This is the second quarter of our ADVANCE grant. The ADVANCE team is complete and several ADVANCE-related initiatives have been successfully implemented. The office has also relocated into a new building, obtained phones and hosted our first site visit. These activities and additional information are described below.

**Significant Accomplishments**

**Publicity Events**
The Rutgers University Office of Media Relations handles external communications and serves as the official source of information on behalf of the university. The office’s professional staff promotes the academic, scientific and scholarly achievements of the university, its faculty and students to broad audiences across the state, region and world. *Media Relations* published an article on February 17, 2009 entitled “Encouraging and Mentoring Women Scientists: Four Rutgers Women Get Down to Work with RU FAIR” which highlighted our RU FAIR Professors: Helen Buettner (New Brunswick- Engineering), Georgia Arbuckle-Keil (Camden-Chemistry) and the team of Judy Weis and Maggie Shiffrar (Newark-Biology and Psychology, respectively) and their proposed plans to promote gender equity among science, engineering and mathematics faculty on all three of Rutgers’ campuses. The article can be found at [http://news.rutgers.edu/medrel/news-releases/2009/02/encouraging-and-ment-20090217](http://news.rutgers.edu/medrel/news-releases/2009/02/encouraging-and-ment-20090217)

The Asbury Park Press, New Jersey’s second premier daily & Sunday newspaper, also published an article entitled, “Rutgers Plan Targets Faculty Gap” on November 28, 2008 which provided an overview of the ADVANCE grant and highlighted Co-PI Dr. Patricia Roos. The article can be found at [http://sciencewomen.rutgers.edu/pdf/asburyparkpress112808.pdf](http://sciencewomen.rutgers.edu/pdf/asburyparkpress112808.pdf)

**RU FAIR Professorships**
Following the RU FAIR Professorship Call, six applications were received (four individuals & two teams). The applications were reviewed by the PI, Co-PIs, and the Internal Advisory Board excluding those who submitted an RU-FAIR application. Fourteen of the 21 Internal Advisory Board members (67%) participated in the selection.

The criteria considerations were: Potential for institutional transformation, the likely impact on a specific campus or school, programmatic and numeric impact, feasibility of having a successful outcome and reasonableness of the budget. The candidates were evaluated based on the strength of their professional background and their commitment to issues of gender equity. The proposals were evaluated based on the need for recommended initiatives to pre-existing research and university structures and sensitivity to local needs.

Drs. Helen Buettner, Georgia Arbuckle-Keil, Judy Weis, and Maggie Shiffrar were selected as RU FAIR Professors. Dr. Helen Buettner (New Brunswick/ Engineering) plans to develop mentoring committees, establish a Promotion and Tenure Workshop, organize an Appointments and Promotions Panel, and originate a professional development/networking series to include activities such as a Myers-Briggs Type Inventory Workshop, a Career Mapping Workshop, and Informal Research Seminars.

Dr. Georgia Arbuckle-Keil (Camden/ Chemistry) plans to evaluate exit interviews of male and female faculty members departing from the university, survey current SEM faculty at Camden regarding the university’s award system, enhance communication between women at all Rutgers’s campuses, and develop a leadership workshop series.
Drs. Judy Weis and Maggie Shiffrar (Newark/ Biology and Psychology) plan to conduct a gender-equity analysis of the status of Newark’s female faculty; document the history of the 1970’s groundbreaking legal complaint about unequal salary compensation for women faculty and its successful resolution; invite women post-docs and other early career scientists to the Newark campus in an effort to diversify the pool of potential applicants for future position; survey faculty, staff, and students about child care needs; sponsor networking luncheons for women science faculty; develop a mentoring program; and increase visibility through a distinguished women scientists lecture series.

An email announcement was sent to each RU Fair Professor’s Dean and Chairperson to inform them of their faculty member’s accomplishment as well as to the larger SEM community through the WiSEM listserve. Official Notice of Awards letters were also sent to the RU FAIR professors outlining and highlighting their responsibilities as members of the executive team.

**Mini Grants**
A call for proposals for mini grants was issued in early February. The call was distributed to members of the sciwomen list serve, advertised in the WiSEM newsletter and posted on the WiSEM website. The grants are designed to stimulate interdisciplinary research, leadership initiatives and course development. Applications/proposals are due on March 27, 2009. The mini grant recipients will be selected during the third quarter by members of the executive team.

**Bryn Mawr Question & Answer Luncheon**
On December 16th, 2008, Drs. Helen Buettner and Kathryn Uhrich led a discussion about their experiences at the HERS (Higher Education Resource Services) Bryn Mawr Summer Institute for Women in Higher Education Administration. Eleven (11) faculty and staff members attended the luncheon/discussion. The discussion was very informative and well received by the attendees. The Summer Institute began as a joint project of HERS and Bryn Mawr College in 1976. The goal of the founders was to improve the status of women in the middle and executive levels of higher education administration, an area in which women traditionally had been under-represented. Today the HERS Bryn Mawr Summer Institute continues with the twin goals of preparing and advancing women for leadership in higher education administration.

**Office Relocation**
The WiSEM office relocated from the Biomedical Engineering Building on the Bush campus of Rutgers-New Brunswick to the RUTCOR Modular Building on the same campus. The building provides the WiSEM office with a centralized facility for the Associate Director, Assistant Director, and Program Coordinator. PI, Joan Bennett, who occupies a primary office in Foran Hall, will also have office space in the RutcOR Building. There is ample space for future workshops, receptions, and symposia as well as extensive parking. We have also secured office space at the Camden campus in the Sciences Building and at the Newark campus in room 168 of Bradley Hall. As outlined in the RU FAIR management plan, the PI, Associate Director, Assistant Director, and/or Program Coordinator will spend one day per week at the Newark campus and one day per month at the Camden campus. We are grateful to Dean Philip Yeagle (Rutgers-Newark), a member of the internal advisory board, and Dr. Georgia Arbuckle- Keil (Rutgers-Camden), Professor of Chemistry and RU FAIR professor, for their support in this matter.

**External Advisory Committee**
President Richard McCormick sent out invitations in mid-December, on behalf of the ADVANCE grant, to several senior level administrators to join the External Advisory Board. Executive Vice President, Phillip Furmanski, will serve as the chair of the External Advisory Board.
To date, Dr. William English Kirwan, Chancellor of the University System of Maryland, Dr. Karen E. Nelson, Director of Human Microbiology at the J. Craig Venter Institute, and Dr. Vita Carull Rabinowitz, President and Vice President for Academic Affairs at Hunter College, have agreed to serve as members of the External Advisory Board.

**NSF Site Visit**
The RU Fair team hosted its first NSF site visit on January 23, 2009. Items on the agenda included: welcome and introductions of NSF representatives (Kelly Mack, Fahmida Chowdhury, and Graciela Narchor) and the Rutgers ADVANCE executive team, an overview/update of the WiSEM office, and discussions with campus collaborators, Internal Advisory Board members, campus stakeholders, and the internal evaluation team. Time was also set aside for dialogue with Dr. Phillip Furmanski, the NSF representatives, and members of the executive team.

**WiSEM Newsletter**
WiSEM’s first newsletter was produced and distributed in January 2009. The newsletter was sent to members of the sciwomen list serve and posted on the WiSEM website. The issue included an introduction of the RU FAIR professors, an announcement of new staff (Dr. Natalie Batanian), faculty achievements, information about the new location, the mini grants call for proposals, and additional information about SEM-related activities and events.

**Areas of Difficulty**

**Space Constraints**
Relocating to the RUTCOR Building has not been without trials. We are still settling into the new offices and working through the process of obtaining keys, address changes, and updating the paper work required by the Rutgers Office for Human Resources.

**Budget Constraints**
We have found over the course of selecting an external evaluator that we did not budget enough money to attract and secure a qualified evaluator for the duration of the grant. The budget includes funding for years 1, 3, and 5 for a total of $45,000. We believe that additional funding of $30,000 is required for years 2 & 4, as well as a supplement of approximately $15,000 for year 5. We had underestimated the resources needed to provide a holistic approach to the evaluation plan and create opportunities for continued research and evaluation efforts.

A second area in which we underestimated our budget/staffing needs concerns the training for chairs, deans and search committees after we have developed best practices for hiring and retention. Because of the size, complexity and multiple school nature of Rutgers University it will require a more extensive and time consuming approach than we originally outlined with our proposed InSTRIDE committees.

A third area in which we are under budgeted concerns the communications and outreach activities. We have contacted Hooper Williams Communications, LLC (HWC) and the estimated cost for a professional communications plans is $3000. The implementation/execution of various communications deliverables related to the WiSEM Communications Plan will be an additional expense based on the approved communications tactics and priorities. The fee for the communications execution will be $125 per hour, or a retainer fee of $1600 per month. The $1600 retainer fee per month represents a monthly discount of $275 and a total of 15 dedicated hours per month to be spent on the execution of tactics related to the communications plan.

**INSTRIDE Committee**
After the submission of the RU FAIR grant proposal to NSF, President McCormick instituted a university wide President’s Diversity Council. This council has taken the lead on developing best practices and
undertaking almost all of the initiatives we had envisioned for the proposed INSTRIDE committees. We are currently in the process of developing a new strategy for coordinating our activities with, and subsuming them under, the larger university President’s Council on Institutional Diversity and Equity. Meetings are scheduled with the Diversity Council Chair, Dr. Cheryl Wall.

RU FAIR Website
We began working with Mr. Ken Krasner of Spheres.net, a preferred supplier to Rutgers University for web services, last quarter. We have written, reviewed, and revised most of the text for the website. The website is live and can be accessed at http:rci.rutgers.edu/~rufair/

As part of our contract agreement, Mr. Krasner promised to provide a four-hour training session to our staff. Due to unforeseen health issues, he has been unable to provide such training and therefore no additional information has been added to nor deleted to our ADVANCE website since it became a live site (December 2008). We have communicated several times with Mr. Krasner over the past couple of months; however, his health problems preclude him from giving us a new timetable for our training session.

The plan was to have Mr. Krasner develop a site as a series of static Dreamweaver templates that would allow our staff, primarily the Assistant Director and Program Coordinator, to edit and update text and image content using WYSIWYG website editing application, Adobe Contribute. Although, we understand his health restrictions, we are anxious to reschedule and complete the training so that additional information can be uploaded, thus making the site a functioning entity and valuable source of information.

Best Idea Yet

Entrance Interview
During NSF’s site visit, the executive team discussed initiatives that will be used to assess the institutional climate at Rutgers. One planned initiative is to conduct exit interviews with male and female faculty members (tenured and non-tenured) who left the university (voluntarily or non-voluntarily) between 1998 and 2008. Kelly Mack, NSF Program Officer, suggested that we also consider entrance interviews for new faculty members. These entrance interviews could be used to inquire about what considerations were taken into account in the decision to accept the position and what are their expectations of the university, school and/or department.

Focus Group
Another great idea was suggested by Mary McCain, Senior Vice President of TechVision 21 and is the potential RU FAIR external evaluator. WiSEM sponsors a number of meet-and-greet events throughout the year. The events provide faculty members in SEM disciplines, who might not otherwise have an opportunity, a chance to meet and network with one another. Ms. McCain suggested that we use these events as focus group settings to gain information about a specific or focused issue.

Project Evaluation

In our ongoing ADVANCE work, we have identified four preliminary research initiatives: creation of gender/race equity database for use with equity studies, exit interviews, career trajectories, and network analysis. We have also done additional background research on potential external evaluators, developed a set of tables for reporting data, and completed IRB protocols for developing research projects.

Under the direction of Co-PI Patricia Roos, we have spent the early months of the grant laying the groundwork for a comprehensive and unified system for data collection for gender and racial/ethnic
equity analyses. Some of the needed data are not now available centrally, and our task is to ensure that needed data are collected annually and made available centrally for our (and subsequent) efforts. To accomplish this fundamental goal, we must develop appropriate baseline data, followed by subsequent data collection and analyses.

Jointly with Rutgers Office of Institutional Research, we are in the process of convening an ad hoc committee (from all three campuses) of stakeholders, including Rutgers ADVANCE grant personnel, administrators, representatives from deans' offices, and social science researchers with experience in equity studies. The committee’s main charge will be to discuss which variables should be included in an ongoing data base, and how best to collect any data available only from decentralized Deans’ offices. This initiative will create a data warehouse through the development of multi-relational databases that will allow the measurement of progress on the project’s goals, at the baseline level and subsequently. The Office of Institutional Research developed a job description, and will work with Co-PI Roos to hire someone for the position.

Co-PI Roos and Crystal Bedley, RA/ graduate student in sociology, are taking responsibility for designing the exit interview schedule and process (Factors Affecting Faculty Exit). In initial conversations, The Office for Institutional Research has agreed to provide us a list of faculty members who have left Rutgers. The purpose of this study is to assess the reasons and motivations for faculty who leave Rutgers, and to improve faculty retention. We anticipate conducting exit interviews with those who voluntarily or non-voluntarily left Rutgers-New Brunswick in the past five years, and those who have left Rutgers-Newark and Rutgers-Camden in the past ten years. These activities will have to be coordinated with similar plans being proposed by the President’s Diversity Council on Institutional Diversity and Equity and will be subject to IRB approval.

In preliminary conversations, the Office for Institutional Research also agreed to provide us with the proper data parameters for a cohort of Rutgers’ faculty entering the university between 1997 and 2000 to conduct a career trajectory study to analyze attrition. We are developing the IRB protocol for this project.

We have also made progress with our Evaluation Plan. In December, internal evaluator Mary Gatta drafted an initial plan that we have discussed and revised. Crystal Bedley has also adapted the entire set of NSF-recommended tables (from NSF toolkits), which are now ready for use. The Assistant Director, Thessalenuere Hinnant-Bernard, and PI Bennett have drafted a logic plan that includes a broader conceptualization of the goals by displaying a flexible sequence of actions that describe what the program is and plans to do.

Finally, we have done extensive background work on possible external evaluators, and are now in negotiation with Mary McCain, Senior Vice President, TechVision 21 (Washington D.C.). McCain was highly recommended to us by several people at Rutgers who have employed her for evaluation research. We had initial conversations with her Feb. 18th, and were impressed with the broader possibilities she brings to us. She has already made a number of useful suggestions for our project. McCain is very well connected in Washington D.C., has experience in STEM evaluation, and has done extensive consulting on women in workforce development issues.

**Personnel Update**

Former Co-PI and Associate Director, Catherine Duckett, departed from the WiSEM office in January 2009. The Associate Director’s position was advertised and 33 applications were received. Five face-to-face interviews were conducted. Dr. Natalie Batmanian was selected and hired. She began work on January 5, 2009. On Feb. 2, 2009, Ms. Neng Weng joined the WiSEM office as a part-time research associate. The salaries for these positions are not funded through ADVANCE; however, both Dr. Batmanian and Ms. Weng will work on many aspects of the RU FAIR ADVANCE project.