
5. Information campaign on the possibility of combining parental and childcare leave with professional work	informing employees about the possibility of returning to work on a specific part-time basis during parental and childcare leave, which allows them to maintain professional contact with Lublin University of Technology	<ul style="list-style-type: none"> Promotion and Information Centre Department of Social and Welfare Affairs of Employees 	first quarter of 2023	<ul style="list-style-type: none"> implementation of an information campaign (including an online campaign and a poster campaign) increase in the number of people who have benefited from the promoted solution
<i>The solution being promoted is to facilitate a quicker return and easier re-entry into professional duties after parental and childcare leave concludes.</i>				

Summary

Gender balance measures are an ongoing process and, as the plan indicates, will be monitored on an ongoing basis.

The action plan is proposed for the years 2022-2024. Once a year there will be a review of the activities and their effects, and reports will be available to employees of Lublin University of Technology. After two years, the attorney, in cooperation with the Team, will propose updated(revised) activities for the following years.