



# Bilkent University UNAM

## Gender Equality Plan (GEP)

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## 1. Scope

This document, Gender Equality Plan (GEP), was prepared to set the principles and activities that are aimed at securing gender equality in Bilkent University National Nanotechnology Research Center (UNAM).

UNAM has an independent legal identity because of the qualification obtained in the scope of Law No. 6550 on the Support of Research Infrastructures. As a complementary identity, UNAM has the second identity as the Institute of the Material Science and Nanotechnology (IMSN) of Bilkent University and running Material Science and Nanotechnology (MSN) graduate program of Bilkent University. This confirms that UNAM is still a part of the university. Therefore, UNAM works in close coordination with all the units of the university and will also work in the scope of GEP.

UNAM is committed to maintaining an equal opportunity environment in all of its functions. The GEP aims to facilitate the mechanisms to cultivate this environment and to improve upon the existing policies for promoting gender equality.

UNAM has adopted a non-discrimination statement declaring:

*“UNAM hires researchers, technical and administrative staff and admits students (MSN students are admitted with the collaboration with the university) without regard to gender identity, race, color, age, national or ethnic origin or sexual orientation, to all the rights, privileges, and activities generally made available to staff and students at UNAM. It does not discriminate on the basis of gender identity, race, color, age, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs.”*

## 2. OBJECTIVES

### 2.1. Objective 1: Institutionalization

In accordance with non-discrimination statement, all decisions undertaken by the administration of UNAM are free of gender discrimination.

Regarding the implementation, coordination, and monitoring of this policy by UNAM administrative office and researchers, a Gender Equality Committee (GEC), which will work in coordination with university's corresponding committee, is to be established as detailed below:

#### Action 1.1: Gender Equality Committee (GEC)

- GEC is a standing committee for identifying, monitoring, and coordinating plans related to the issues of gender, diversity, equality, and inclusion.
- The committee consists of three members and reports to the UNAM Director. The Director may decide to increase the number of the members up to five to have more diverse distribution among the different staff categories.
- Each committee member is appointed by the Director for a period of two years from researchers, administrative staff, and operations team members.
- This committee works in collaboration with other relevant units at university for training and capacity building purposes, as well as to receive feedback. These units include the Teaching and Learning Support Center, the Sexual Harassment Reporting and Prevention Unit, and Psychological Counseling and Development Center.

The committee meets at least twice a year to evaluate the implementation of the GEP and report its findings to the Director.

## 2.2. Objective 2: Data Collection and Monitoring

Gender equality actions should be supported by continuous data collection and monitoring. With the goal of continuous data collection and monitoring regarding gender equality in UNAM, the following actions are to be taken:

### Action 2.1. Collection of initial official gender related statistics

The gender distribution among the staff categories at UNAM as of January 2023 is given in Table 1.

**Table 1. Gender distribution among staff categories.**

	Women		Men		Total
	#	%	#	%	#
Administrative Office	11	46%	13	54%	24
Lead Researchers	3	16%	16	84%	19
Innovation Teams	1	25%	3	75%	4
Operations & Utility Teams	7	35%	13	65%	20
Project Personnel	7	47%	8	53%	15
<b>Total</b>	<b>29</b>	<b>35%</b>	<b>53</b>	<b>65%</b>	<b>82</b>

As can be seen from Table 1, female staff ratio is rather good at other administrative staff, operations team, project personnel, and students. In 2022, 10 people recruited for these teams. 7 out of these 10 people are women. Therefore 2022 was very successful year in terms of mitigate gender equality. There are 6 team leaders in innovation and operations teams. Two of the 6 team leaders are women having the ratio 33%.

However, we really have few lead researchers at UNAM. As women are underrepresented in STEM worldwide, this rarity of women in STEM can be seen at the numbers of female lead researchers at UNAM. UNAM would like to employ more women scientists, however merit-based decisions to employ lead researchers are given by the committee independent from the management. So, it may not be realistic to make a plan to employ more women researchers.

The gender distribution among staff education levels at UNAM as of January 2023 is given in Table 2.

**Table 2. Gender distribution among staff education levels.**

	Women		Men		Total
	#	%	#	%	#
High School	1	17%	5	83%	6
Associate Degree	0	0%	4	100%	4
BSc	14	47%	16	53%	30
MSc	7	44%	9	56%	16
PhD	10	29%	24	71%	34
<b>Total</b>	<b>32</b>	<b>36%</b>	<b>58</b>	<b>64%</b>	<b>90</b>

The gender distribution for students disaggregated with the degree pursued at UNAM as of January 2023 is given in Table 3.

**Table 3. Gender distribution for students disaggregated with the degree pursued.**

	Women		Men		Total
	#	%	#	%	#
PhD	12	32%	25	68%	37
MS	25	40%	37	60%	62
<b>Total</b>	<b>37</b>	<b>37%</b>	<b>62</b>	<b>63%</b>	<b>99</b>

**Action 2.2. Collection of official gender related statistics (conducted annually)**

Following statistics will be collected by GEC at the beginning of each year:

- Gender distribution of employees at all levels, including top-executive levels,
- Gender distribution of all researchers,
- Gender statistics for students disaggregated with the degree pursued and university.

**Action 2.3. A survey for faculty and administrative staff to monitor the perception among employees (conducted every three years)**

The survey will assess the perception among the employees on issues such as whether UNAM has a gender-equal and inclusive environment, whether sexual harassment is treated appropriately and whether gender is perceived to affect career.

The survey will be succinct and will collect only related data. The data will be gender disaggregated and is collected across all staff categories.

The survey will be taken on a voluntary basis. The first survey will be conducted in 2023.

**Action 2.4. A survey for students to monitor the perception among students (conducted every three years)**

The survey will assess the perception among the students on issues such as whether UNAM has a gender-equal and inclusive environment; whether sexual harassment is treated appropriately and whether gender is perceived to affect academic success.

The survey will be succinct and collect only related data. The data will be gender disaggregated and is collected across UNAM. The survey will be conducted among all students not just MSN students but also all students including other universities and undergraduates.

The survey will be taken on a voluntary basis. The first survey will be conducted in 2023.

**Action 2.5. Publishing and monitoring the collected data**

Data collected through actions 2.1 – 2.4 are monitored and evaluated by the GEC.

Annual progress reports and summary results for gender related statistics are shared with all members of UNAM.

Actions listed in the GEP document are revised based on the feedback from the surveys, as well as the trends in the gender related statistics.

Ongoing visibility is provided to the GEP via announcements. The staff and the students are kept informed about and involved in the related training and capacity building activities.

**2.3. Objective 3: Organizational Culture, Capacity Building and Work-life Balance**

Organizational culture and work-life balance are key factors that contribute to creating an enabling environment for members of all genders in the research and teaching sectors. Implicit or explicit biases are adverse factors against gender equality, as they impact the way organizations operate. Some of the following actions below are planned to mitigate these biases.

UNAM employees can use Bilkent University's services in terms of the contract signed between UNAM and the university, and this helps to maintain the work-life balance. Some of these services are, on-campus childcare center, bus transportation to and from all over Ankara, subsidized lunch services and an on-campus sports centers.

**Action 3.1. Holding seminars and presentations on gender issues.**

Seminars and presentations will be held on gender issues in academic and professional life. These training programs will enable the researchers to incorporate the gender dimension into their research.

**Action 3.2. Gender-neutral recruitment process.**

UNAM's recruitment process is completely gender neutral. This can be seen from the numbers new recruitments made in 2022. Nevertheless, additional trainings will be held for managers and people in the hiring committees regarding conscious and unconscious forms of discrimination in personnel selection procedures. UNAM will continue to use gender-neutral language in vacancy advertisements.

**Action 3.3. Transparency**

UNAM's position regarding gender equality is explicitly stated and is made publicly available in the regulations and in related web pages.

Commitments and actions related to gender equality are shared with all members of UNAM and the public.

**Action 3.4. Mitigating gender bias**

Gender specific terms and pronouns are avoided in UNAM web pages, published documents, and recruitment processes.

**Action 3.4. Maintaining salary balance between genders**

Salary policy at UNAM is completely gender neutral and, merit and performance based. To maintain this neutrality each year the salaries will be examined according to the performance. Since salaries are confidential and not to be shared among the employees, the infrastructure manager will perform this action and report to the Director.

**2.4. Objective 4: Combating Against Gender-based Violence and Sexual Harassment**

UNAM is committed to creating a safe, inclusive and productive working environment for all of its staff and students. For this purpose, the university is also committed to promoting equity and improving the existing policies and mechanisms for combating gender-based violence and sexual harassment. Bilkent University has established the Sexual Harassment Reporting and Prevention Unit (SHARP). As UNAM is located inside the campus working very closely UNAM staff and students can apply to this unit.

**Action 4.1. Promoting university's SHARP unit to combat gender-based violence and sexual harassment.**

- Work in collaboration with the Psychological Counseling and Development Center (PCDC) to provide proper training to everyone who will have contact with victims of violence in the context of the SHARP unit.
- Provide ongoing visibility to the SHARP unit through means such as UNAM website, posters, flyers, leaflets that are hung on designated bulletin boards.
- Disseminate knowledge about the SHARP in the student, staff, and faculty orientation processes.

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