



Friedrich-Alexander-Universität  
Familienservice

# Code of Conduct Family-friendly FAU

June 1, 2016



## Preamble

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In pursuit of excellence in research and teaching and meeting its social responsibilities, Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) promotes maintaining a balance between research, studying, work and family life. All members of the University ought to be able to balance their academic career, studying and working with their role within the family. Raising awareness of the importance of a family-friendly university is an ongoing process that should be encouraged at all levels. FAU's strategic approach to personnel development creates a family-friendly leadership culture that is also sensitive to gender and diversity. Managers are encouraged to cultivate a culture based on appreciation and respect and set an example that constant availability and reachability do not correspond with the expectations of the Executive Board. They are fully aware of their function as role models for a family-friendly culture within the organization.

The guiding principle is implementing equality of opportunity on all qualification and career levels for all members of the University irrespective of their personal situation or family background. Ensuring a family-friendly environment and encouraging diversity management is understood as a cross-sectional task at all levels of planning and decision-making. FAU considers itself a learning organization that constantly adapts its services and measures to meet the demands of a changing society. With this commitment, the aim is to strengthen FAU's international competitive edge and its attractiveness for all members of the University.

Family in this respect refers to people living together and taking on long-term social responsibility in the broadest sense. The focus of family duties lies on caring for children or other relatives.

## Family-friendly leadership and policy

### **Pregnancy, maternity protection and parental leave**

FAU provides support with taking statutory parental leave through structured meetings before and after parental leave between employees and their manager in which the level of contact during parental leave is also discussed. In particular, FAU supports fathers wishing to take parental leave. It provides comprehensive advice and supports employees' return to work by offering flexible working time models and the option for remote working. FAU offers additional measures beyond the scope of legal requirements ensuring the continuation of research and teaching during periods of maternity leave and is actively developing these measures. The University strives to make the necessary resources available.

### **Relatives requiring care**

FAU is aware of the increasing significance of care duties in families due to the demographic change in our society. It provides support to employees wishing to take caregiver leave with a comprehensive and individual range of advisory services. In addition, it offers a series of presentations on the topic of caring for relatives as well as other measures.

### **Working conditions**

FAU strives to provide the greatest level of flexibility for working times and locations. Depending on the requirements of the organizational unit in question and the core working times, support is provided for employees wishing to use flexitime and the option to work part-time and/or work remotely is provided. Meetings or committee meetings are planned or organized at family-friendly times. Remote participation in meetings and project meetings is made possible.

FAU follows the guidance for handling fixed-term contracts at state universities in Bavaria and offers a wide range of advice and services for balancing a career and family life.

### **Study conditions**

FAU supports a family-friendly studying environment. It has a wide range of part-time degree programs that is being continuously developed. Infrastructure at the University is planned and developed in a way that is sensitive to gender and diversity and to the needs of families.

### **Personnel development and recruiting**

Implementing family-friendly university policy is supported and funded as part of current personnel development strategy. Family responsibilities have no influence on recruitment or appointment decisions.

### **Annual reviews**

The topic of balancing family and career is discussed regularly in annual reviews between managers and employees. Together, efforts are made to find solutions to any problems that have arisen.

## Services at FAU

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FAU has a close-knit network of services that creates a family-friendly environment for study, research and work.

### **Family Service**

The FAU Family Service offers a broad range of advisory, referral and care services that help both students and employees to balance studying, research, a career and family life. It works in close cooperation with a number of internal and external institutions and organizations. FAU is an active member of the association "Familie in der Hochschule e.V.".

### **Dual Career Service**

FAU promotes the goal of gender-equality of enabling both partners to combine family and career. The Dual Career Service supports partners of newly-appointed professors who are moving to FAU with a diverse range of advisory and information services and works closely with the FAU Family Service. FAU is also an active member of the Dual Career Network in northern Bavaria and the Dual Career Network Deutschland.

### **Welcome Center**

FAU has an open and welcoming culture for all international employees and students. Families coming from abroad can rely on the Welcome Center for support in dealing with authorities, looking for accommodation and organizing childcare. The Welcome Center works closely with all the relevant bodies within FAU and elsewhere.

## **Other services**

Beyond the **FAU Family Service**, students can turn to **Welfare advice**, **Legal advice** and **Counseling services from Student Services Erlangen-Nürnberg** and the **student Chaplain's Offices**.

The **FAU Psychological and Social Counseling Service** advises staff in mental health awareness and with problems at the workplace that can arise from the difficulties of balancing family and career. Managers are also offered coaching sessions on this topic.

Employees can consult the **Occupational Medical Service** and Occupational Health Management (for research support staff) if they have health problems. Promoting health awareness and preventative health management is an important concern of FAU.

The **Commission for Research Conflict Management** provides support to academic staff experience conflicts in research. Non-academic staff with conflicts at the workplace are supported by the **General Staff Council**, the relevant staff representatives or the **Conflict Management** in University Administration.

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