

# Guide to Creation of Departmental Equity Survey

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An equity survey provides systematic annual data to help higher-level administrators, chairs, and faculty a) keep track of faculty progress, b) determine whether there are sex or race disparities in faculty development, c) specify underutilized or underdeveloped areas of a department's environment, resources, and support that may be important for faculty success. Departments which are unusually successful in progress toward equity and diversity would be eligible for special benefits from higher-level administration.

The Gender Equity Project at Hunter College (funded by an NSF ADVANCE Institutional Transformation Award) has developed an equity survey for its purposes. It has two parts: the first part includes items that can be filled out by the dean's office and verified by the chair; the second part includes items that are likely only department-internal.

The initial survey would cover a three-year period. Subsequent surveys would be annual. A mechanism to deal with the extra reporting requirements is necessary.

## **Part 1: possible examples to be filled out by dean's office and verified by chair:**

- new hires: sex, race/ethnicity, rank, year of degree, starting salary; start-up funds
- newly tenured: sex, race/ethnicity, rank, year of degree, time in service at institution
- newly promoted: new rank, sex, race/ethnicity, year of degree, time in service at institution
- denied tenure or promotion: sex, race/ethnicity, rank, year of degree, time in service at institution
- tenured faculty: sex, race/ethnicity, rank, year of degree
- tenure-track faculty: sex, race/ethnicity, rank, year of degree
- overall rank figures by sex

## **Part 2: possible examples to be filled out by chair:**

- scatter-plot of salary by year since degree, coded by gender
- development of procedures to improve recruitment, retention, and environment
- resignations and retirements: sex, race/ethnicity, rank, reason for leaving, steps taken to retain person
- accommodations for personal issues (steps department has taken and outcome)
  - birth or adoption of a child
  - serious illness of faculty member or faculty member's loved one
  - local employment for faculty member's partner
- nominations for awards or membership in prestigious professional group
  - include sex, race/ethnicity, rank, award or group, level of award or group (e.g., institution-internal, discipline)

- receipts of awards or membership in prestigious professional group
  - include sex, race/ethnicity, rank, award or group, level of award or group (e.g., institution-internal, discipline)
- mentoring opportunities provided by department; members who participated as mentors or protégé(e)s
- departmental activities
  - promotion and tenure workshop (% male and female attendees, relativized to number in department)
  - grant-writing seminar or workshop (ditto)
  - colloquium series with external (and internal) speakers (% male and female speakers, relativized to percent in broad discipline)
  - internal brownbag series (% male and female speakers, relativized to number in department)
  - retreat (% male and female presenters, relativized to number in department)