

**Gender Equity Project Sponsorship Program**  
Fall 2003 Workshop #1

**Balancing responsibilities and evaluation at work**  
September 17, 2003

**Agenda**

- 1:00 – 1:15 pm**            **Program administration**
1. Welcome to our 4 new associates
  2. Scheduling meetings with the GEP Co-Directors
  3. Posting your picture, research interests, summer research activities on the GEP web site
  4. Confidentiality agreement
- 1:15 – 3:00 pm**            **Balancing responsibilities and evaluation at work**
- 1:15 – 1:20**                Balance Survey  
Complete page 1 now.  
Keep track of time use over the next 2 weeks and return page 2 at the October 1, 2003 workshop.
- 1:20 – 1:45**                Presentation *V. Rabinowitz and V. Valian*
- 1:45 – 2:05**                Group Discussion
1. How do you balance teaching, research and service? To which of these are you most devoted?
  2. Of teaching, research, and service, which does your department value most? Is this also what you commit the most time to? Why or why not?
  3. Of teaching, research, and service, which do you value most? Do you commit as much time to this as you'd like? Why or why not?
- 2:05 – 2:20**                Activity 1: Break into groups of 3- 4
- Identify one imbalance in how you manage your responsibilities at work that you would like to change (e.g., having only 4 hours a week of solid writing time, spending 3 hours a night prepping for class, etc.). Generate at least one concrete solution to help each person in the group better balance her responsibilities at work.
- 2:20 – 2:30**                Report back to the main group: Lessons learned from Activity 1
- 2:30 – 2:45**                Activity 2: Break into groups of 3 - 4
- Identify one area in which you would like to improve your department chair's evaluation of, or perceptions about your work. Identify any specific (even if unofficial) criteria used by the chair to evaluate faculty in this area. Generate at least one concrete step to help you better address these criteria.
- 2:45 – 2:55**                Report back to the main group: Lessons learned from Activity 2
- 2:55 – 3:00**                Workshop Evaluation: *Complete part I before leaving*