

Division of Physical Sciences
Implementation Plan for Recommendations from Task Force on the Status of Women
(2018-2019)

Task Force Recommendations / Action Items

Below we list recommendations from the Task Force on the Status of Women in the Physical Sciences, along with whether the action will be overseen at the divisional or departmental level, who will be in charge of oversight of its implementation, what the expected timescale is (ie. frequency), and what the measurable outcome will be.

Demographics	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Continue to prioritize Excellence searches within the Division and review outcomes each year.	Dean + Dept	Dean and Dept. chairs	Annual	Diversity in new faculty hires and increased use of C2D statements in non-Excellence searches
2. Work with departments to create a strategy to increase the pool of women and URM applicants for all searches, including proactive outreach to potential candidates.	Dean + Dept	Dean and Dept. chairs, AD for EDI, search chairs	Annual	EDI demographics in the applicant pool at a minimum reflect and ideally exceed those of available PhDs in that field
3. Strategize with departments to reverse trends where women are decreasing in numbers or are stagnant (Math: undergrads, PhD students; Chemistry: undergrads, MS and PhD students; Physics: undergrads)	Dean + Dept	Dean and Dept. chairs, dept. EDI committee chairs	Annual	EDI demographics rise in each dept. at career stages where they have been falling

Faculty Salaries	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Continue to monitor and analyze salary data every 2 to 3 years.	Dean	Dean, AD for EDI	2-3 yrs	Equity in salary outcomes

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Faculty Promotion	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Continue to collect data on promotions, accelerations, and retentions, and analyze it regularly.	Dean	Dean, AD for EDI	Annual	Data are presented annually to dept. chairs (high level results are presented to all faculty intermittently). Equity in promotion, acceleration, and retention rates.
2. Work with departments to make sure that processes for promotions and accelerations are well-documented and transparent.	Dept	Dept. chairs, reporting to Dean	Annual	Communications to faculty clearly state the process. Progress has been made this past year with respect to accelerations.
3. Implement processes for promotions and accelerations uniformly with an eye towards past differences uncovered.	Dean + Dept	Dean, ADs, Dept. chairs	Annual	Equity in advancement rates
4. Implement updated junior faculty mentoring plans, with required regular meetings between mentors and mentees.	Dept	Dept. chairs	Annual	Dept. chairs should annually review the junior mentoring plans and report on outcomes (in terms of required meetings) to Dean

Department Leadership and Committees	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Departments should be proactive in recruiting women and URMs to serve and chair influential committees and selectively use women and URMs in roles where they can have the highest impact.	Dept	Dept. chairs	Annual	Women and URMs have representation on influential committees, chair committees at rates proportional to availability
2. Service on departmental executive committees (i.e., Council or ABC) should be inclusive. Departments should consider having term limits on this committee, so that more faculty can have opportunities to serve.	Dept	Dept. chairs	Annual	Women and URMs have representation on executive committees. Term limits are established if needed.

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3. Continue systematic collection of data for analysis of leadership opportunities and committee service.	Dean + Dept	Dean, AD for EDI, Dept. chairs	Annual	Data are presented annually to dept. chairs (high level results to all faculty intermittently). Equity in leadership opportunities.
4. Department chairs should consult with the Dean's office before finalizing committee assignments, including leadership opportunities and search committee assignments, to ensure equity and inclusion for women and URMs.	Dean + Dept	Dean, ADs, Dept. chairs	Annual	Communication between dean's office and dept. chair every spring quarter or summer before committees are finalized

Graduate Student Advancement and Retention	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Departments should put more focus on recruiting women and URMs during the graduate admissions process and consider best practices for the recruitment of women and, separately, URM, in consultation with Student Success Center.	Dept	Dept. chair, graduate admissions chair	Annual	Increased fraction of women and URM applicants and graduate students
2. Departments should maintain holistic admissions for graduate students to help ensure that a diverse group of students are admitted to our programs.	Dept	Dept. chair, graduate admissions chair, report to Dean	Annual	Increased EDI demographics of graduate students in our programs
3. Continue to maintain statistics on equity both during the admissions process and advancement through the graduate program, including retention. Use campus dashboard on graduate admissions, create annual report to disseminate to faculty and dean.	Dept	Graduate admissions cmt., dept. EDI committee	Annual	Department will establish targets, present report to faculty and dean annually, and have action plan to address inequities
4. Work with departments to create more systematic collection of data on qualifying exams. This should be overseen by departments and collected and reported annually.	Dept	Student Affairs staff, report to Dept. chair and Dean	Annual	Dept. chair will present analysis each year to Dean and/or department EDI cmt. (and faculty intermittently). Equity in advancement rates.

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5. Departments should consider the role, importance, and content of background courses for incoming students, advising of incoming students, and the need to identify students whose background may be lacking, in order to help prepare students for qualifying exams.	Dept	Dept. chair, chair of graduate advising committee, consult EDI cmt.	Annual	Each department will develop and implement a plan to address this issue.
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Student and Faculty Awards	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Continue to maintain statistics on equity in student awards and report results to departments.	Dept	Student Affairs staff, report to Dept. chair and Dean	Annual	Dept. chair will present analysis each year to Dean and/or department EDI cmt. (and faculty intermittently). Equity in student award nomination rates.
2. Consider maintaining data on faculty awards, including both nominations and award outcomes, to help ensure equity at the faculty level as well.	Dept	Dept chair, Awards chair	Annual	Dept. chair will present analysis each year to Dean and/or department EDI cmt. (and faculty intermittently). Equity in faculty award nomination rates.

Undergraduate Research Participation	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Continue to monitor participation in 199 courses every few years.	Dept	Student Affairs staff, report to Dept. chair	2-3 yrs	Equity in 199 participation rates.

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Other Recommendations	Dean's Office / Dept.	Oversight	Timeline	Measurable Outcomes
1. Implementation of these recommendations will require leadership and cooperation within the departments and across the division.	Dean	Dean, Dept. chairs, AD for EDI	2-3 yrs	Implementation plan developed and acted upon
2. Mentorship of faculty and students by faculty needs to be a high priority. Departments should review and consider updating mentoring plans for undergraduate and graduate students.	Dept.	Dept. chair	2-3 yrs	Departmental mentoring plans are implemented as described above. Mentoring plans for undergraduate and graduate students are updated and implemented.
3. Establish a divisional committee to continue the work of the task force. This new committee should create a plan to monitor gender equity issues, perhaps on an annual basis, and may also want to consider issues related to intersectionality and underrepresented minority faculty that may lead to additional recommendations.	Dean	AD for EDI, Divisional EDI cmt. members	2-3 yrs	Divisional EDI committee in place and in future years needs to continue the effort as related to intersectionality and URM faculty. Create an annual report with EDI outcomes for the division.
4. Department chairs should have diversity and equity training when they begin their positions. Department chairs should also be evaluated on their efforts related to equity, diversity, and inclusion. It may be equally important to train vice chairs, MSOs, and members of leadership councils and graduate admissions committees.	Dean	Dean + Dept. chairs		Faculty in leadership positions will be trained on EDI issues regularly and implement university policies effectively.
5. Consider development of an NSF ADVANCE grant to continue efforts to create a more inclusive environment.	Dean	Dean and AD for EDI		Hired former NSF ADVANCE officer as a consultant to help decide whether to pursue this; decided not to at this time.
6. Future analysis for all three departments within the division should be done in a systematic manner working with an analyst.	Dean + Dept	Dean, AD for EDI, Dept. chairs	2-3 yrs	Division and departments should devote or find resources for gathering and analyzing statistics. May require hiring an EDI analyst at the divisional level.

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7. Departments should develop equity plans with specific goals that align with the EDI office campus-wide strategic plan.	Dean	Dean and Dept. Chairs	2-3 yrs	Departments need to have strategic plans focused on EDI
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