

Utilization and distribution of the female promotion pool

This Information sheet offers you a short overview of the possibilities of promotion. In case of unsureness and questions please contact the local women's representative and gender equality officer during office and consultation hours. Certainly, we can talk in advance about your application, so that you could estimate the amount you can apply for.

1. Why promoting?

The Free University of Berlin understands gender equality, which follows the gender-mainstreaming-approach, as an obligation for all departments and spheres of the university. It is regulated by the female promotion guideline and the equality policy (2015). An instrument to realize gender equalization and equal opportunities for women and men in job and science is the promotion of women in any position. The purpose is to open doors, plan the career, take the required steps therefore and strengthen the self-assurance at the workplace. You can find more information on our website.

2. What do we promote?

Financially promoted projects:

(1) Personal promotion:

- (Contribution to) Printing costs for publications and graduation works/ thesis
- Traveling expenses to (inter-)national congresses/conferences with an own contribution (poster/talk)
- Traveling expenses for the purpose of study or research (e. g. field trips, on-site works)
- Improvement
- Measures for career development: Coaching, Mentoring, Workshops
- Acquisition of technical equipment
- Childcare costs (in determined cases, e.g. during teaching or symposia at odd hours)

(2) Thematic promotion:

- Projects in the field of schoolgirl research
- Projects with a relation to gender research and gender aspects
- Promotion of gender research through lectureship and series of lectures
- Conferences and workshops with a thematically relation to the department and female promotion (e. g. Women in science, gender aspects, diversity)

In case of request for more detailed instruction concerning the mentioned promotion possibilities or inquiries about the chance of promotion for your own ideas and projects please contact the local women's representative and gender equality officer during office and consultation hours (room 16.19, Takustr. 3).

3. What can't we promote?

For the reason of our limited resources we only can promote the following aspects with rare exceptions.

- No regular/periodical promotion
- No retroactive promotion
- No costs of supplies

4. Who could be promoted?

With respect to the under 2.(1) mentioned *personal promotion*, first of all every women of the department of biology, chemistry, pharmacy of the Free University of Berlin has the right to apply for promotion:

- Women students
- Women Scientific staff (WiMi)
- Women Leaders of Junior Research Groups
- Female secretaries
- Female Professors
- Female employees of the administration

In the case of the 2.(2) *thematic promotion* every member, in other words **women and men**, of the department of biology, chemistry, pharmacy can apply for projects, congresses etc. with an thematically focus on the presented criterions.

The applicants must be related recognizably to the project.

5. Selection criterions and Prioritizations

- Women and gender related topics
- Improvement in the field of gender to rise the qualification offer for women
- Concerted personal measures for female promotion
- Mentoring and coaching programs and project tutorials
- Information events for the scientific junior staff
- Information events for the scientific area
- Integration of women and gender research in teaching
- Priorization according to social indicators

6. Duty to cooperate

To have a pleasant process for every person involved and to ensure the legitimacy, it is important, that the applicants fulfill their duty to cooperate. That implicates:

- Complete submission and swiftly hand in of demanded documents (all in one pdf)
- Complete declaration of everything important for the application
- Report changes immediately, that may concern the promotion