

## Code of Conduct in Appointment Procedures

Resolution of the Faculty Council of February 1st, 2017, amended by the Faculty Council on November 2nd, 2022

The Faculty 08 (Physics, Mathematics and Computer Science) at Johannes Gutenberg University is committed to comply with the following quality assurance standards in the appointment procedures of professors and of permanent scientific staff members:

1. When *approving* a job advertisement within the Faculty 08, a gender-equal list of 10 employable candidates from the relevant research field— who should be actively invited to apply— must be submitted to the Head of the Faculty (Dekan/ Dekanin). In order for the equal opportunities goals of the Department to be achieved without compromising scientific excellence, the faculty council (FBR) should discuss the extent to which the job advertisement could cover a broader range of scientific topics.
2. In case the ratio of female applicants is below 25% the search committee will discuss possible measures to increase this ratio (e.g. repeated targeted invitation to suitable women to apply). The chairperson of the committee informs the FBR and the Head of the Faculty accordingly.
3. The Head of the Faculty should open the first search committee meeting by elucidating the guidelines regarding the policies for equal opportunities approved by the Senate to be followed in the appointment procedures. In addition, the chair or the Head of the Faculty sensitizes the members of the search committee to the issue of unconscious bias. For this purpose, the projection of the video "Recruitment bias in Research Institutes" of the Institució CERCA (<https://youtu.be/g978T58gELo>) is recommended.
4. The lists of applicants to be invited for an interview have to be agreed upon with the Head of the Faculty taking into account the equal opportunity aspects.
5. Requirements for the approval of a candidate short list in the FBR are:
  - Documentation: Proactive measures must be documented, in particular proof that suitable female candidates have been actively approached and encouraged to apply needs to be provided.
  - Potentially suitable female candidates must be taken into account or proof that no suitable female candidates can be found internationally must be provided.
  - Soft skills must be taken into account as a criterion in the selection.
  - Unavoidable delays in qualifications (e.g. pregnancy, number of children, child care, nursing) must be taken into account when assessing the publication activity according to the guidelines of the German Research Foundation (DFG).