

Funding of Individual Coaching Sessions as part of the target agreements for increasing the proportion of women in academia

(updated: July 31, 2024)

Aims and target group of funding

Under the target agreements for 2023–2027 concluded between the Faculty of Business, Economics, and Law and FAU, funding is available to support women in the Faculty. In order to specifically address the needs of **female postdoctoral researchers, habilitation candidates and junior professors without tenure track and advanced doctoral candidates***, they can apply for funding for individual coaching sessions (e.g. to prepare for the appointment procedure when applying for a position as a professor, balancing work and family commitments, career planning and strategy, personal marketing etc.).

* From July 1 of every year onward, female doctoral candidates at an advanced stage can also apply for funding for individual coaching sessions. This is on the condition that funding continues to be available. The Faculty women's representatives decide who is eligible for funding in each case.

Funding is only available for women who intend to pursue an academic career.

Amount of funding:

The maximum amount of funding available for each application is €1,000. Funding is available once to each applicant during the duration of the target agreements (2023-2027). Deviations from this rule are allowed in justified cases.

Scope:

Coaching comprises individual sessions lasting 90 minutes each. We recommend taking at least 3 sessions to allow applicants enough time to work on their topic.

Coaches:

Coaches with experience in higher education consultation may apply directly or be appointed by the Office of Equality and Diversity, the Center for Continuing Education in University-Level Teaching and the Graduate Center.

Application deadlines and scholarship allocation period

Applications for funding of coaching can be submitted at any time. However, funding is subject to the availability of funds which are allocated on an annual basis.

The application must be submitted **at the latest 6 weeks** before the coaching is due to start. Your application will be treated anonymously, i.e. the decision about awarding funding is made solely by the Faculty officer for equal opportunities for women in science and the arts. The final approval is granted by the target agreement coordinator at the Office of Equality and Diversity.

How to apply:

Please send the following documents to the Associate of the Women's Representatives at the Faculty of Business, Economics, and Law at: wiso-frauenbeauftragte@fau.de

- CV and list of publications
- Letter of motivation (maximum 1 A4 page) stating the preferred coach if known.
- Detailed breakdown of costs
- Doctoral candidates: Please submit a short statement about which stage of your doctoral degree you are currently at

Appointments for coaching sessions are arranged directly between the researcher and the coach.

What to do after funding has been approved:

1. You must contact your preferred coach directly.
2. The coach drafts a coaching contract and sends it directly to the target agreement coordinator Valerie Havemann – wiso-frauenbeauftragte@fau.de

The contract should contain the following information:

- a. The names of the contracting parties – the coach and the Office of Equality and Diversity, represented by the Associate of the Women's Representatives at the Faculty of Business, Economics, and Law at FAU
- b. The name of the coachee (client)
- c. Number and duration of individual sessions
- d. Aim of the coaching
- e. Fees charged (inc. VAT), details of how sessions will be billed and paid for
- f. Location/room where coaching will take place
- g. Details of how to cancel the agreement or appointments
- h. General terms and conditions, if applicable

* If funding is approved, the coaching contract must be submitted within 4 weeks, otherwise the funding will expire.

3. Travel and accommodation costs are not eligible for funding.
4. The coaching sessions will take place on the dates agreed with you. Any changes to agreed dates must be arranged directly with the coach themselves.
5. Please send us your feedback about the coaching at the latest 4 weeks after the last coaching session has taken place so that we can evaluate the effectiveness of the funding measure.

Claiming for expenses:

A contract must be concluded between the coach and the Office of Equality and Diversity before the coaching begins. The representative of the Office of Equality and Diversity is the Associate of the Faculty women's representatives. After the coaching sessions are complete, your coach will send the invoice directly to the Office of Equality and Diversity according to your prior agreement.

Office of Equality and Diversity
FAU Erlangen-Nürnberg
Referentin der Frauenbeauftragten der Rechts- und
Wirtschaftswissenschaftlichen Fakultät
Valerie Havemann
Wetterkreuz 13
91058 Erlangen

Documents required for invoicing:

- Original invoice
- Copy of bank transfer to the coach (if you paid in advance)
- Bank details for bank transfer for reimbursement

Contact for the funding:

Valerie Havemann

Associate to the Officer for equal opportunities for women in science and the arts at the Faculty of Business, Economics, and Law

Office of Equality and Diversity
Wetterkreuz 13, 91058 Erlangen
Phone: +49 9131 85 64028

wiso-frauenbeauftragte@fau.de | <https://www.gender-und-diversity.fau.de>

Applications may be submitted in either English or German. Please send the complete application by e-mail only (as a pdf file) to wiso-frauenbeauftragte@fau.de.