



- **What is ADVANCE at Lehigh?**
- **How will you engage with ADVANCE?**
- **Micro-Workshop**

Deputy Provost Faculty Affairs

Original 'STEM' Focus:

- Improve recruitment and retention of women and underrepresented STEM faculty
- Support career advancement of women and underrepresented STEM faculty
- Advocate for institutionalization of successful and evidence-based policies and programs

Contemporary Campuswide Focus:

- Interlocking programs
- Capacity & community building
- Evidence-based guidance
- Engage national dialogue on faculty equity

**New faculty engage with
ADVANCE in key ways.**





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Recruitment best practices supported your hiring

- Interview agenda includes “30 min non-evaluative meeting”
University Resources for DE&I And Faculty Success
- Increasing attention to contributions to DE&I mission of Lehigh

Onboarding

- Capacity building and checklists for chairs and others to welcome and support the launch of your Lehigh career
- Connecting with you at your new faculty orientation

New Program! Advancing Future Faculty Diversity Postdoctoral Scholars Program

- Departments apply to host scholars
- Postdocs who wish to be future faculty apply for development, position

Retention & Promotion Best Practices

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Attend workshops, symposia, programs:

- Cornerstones of Community: SpeakUp! Bias Bystander Intervention, with HR
- Inclusive Excellence in Teaching with CITL & ODI&E
- NASEM: [Advancing Anti-Racism, Diversity, Equity, and Inclusion in STEMM Organizations: Beyond Broadening Participation](#)
- Writing Retreats, with Office of Research
- Aligning Values with Rewards: Workloads, Transparent and Equitable Criteria
- Queering STEM
- **New faculty INC program**, Mentoring the Mentors



ASPIRE
INSTITUTIONAL CHANGE INITIATIVE

Be part of Transformation: advocate for self and others

- Educate yourself or others
- COVID-19 inequities, Racism, Sexism, Homophobia, Ableism, Bullying, etc.
- Faculty Code of Ethics, Faculty Senate

Give feedback/ask questions: improve programs, inform policy, strengthen resources via surveys & 1:1 support



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LU-WISE: Community of STEM Women+ Faculty (all ranks/roles, post-docs, visitors welcome!)

- Bias in Teaching Evaluations
- Research Group Expectation Setting
- Faculty Workloads
- STEM women research roundtable
- Responding to Feedback
- Work-Life Balance
- What We Want Department Chairs to Know
- Anti-racist resources for STEM
- Addressing COVID-19 inequities

Writing Retreats



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Small Grants

Small grants (\$750) for

- Faculty Development/ Leadership grants for historically underrepresented faculty
- Diverse Voices: diversify STEM colloquia
- Knowledge Builders: Invite a speaker about underrepresentation in STEM
- [Apply online](#)

Engage with **advance** | ADVANCING WOMEN IN SCIENCE & ENGINEERING AT LEHIGH UNIVERSITY **Mentoring**



Leadership Development

- Online development, training, mentoring community
- Core Curriculum
- 14d Writing Challenge
- Add on coaching: FSP
- Claim profile today!

ALL Faculty
(Postdocs & Grads)

NEW TT Faculty

- Networked (Circle) multidisciplinary model of mentorship
- Voluntary & Complimentary
- Learn the Institution
- Supports diverse personal identities
- Professional Identity Growth

Scholars Improving Mentor Relationship Skills

Workshop Series

- Research Mentors
- Mentoring Up! for postdocs and graduate students

Offered by GLO & ADVANCE

Pre-Tenure Faculty

- Clarity on Expectations
- Panel Recently Tenured

Mid Career Faculty

- Promotion Planning
- Dossier Support
- Recently Promoted Full

Term Faculty
Community of Practice

- Department Chairs
- HERS, ELATE, etc.
- Build your own

Inclusive Leadership Skills
Diversifying Leaders

By Role, Rank, Discipline, Other

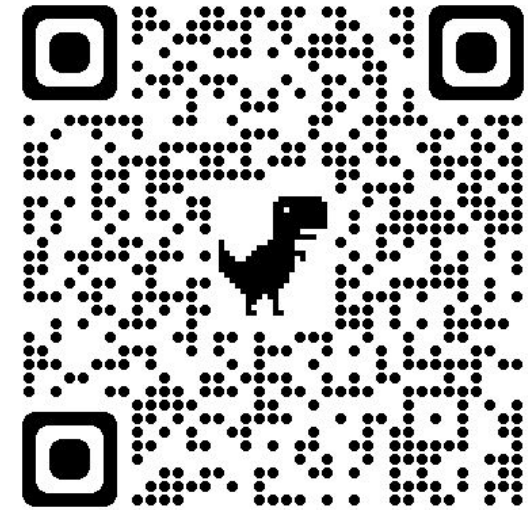


Career Stage Programming



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EVENTS and News



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Mentoring &
Leadership
Development

Time Management Skill Builder

Micro-Workshop

adapted from:



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To avoid common 'new faculty pitfalls' try:

01

Plan for professional AND personal needs and goals

- Know your evaluation criteria
- Know where your time goes
- Set meaningful and realistic goals aligned with what counts

02

Build in feedback loops and accountability

- Prepare for requesting and receiving feedback
- Mentor networks and structures (buddies)
- Self check-in strategies

03

Be flexible AND intentional

- YOU BELONG HERE- not an imposter
- Seeking help is OK- don't (can't) do all yourself
- No. is a complete sentence

04

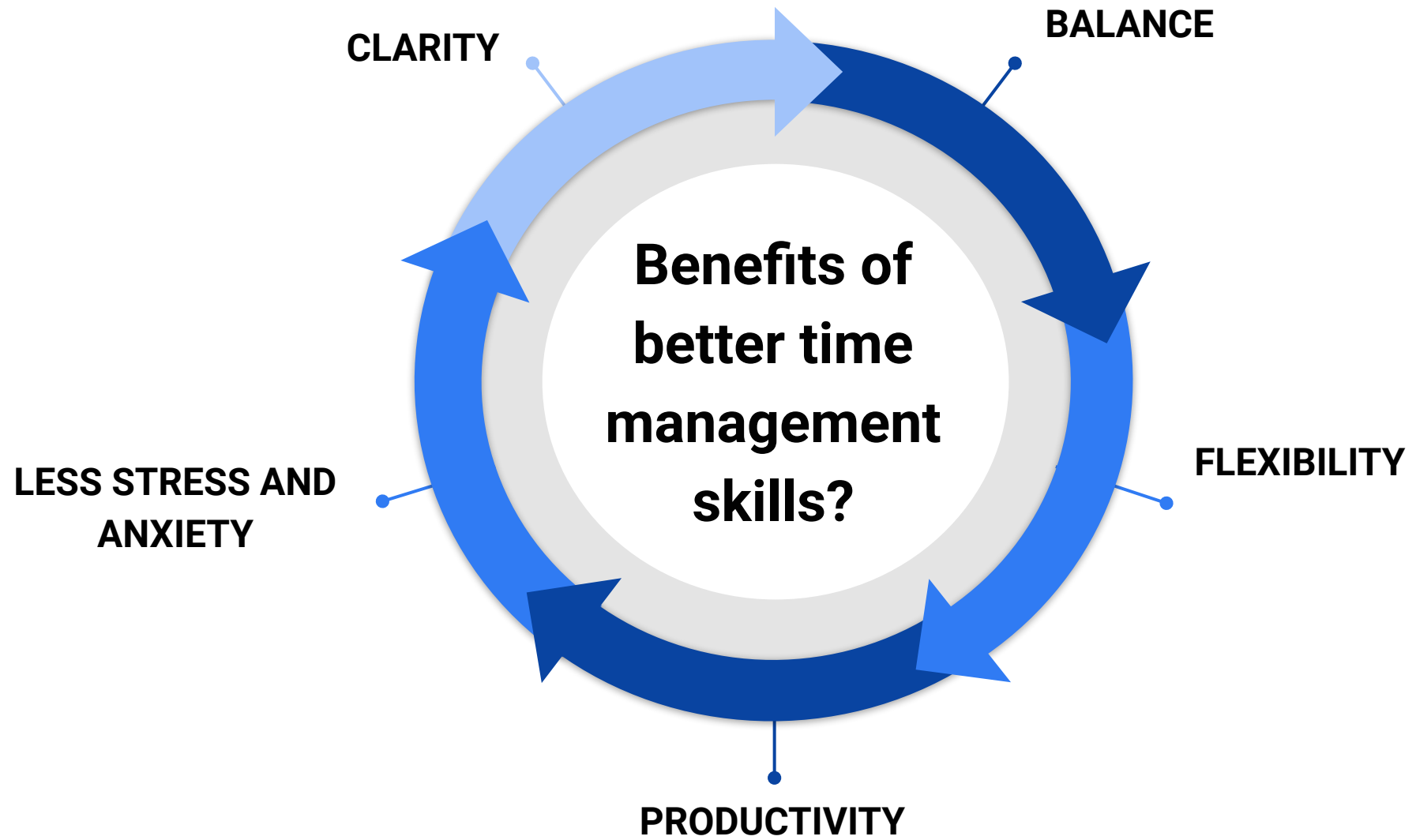
Celebrate successes!

- Big and small wins matter
- Tell your chair and mentors!
- Self-promote to "important people"
- Treat yourself

Academic Time Management Components

Today

1	Semester/Annual Strategic Plan (combine with overarching Career Development Plan)	✓
2	Weekly 30 min meeting	
3	Daily Quick Check	
4	Write 30 min per day with a timer	✓
5	Increase Knowledge and Control where your time goes <ul style="list-style-type: none">• Email management- rituals, templates• Time Audit- Activity timers (some do as step 1)	



Discuss Semester Roadblocks: “Time Burglars”

What could get (or is) in the way of managing your time?

Conflict

Institutional
culture of
working all
the time

tendency to
unconsciously
prioritize
seemingly urgent
yet unimportant
tasks

Unstructured time =
illusion of lots of time

Lack of clarity
about how much
time research and
writing tasks
actually take

Varied and
time-consuming
commitments

Prioritizing others' needs
while neglecting our own
health, well being,
relationships and long-term
success

Invitations to
new
opportunities

Self Reflection Questions

- 1 What aspects of the “semester slam-” (unstructured time, varied time commitments, etc.)” reflect your own experience?
- 2 How would you like to feel at the middle/end of the term?
- 3 What does work/life balance look like for you, and how can you craft a plan that reflects this?
- 4 What kind of accountability will you seek out to help you stick with your semester plan

Steps of a Semester Strategic Plan

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

What, How, and When

Identify Goals

Map Steps

Projects meet
Calendar

Accountability
and Support

Work the Plan

Why have a Strategic Plan?

- Align skills, strengths and expectations to your career choices and work and personal activities.
- Help keep you accountable to what matters to your goals for your success.
- Help you prioritize and see tradeoffs when new opportunities or roadblocks arise.
- Helps track successes to celebrate along the way.

Step 1: Identify Goals (5 minutes)

Professional Goals- focus on scholarship, development, writing

1. _____
2. _____
3. _____ or more

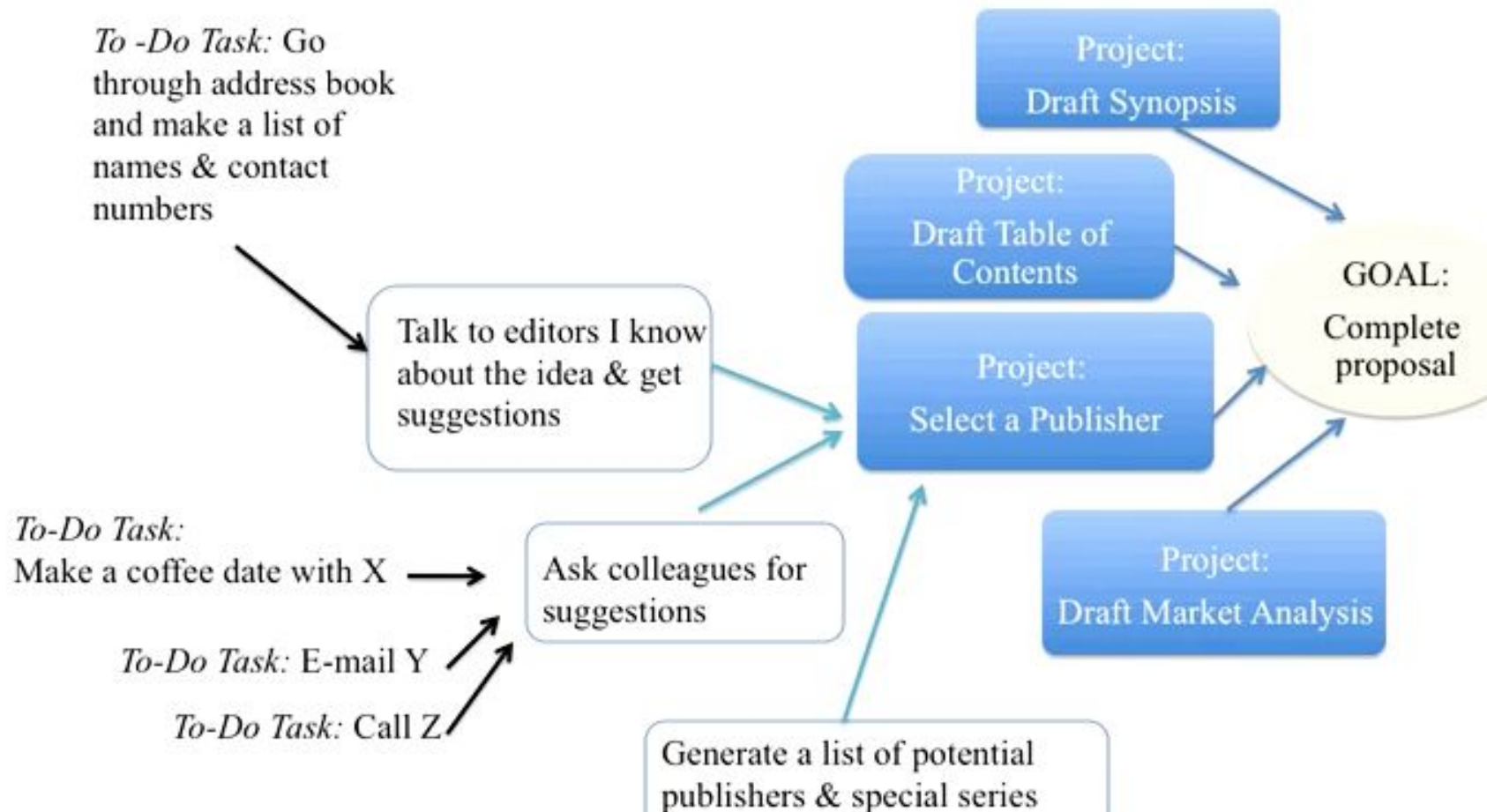
Personal Goals

1. _____
2. _____
3. _____ or more

Consider: teaching and service goals already have built in accountability, deadlines, and subtasks and, even though you're new to Lehigh, they'll easily take as much time as you give them.

Step 2. Map out the steps for each goal

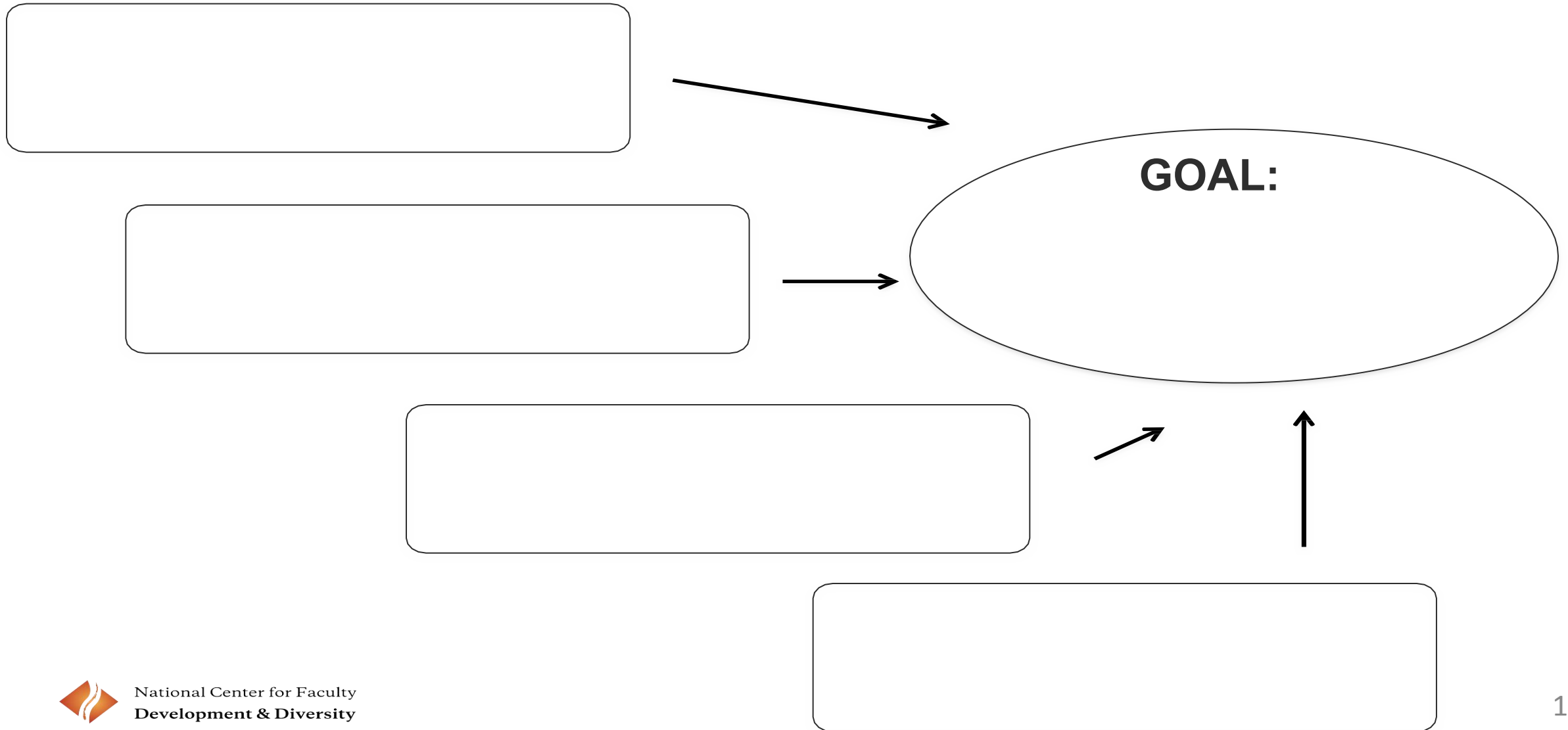
Goal #1: Complete a book proposal for my next book project



Everything we do tends to have parts. A grant proposal has parts.

Keep asking yourself:
how do I do that?
who do I need to contact?

Map Key steps to complete 1 of your goals (5 min)



Step 3. Put projects on the calendar

May want to code the projects to the goals

Iterate and reflect

Month	Date	Writing/Scholarship/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

Step #3: On your own, Introduce your PROJECTS to your calendar (8 min)

MONTH	WEEK/Date	WRITING/RESEARCH	PERSONAL
SEPT	Week 1 (Date)		
	Week 2		
	Week 3		
	Week 4		
OCT	Week 5		

Step 4. Find Support and Accountability (example: mentors, writing groups, etc.)

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

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Step 4: Support for Daily Writing



14-Day Writing Challenge

National Center for Faculty Development & Diversity



Get an "almost done" project out the door!



Join us for the Fall 14-Day Writing Challenge and experiment with daily writing, online community, and supportive accountability.

Start a daily writing practice!

Coming Up: *October 9th - October 22nd, 2023*

Whether you've got a writing project that is almost done or not even close, join the challenge to kickstart or revitalize that daily writing habit and get those projects **out the door!**

The 14-Day Challenge is free.

Experiment with daily writing, online community, and supportive accountability and [register today!](#)

Step 5: Work the plan:

Be Pro-Active, Align Time with Priorities

- Weekly planning meeting with yourself (30 min, Sunday Meeting)
 -
- Minimize waking before dawn, borrowing from the weekend
- **It won't all fit**

THE WEEKLY PLANNING MEETING

The weekly planning meeting is a 30-minute meditation on what you need to do, when you will do it, and getting creative with the work that doesn't fit.

Set up your skeleton

5 minutes

step #1

Brain dump

10 minutes

step #2

Tasks meet time

15 minutes

step #3

Block out appointments & non-negotiables

Are these time demands for your goals? someone else's?

Make time for easy wins; high-impact/priority low accountabilities

What will you do with what doesn't fit?

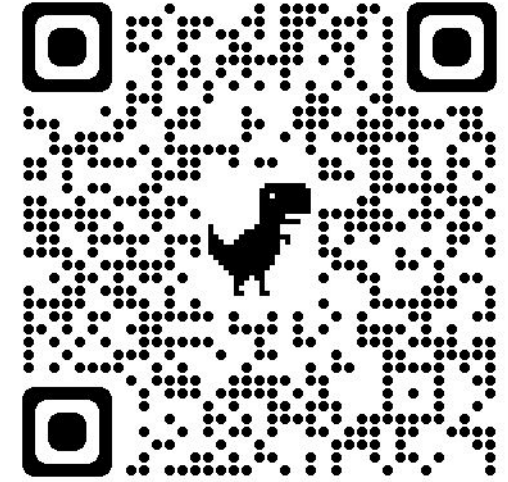
Course work	Writing/Scholarship	Service- Leadership	Personal

Prepare for end of semester self check-in

- What goals have (and have not) been accomplished so far this semester?
- How consistent have I been in my daily writing routine?
- When, where, and how has my resistance flared up?
- Is my current support system effective? And if not, what am I willing to try?
- How do I feel about my answers to the previous questions?

NEXT STEPS:

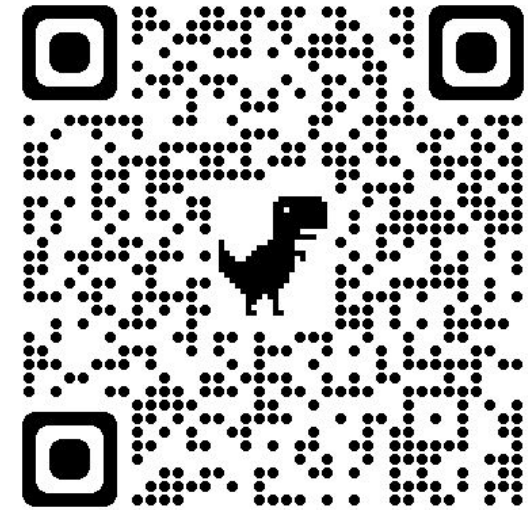
1. Finish your *Semester Plan*
2. Claim your NCFDD profile
3. Who are your mentors?
 - TT folks: Join INC [2023-24 INC Invitation!](#)
4. Prepare to share plan with mentors and chair
 - Decide what you will share with your mentor: Goals, monthly overview? Detailed plan?
 - Determine what advice and feedback you need
 - Have the meeting; establish regular meetings
5. Align time with priorities
 - Weekly meeting with self
 - Watch out for time burglars
6. Work the plan- Sign up for October NCFDD 14 day Writing Challenge





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