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
• 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

Diagram:
- Committees
- STEM Department Chairs Program Directors
- Senior Leadership
- External Partnerships
- Underrepresented Faculty
- Male Faculty
- Trainees

LEHIGH UNIVERSITY
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.

**Thrive in the Academy**

- Be Highly Productive
- Adjust Your Inner Game
- Align Time & Priorities
- Develop A Strategic Plan
- Manage Relationships & Conflict

**Strategic Planning**

- Every Semester Needs A Plan
- Develop a Daily Writing Practice
- Engage in Healthy Conflict
- Cultivate a Network of Mentors & Sponsors
- The Art of Saying "No"
- Master Academic Time Management
- Overcome Academic Perfectionism
- Move from Resistance to Writing
- Align Your Time with Your Priorities

**Healthy Relationships**

- Explosive Productivity

**Work-Life Balance**
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. Choose 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

Talk to editors I know about the idea & get suggestions

To-Do Task: Make a coffee date with X

To-Do Task: E-mail Y

To-Do Task: Call Z

Ask colleagues for suggestions

Generate a list of potential publishers & special series

Project: Draft Market Analysis

Project: Select a Publisher

Project: Draft Table of Contents

Project: Draft Synopsis

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Writing/Research Parts/Steps</th>
<th>Personal Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/26-1/30</td>
<td>Write Synopsis (Project 1)</td>
<td>3 workouts, 0 inbox</td>
</tr>
<tr>
<td>February</td>
<td>2/2</td>
<td>Draft Table of Contents (Project 2)</td>
<td>3 workouts, 0 inbox</td>
</tr>
<tr>
<td></td>
<td>2/9</td>
<td>Research publishers (project 3)</td>
<td>3 workouts, 0 inbox</td>
</tr>
<tr>
<td></td>
<td>2/16</td>
<td>Draft analysis (project 4)</td>
<td>3 workouts, 0 inbox</td>
</tr>
<tr>
<td></td>
<td>2/20</td>
<td></td>
<td>3 workouts, 0 inbox</td>
</tr>
<tr>
<td>March</td>
<td>3/2</td>
<td></td>
<td>3 workouts, 0 inbox</td>
</tr>
<tr>
<td></td>
<td>3/16</td>
<td>Mid-term grading</td>
<td>3 workouts, 0 inbox</td>
</tr>
</tbody>
</table>
4. Find Support and Accountability (example: writing)

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