

Lehigh ADVANCE Center for Women STEM Faculty

LU-WISE Faculty Lunch

September 6, 2018

UC409

Developed and Supported by:

Office of the Provost

Lehigh ADVANCE Center for Women STEM Faculty

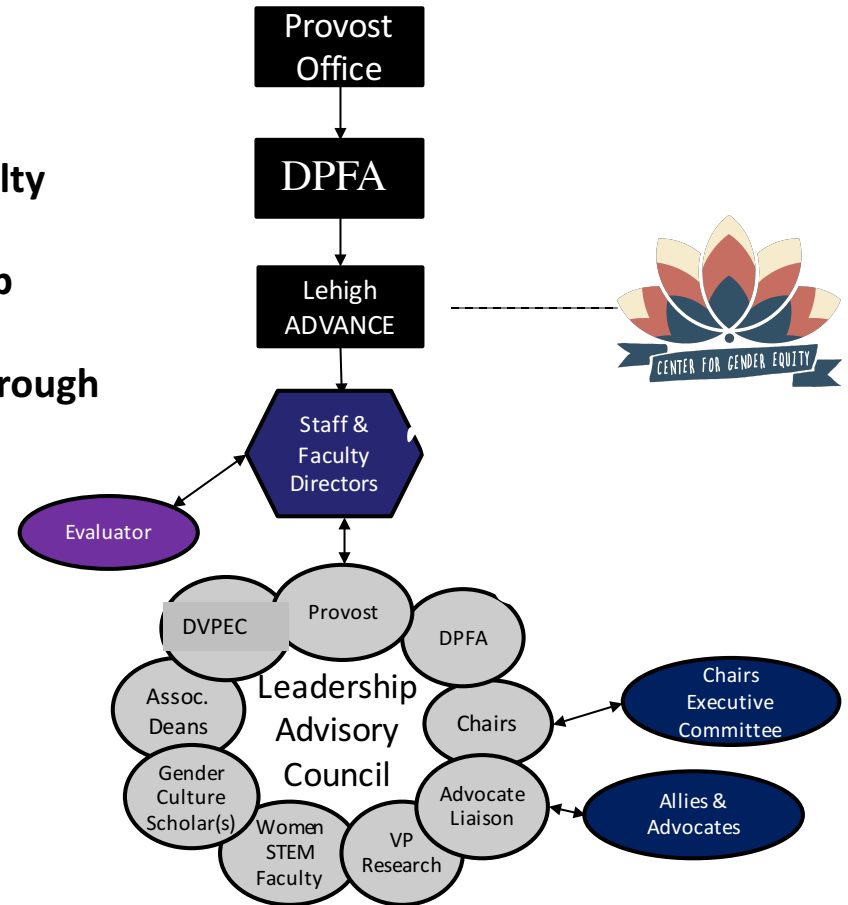
advance | ADVANCING WOMEN IN
SCIENCE & ENGINEERING
AT LEHIGH UNIVERSITY



- Introductions
- About ADVANCE & Resources
- Semester Goals and Planning Discussion

Organizational Structure and Goals: ADVANCE is Part of the Provost Office

1. Recruit & Hire more women
2. ADVANCE Women
 - Foster a supportive and inclusive climate for faculty success and retention
 - Provide professional development and leadership opportunities for women faculty
 - Advance the careers of women (STEM) faculty through improved mentoring, networking, and clear and equitable evaluation criteria and procedures.
3. New Research and Dissemination
4. Seek new funding
5. Celebrate Success
6. Monitor & Evaluate



Lehigh ADVANCE Programming: Multiple Impacts from Layered Initiatives

LU-WISE & Grants

Mentoring

Department Climate

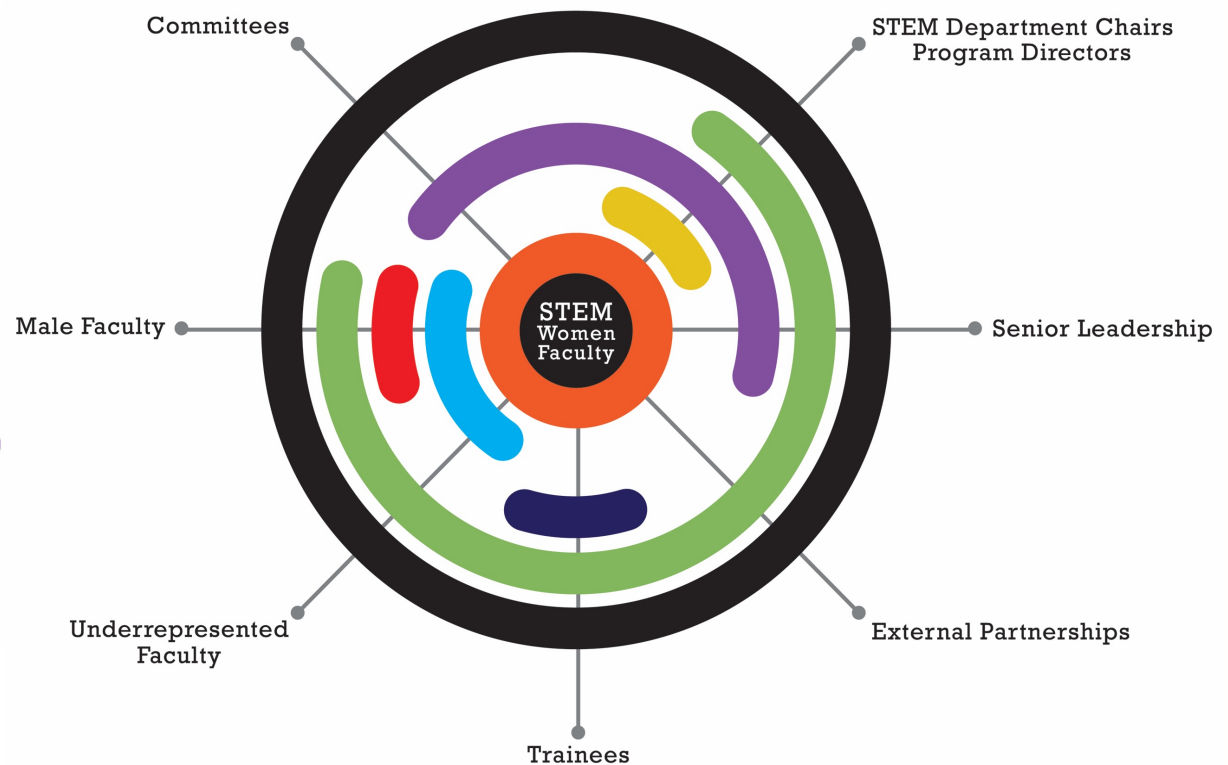
Post-Doctoral Support

Male Allies & Advocates

Implicit Bias & Best Practice Training

Professional Development

Evaluation



2017-2018 ADVANCE Center Programs

- Search Committee Education (University, by college and as needed)
- Mentoring
 - INC paired team (new faculty)
 - Associate Professors
 - University mentoring committee
 - MAPWISEly (new grant)
- LU-WISE Lunches
 - September 6- Welcome, what is ADVANCE & resources, semester planning
 - September 14- Navigating Politics & Power
 - October 11- with Men allies & Advocates welcoming candidates to campus,
 - Week of October 23rd Ada Lovelace day/Chemistry Mole Day independent activity
 - November 15- What our Department Chairs Need to Know
 - December 11- metooSTEM & bystander intervention strategies
 - January 24: Outcomes from service summit
 - February 22: Race in STEM, ADVANCE & FSCN
 - March 2- Women as Experts in the Media (TBC)
 - April 19- Out in STEM (TBC)
 - May 10- Success & Challenges with Team Scholarship/ AY wrap up

- Men Allies & Advocates
 - Statement on Bias in SETs
 - Statement against sexual harassment
- Supports Institutional Memberships:
 - National Center for Faculty Development & Diversity
<https://www.facultydiversity.org/-->
 - AWIS Institutional Partner (webinars, research, etc.)
- Leadership Series for women staff & faculty with CGE
- Funding for women STEM faculty
 - Collaborations
 - Leadership development
 - Diversify colloquia @ Lehigh
- Summit on Transforming Culture of Faculty Service & Engagement – November 6-8, @Lehigh (facultyservice.lehigh.edu)
- Department Chairs/Department Climate
 - Consultations
 - Workshops
- Partner with VPEC on Inclusive Teaching-Workshop January

Every Semester Needs a Plan

materials:

<http://www.facultydiversity.org/?page=semesterplan15&terms=%22every+and+semester+and+has+and+plan%22>

- **A Strategic plan** is one component of thriving as faculty
- Each semester may present different opportunities and challenges, personally and professionally.

THRIVING IN THE ACADEMY



Road blocks in the semester

- Unstructured Time = illusion of a lot of time
- Varied and time consuming commitments
- The tendency to unconsciously prioritize seemingly urgent yet unimportant tasks and others' needs while neglecting our own health, well being, relationships and long term success
- Lack of clarity about how much time research and writing tasks actually take- some writing tasks are repetitive
 - Abstract, introduction section, methods section, lit review, etc.
- Institutional cultures where everyone works all the time
- Others? Suggest

Some Keys to Success

- Knowing
 - what you *need* as a human being (sleep, exercise, etc.)
 - What you *need* to accomplish as a researcher and writer
- Planning: A realistic plan should meet ALL of your needs
- Sustaining:
 - Support and motivate you through the ups and downs
 - Accountability for what matters

Steps of a Semester Plan

1. Identify your goals
2. Map out the steps to accomplish your goals
3. Introduce the projects to your semester calendar
4. Chose appropriate accountability and support systems
5. Work the plan

What, How, and When

Step 1: Goals (5 minutes)

- Research and Writing Goals

1. _____
2. _____
3. _____ or more

- Personal Goals

1. _____
2. _____
3. _____ or more

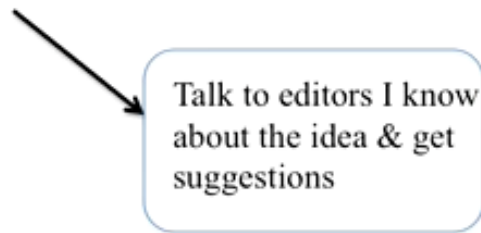
We didn't plan the teaching and service goals. They already have built in accountability, deadlines, and subtasks.

2. Map out the Steps for each goal (10 min exercise)

Step #2: Map out the steps [example]

Goal #1: Complete a book proposal for my next book project

To -Do Task: Go through address book and make a list of names & contact numbers



To-Do Task:

Make a coffee date with X

Ask colleagues for suggestions

To-Do Task: E-mail Y

To-Do Task: Call Z

Generate a list of potential publishers & special series

Project:
Draft Synopsis

Project:
Draft Table of Contents

Project:
Select a Publisher

Project:
Draft Market Analysis

GOAL:
Complete proposal

Everything we do tends to have parts. A grant proposal has parts. Keep asking yourself: but how do I do that?

3. Put projects on the calendar

May want to code the projects to the goals

10 min

Month	Date	Writing/Research Parts/Steps	Personal Tasks
January	1/26-1/30	Write Synopsis (Project 1)	3 workouts, 0 inbox
February	2/2	Draft Table of Contents (Project 2)	3 workouts, 0 inbox
	2/9	Research publishers (project 3)	3 workouts, 0 inbox
	2/16	Draft analysis (project 4)	3 workouts, 0 inbox
	2/20		3 workouts, 0 inbox
March	3/2		3 workouts, 0 inbox
	3/16	Mid- term grading	3 workouts, 0 inbox

4. Find Support and Accountability (example: writing)

Support Structure	The need it meets
Write on site	Buddy- physical companionship
Online writing groups	Daily contact & support
Accountability Groups	Problem solving and support
Writing coach	Individual attention and externally imposed weekly meeting
Writing buddy	Help getting started each day
External writing boot camp/retreat	Community, support & accountability facilitated by a professional mentor

5. Work the Plan

1. Finish your *Semester Plan*- Share it with others for accountability
2. Contact a mentor *this week* to schedule a meeting
3. Don't have mentor- solve this
4. Decide what you will share with your mentor: Goals, monthly overview? Detailed plan?
5. Determine what you need advice and feedback