



Committee on the Status of Women in Physics
of the American Physical Society
One Physics Ellipse, College Park, MD 20740

BEFORE THE VISIT: Suggestions for Department Chairs

Thank you for contacting the Committee on the Status of Women in Physics regarding a Climate for Women in Physics site visit at your institution. Complete information about the site visit program is available at <http://www.aps.org/programs/women/sitevisits/index.cfm>

Based on past site visits, the CSWP has the following suggestions to make a visit as effective as possible.

1. Before the site visit, enlist 2-3 senior faculty (not all women) in your department, who will support you in your effort to improve the climate for women in your department. This will increase the likelihood that the rest of the faculty will “buy-in” to any changes recommended by the site visit team.
2. Prepare the faculty for the site visit by allowing them to discuss what they expect from the site visit, and to prepare questions for the site visit team. Encourage open and frank discussions. Advise the faculty that changing the climate will require a team effort that will make the department better for both male and female members, students, staff and faculty.
3. Arrange a good time for both the male and female faculty to meet with the site visit team. The site visit team is very interested in discussions with both female and male faculty, who have great influence over the department climate.
4. Advertise the student surveys to your students 2 weeks before they expect to get them, and remind them when they are due at APS.
5. Do not expect the female faculty in your department to implement all the changes that may be recommended by the site visit committee. Changing the climate in any department will require the concerted effort of most of the faculty.
6. The site visit team is happy to meet with administrators at your institution if you feel, for example, that you need resources for hiring more female faculty etc.
7. Be prepared to submit a follow-on report telling us about the changes you implemented and plan to implement, if possible within 1 year of the site visit. This report is very important for our program, as it helps us to gauge the effectiveness of the site visit. We may also send you a brief questionnaire on the site visit.

Please don't hesitate to contact us if you have any questions about the process. We look forward to working with you.