

Department Information Packets

In July 2005 Amanda Shaffer developed information packets about the ACES initiatives that could be distributed to faculty when their department was scheduled to receive the ACES interventions. These packets were contained general information about NSF-ADVANCE and the ACES initiatives as well as readings and resources customized for female faculty, male faculty and department chairs. These packets were updated each summer to reflect changes, expansions of services and current offerings. This is the outline of the information included to create the packets.

Female Faculty

1. NSF 2 pager
2. ACES brochure
3. Single page with web address prominent
4. Overview
 - a. Why you are involved with ACES
 - b. Your role
 - c. What is expected of you: Attendance at presentations, coaching, mentoring, networking, applying for opportunity funds, applying for distinguished lectureships,
 - d. Readings: Why So Slow Chapters from website, Annual Report from website
5. Coaching Overview
 - a. Structure of the process
 - b. Readings in sequence
 - c. Anecdotes from women who already received coaching
6. Mentoring Overview
 - a. How to be a mentor/mentee
 - b. How to set up your committee
7. Networking Events
 - a. Value of networking
 - b. Twice yearly development events at the Center for Women (include current flyer)
 - c. Recognition lunch and women tech transfer outreach at annual Research Show Case
8. Training & Development: workshops offered (presentation skills, strategic planning, voice)
9. Departmental Initiative Grants
 - a. Up to \$5000 grants; Must involve entire department
10. Search Committee Support & Resources

Department Chairs

1. NSF 2 pager
2. ACES brochure
3. Single page with web address prominent
4. Overview
 - a. Why you are involved with ACES
 - b. Your role
 - c. What is expected of you: Attendance at presentations, coaching, mentoring, applying for opportunity funds, applying for distinguished lectureships,
 - d. Readings: "Why So Slow" book, Annual Report, "A Good Place to do Science"
5. Coaching Overview
 - a. Structure of the process
 - b. Readings in sequence
 - c. Anecdotes from chairs who already received coaching
6. Mentoring Overview
 - a. How to be a mentor/mentee (include handout about mentoring)
 - b. How to help your women faculty set up their committee

7. Networking Events
 - a. Monthly lunch for Chairs with PI's and Provost at Case club.
8. Training & Development: possible workshops (presentation, strategic planning, climate change, voice)
9. Departmental Initiative Grants
 - a. Up to \$5000 grants; Must involve entire department
10. Search Committee Support & Resources (Amanda will write)

Male Faculty

1. NSF 2 pager (updated with year 2 results)
2. ACES brochure
3. Overview
 - a. Why you are involved with ACES
 - b. Your role in supporting women faculty in your department
 - c. What is expected of you
 - d. How to be a mentor handout
 - e. Readings: "The Role of Men and Boys in Achieving Gender Equity", Why So Slow Chapter excerpt, Annual Report
4. Training & Development: workshops (presentation skills, strategic planning, climate change)
5. Departmental Initiative Grants
 - a. Up to \$5000 grants; Must involve entire department
6. Search Committee Support & Resources