

Faculty Fund for the Promotion of Active Recruitment

Fund for the Promotion of Measures for the Active Recruitment of Women Scientists

Basis

Resolution by the Executive Board of 4 April 2017

“[...] The Executive Board resolves to support the faculties with an annual fund of €10,000 to invite potential female candidates to discussions, lectures, symposia, etc. and thus to raise the faculties' commitment to active recruitment. The Executive Board asks the Equal Opportunities Office to prepare a proposal for a corresponding procedure, including a list of criteria for the allocation of funds and an evaluation clause.”

Resolution by the Executive Board of 30 April 2019

“The Executive Board adopts the procedure proposed for applying for, allocating and accounting for funds from the Faculty Fund for the Promotion of Active Recruitment, as decided on 4 April 2017.”

Objective?	To reduce under-representation of women in professorships To help the faculties to identify interesting female research personalities and suitable candidates as potential applicants for advertised professorships
Funding volume?	€10,000 p.a., max. €1,500 per application; pro-rata funding by the faculty is possible.
Who can apply?	The faculties; submission via the Dean's Offices to the Equal Opportunities Office
How many applications can be submitted?	Max. 3 applications per year per faculty
Is there an application deadline?	No, applications can be submitted at any time; a one-off provisional application is possible (funds are reserved for 8 weeks).

For whom can an application be submitted?

External (inter)national women scientists who constitute an interesting research personality with regard to a professorship to be filled

For what can an application be submitted?

Guest lecture
Scientific symposium
Participation in an expert discussion
Other forms of scientific exchange

Which costs are eligible?

Travel expenses (transport, flight, accommodation)
Travel expenses for an accompanying person necessary for childcare reasons
Childcare costs on site in Frankfurt
(Lecture) fee (max. €300 gross)

The invited scientist must first pay the costs (travel expenses, babysitter, etc.) in advance. Payment to several creditors is not possible.

Settlement max. 3 months after the end of the measure

Eligibility criterion?

The measure must relate to a specific professorship to be filled in the future:

- a) for which an advertisement has already been submitted to the Executive Board or
- b) which is expected to be advertised within a maximum of two years (from the date of application). In this case, information about the professorship is required (e.g. successor to professorship X).

Which documents are required?

The faculty/institute (person responsible for active recruitment in the respective procedure) completes an application form provided by the Equal Opportunities Office. This form must be signed by the Dean prior to sending.

An application will only be processed if the application form is completed in full. In the case of provisional applications (for the purpose of reserving funds), at least the fields marked in the application form with an asterisk* must be completed.

The documents can be downloaded [here](#). Alternatively, they can be requested from Dr. Katrin Springsgut (k.springsgut@em.uni-frankfurt.de).

To whom should the application be sent?

Dr. Katrin Springsgut,
Email: k.springsgut@em.uni-frankfurt.de

What happens after an application has been submitted?

Applications are checked for compliance with the criteria. If the formal conditions are met and the application is complete, the application is forwarded to the head of the Equal Opportunities Office and the head of the Appointments Department for approval in a circulation procedure. The decision is usually communicated to the faculties in writing within three weeks.

How are costs settled?

After completion of the measure, the faculty sends: the original receipts, the expenses/payment form (with the Dean's signature/signature of the Dean's Office administration or of the person responsible for the cost centre for any difference exceeding the amount approved) to the Equal Opportunities Office within a maximum of 3 months. After checking the documents, the Equal Opportunities Office arranges for payment via the Finance Department. The expenses/payment form is available on the website of the Equal Opportunities Office.

Further notes

By submitting an application, the faculty undertakes to answer queries about the funded measure (in the case that the measure is evaluated or in the framework of equality monitoring) in a timely manner (within five weeks).

Contact person for queries

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