

**APS LEADERSHIP CONVOCATION
2019**

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Introduction

Dear Unit Leaders,

Welcome to Washington, D.C. for the 2019 APS Leadership Convocation. As a unit leader, you are instrumental in the success of APS and we thank you for your continued efforts to advance and diffuse the knowledge of physics.

As the units coordinator, I will serve as the main contact between the Society and its Units. It is my pleasure to assist your Unit in numerous facets including member recruitment and retention, increasing APS member awareness of your Unit and its programs, and keeping your executive committee well informed throughout the year. Together, we can work to ensure that your term as a unit officer is a rewarding experience for you and your members.

Should you have any questions regarding your time in Washington, please do not hesitate to seek me out. Thank you for making time in your busy schedule to attend and my hope is that you find the Convocation productive and enjoyable.

Regards,

Holly Croft

Membership

The APS Membership Department is available to assist unit officers with implementation of recruitment and retention campaigns. These efforts may include recruitment at APS and unit meetings, providing officers with lists of current or lapsed unit members, marketing to other unit members (after getting approval from that unit) who may have an interest in your unit, etc.

Engagement

APS Engage is an online community platform dedicated primarily to fostering greater membership engagement and enhancing the membership experience. Through APS Engage, members (and non-members), unit communities, society and governance volunteers can collaborate and interact seamlessly with each other to share ideas, discuss challenges and issues, and access important resources all in one central place. A full rollout to all APS unit members is planned for Fall 2019.

Recruitment

Appoint a Unit Membership Coordinator: This individual should be the primary contact between your unit and the APS Membership Department for matters of unit recruitment.

APS Meetings: Take advantage of the thousands of fellow scientists in attendance at the annual APS March and April meetings. Your unit can recruit at either meeting around related sessions; check with APS Membership to find out how.

Student Members: Undergraduate and graduate students may join APS with the First Year Free Trial Membership. In addition to free forums and sections, this offer includes free membership in up to two APS divisions or topical groups. Undergraduate students who are members of SPS (Society of Physics Students) can receive free membership in one of AIP's ten member societies for up to three years.

Add a Unit Online: Society members may join your unit anytime.

Encourage your own colleagues: Coworkers, lab colleagues, even old classmates are excellent candidates for APS and APS unit membership.

Retention

Constantly check the Unit's MVS (Membership Vital Signs): Annual and Quarterly reports are always available online. To check other statistics (e.g. distribution of member types, geographical representation, gender, etc.), contact Holly Croft, APS Units Coordinator at croft@aps.org.

Membership retention should never be crisis marketing: Retention should be a constant priority for your unit. Effective, consistent recruitment and retention efforts will ensure stable-to growing membership as well as establish routines for future officers.

Benefits, benefits, benefits: Current members of your unit will be more likely to renew if the benefits of membership are clear and obvious to them.

APS Local Links

The APS Local Links program was developed to promote early career and industry related interests, as part of the 2013-17 strategic plan. The program aims to develop mutually beneficial links between academia and industry, by creating local groups of physicists from the private sector, government labs, and academia so that they can share ideas, build relationships and collaborations, and network. Currently, there are 8 active groups:

Ann Arbor
Boston
Denver
St. Louis

Austin
DC-Baltimore
Silicon Valley
The Triangle

If you would like to learn more about founding a group in your area, or are interested in hosting an event with an existing group, please contact locallinks@aps.org.

APS Honors

APS unit leaders play a crucial role in all aspects of APS Honors. APS relies on the unit members to nominate the most exemplary members of the physics community in their subfield or topic area for recognition, and to encourage nominations from their peers. The Honors program depends on volunteer leaders from the units to serve on selection committees, who vet and select Honor recipients, while ensuring the integrity and standards of the honor are well maintained.

The over seventy **APS Prizes and Awards** recognize outstanding achievements in research, education and public service. With few exceptions, they are open to all members of the scientific community in the U.S. and abroad. Any active APS member as of January 1st of the previous year is eligible for nomination and election to **APS Fellowship**. The criterion for election is exceptional contributions to the physics enterprise and is a distinct honor signifying recognition by one's professional peers.

- **Promotion** – Units help publicize APS Honors in unit newsletters, email messages, social media, and at meetings. The APS Honors staff post nomination information such as deadlines, prize descriptions and contact information on the APS website, but rely on the units to help disseminate the information to their peers.
- **Canvassing** - Recruitment of nominations is a major responsibility of an Honors selection committee, and all unit leaders should encourage others to nominate deserving individuals for an award, prize, or fellowship. APS is a diverse and

inclusive worldwide community of physicists. Nominations of qualified women, members of underrepresented minority groups, and scientists from outside the United States are especially encouraged.

- **Selection Committees** – Unit executive committees are responsible for forming Honors selection committees at the beginning of the year. In coordination with Honors staff, the selection committees review and select Honors recipients for approval and election by APS Council of Representatives.

Questions about APS Honors? Please contact Cortney Bougher, APS Honors Program Manager at honors@aps.org.

Careers

APS has a wide range of career related programs designed to help students and early career physicists discover a wide variety of career paths, and to help physics faculty become better non-academic career mentors. Examples of how we can assist include:

Career Workshops and Activities at Meetings

- **Speakers** for sessions and panels on physics careers (particularly from industry and non-PhD career tracks). For example, the Distinguished Lectureship in the Applications of Physics (DLAP) award winner.
- **Professional Development Workshops** for students (undergraduate and graduate) and postdocs at Section (e.g. the Far West 2017) and Division (e.g. the DPP and DAMOP 2017) meetings, focusing on topics such as networking, resume writing, interviewing and negotiation, etc.
- **Events for Undergraduates**, such as the Future of Physics Days events held at the APS annual meetings. Events include undergraduate research sessions, career related sessions, graduate school fairs, and travel awards for presenting students.

Professional Development Resources

- **APS Careers in Physics Brochure**, which highlights essential elements of preparing for future careers in physics. The Brochure also points to many of the online career resources available on the APS Careers Website.
- **Physics InSight Slideshow**, a free, downloadable slideshow designed for display in common areas/hallways of physics departments and other institutions that highlights diverse physics careers, employment data, and information on opportunities for students.
- **APS Careers Website**, a comprehensive set of career resources, including a library of physicist profiles, employment and salary data, resume writing tutorials, and career webinars.

Physics Job Recruitment Resources

- **Job Fairs** hosted at meetings (e.g. at the DPP annual meeting) in which recruiters advertise positions and interview candidates on-site. We can also coordinate an on-site Resume Help Desk where attendees can receive advice on writing academic/national lab CVs or resumes for private sector positions.
- **APS Job Board**, which is part of a shared jobs database including postings from Physics Today, IEEE Computing, AVS, AAPT, SPS, and others. This partnership gives job seekers access to employment options in a broad diversity of sectors, and provides both employers and job seekers with greater visibility than would be possible with a standalone APS Job Board.

For more information about these or any other career related services APS can offer, please contact Crystal Bailey, Head of Career Programs (bailey@aps.org).

Communications

Emails

To email your members, send requests to units@aps.org. Emails are usually processed within one business day (allow up to three for newsletters). Some things to know:

- All unit emails are APS branded.
- Emails are optimized for desktop and mobile.
- Emails are only edited to fix grammar, enhance readability, formatting, and compliance with the APS style guide. Substantial content edits will be sent to a unit officer for approval.
- Statistics reports are provided yearly and by request.
- Tips for successful emails:
 1. Focus on one action.
 2. Keep the email short.
 3. Don't forget to proofread.
 4. Spread out your emails (compile announcements into a weekly email or consider a newsletter).
 5. If something is time sensitive, be sure to add the deadline.

Websites

Find your unit's website: aps.org/units/. To update your website, send request to webupdates@aps.org. Updates are usually handled within two business days. Some content on your unit website is automatically updated based on APS records including:

- Executive committee members (pending notification of election winners).
- APS honors recipients and deadlines. Unit-specific awards updated by request.
- APS meetings. Non-APS meetings can be added by request.
- User submitted presentations from the March and April meetings.

- By request: Keyword or location based job listings from the APS Job Center

Social Media

APS encourages units to utilize social media to help achieve their goals, as well as those of the Society. If you are interested in participating in social media on behalf of your unit, email social@aps.org to get started. See which units are currently involved in social media: aps.org/newsroom/social/

To ensure continuity of access for posting to these pages, please share login information, or provide access to the APS social media team for those accounts. This information will not be used by APS staff to post to the pages.

Newsletter Production

APS can provide design, layout, printing, and mailing services for newsletters.

Submitting a Request

APS Unit newsletters will be requested by an executive committee member of an APS unit using this form. Content and images should be transferred through Google Drive or emailed to units@aps.org. <https://www.aps.org/membership/units/handbook/newsletters.cfm>

Delivery Methods

Newsletters can be built in PDF format, added to the unit webpage, and emailed to the unit. Please mark your preferences on the newsletter request form (See link above)

Timeline

Due to the volume of requests, please allow five business days to complete a printed version, five business days to edit the website, and three business days to send an email.

Printed newsletters may take three to six weeks to be printed and mailed. If layout is handled outside of APS, please provide ready-to-print PDF materials. Printing and postage charges will be billed to the unit.

Printed Newsletter Requirements:

Graphics/photos: Include caption and credit information and send as separate, high resolution files (at least 300 DPI for print and 72 DPI for online-only publication).

On the request form, please note:

- Quantity: We will determine membership count. Advise if extras are needed.
- Folding Preference: We recommend a self-mailing format to eliminate the need for an envelope.
- Target Delivery Date
- Postage Type: First-class (1 week) or nonprofit/pre-sort (3 weeks).

Branding

Please contact graphics@aps.org before creating a unit-specific logo or if you have any questions on proper usage of the APS brand. APS logo usage guidelines can be found online: aps.org/about/logo.cfm

Other Graphics

APS can provide other graphic services by request such as posters or recruitment materials. Contact graphics@aps.org for more information.

Media Relations

Media relations efforts at APS focus on increasing coverage of physics research in the popular media, and expansion of the awareness of physics and interest in physics-related news and issues in the general public. Vehicles for disseminating physics news and information include email alerts, embargoed press releases distributed through high-quality press release distribution services, direct contact with an extensive list of science journalists, and promotion of physics and the APS to the general public.

APS Media Relations can assist members and units in the following ways:

- Crafting, editing and distributing press releases and announcements for maximum impact
- Identifying the best outlets for your news, from general interest newspapers to science publications to trade periodicals
- Providing media and public relations training for members likely to interact with journalists or the public on a regular basis
- Providing crash-course public relations training for members faced with sudden or unexpected events (breakthroughs, public relations damage control, etc.)
- Targeting audiences most likely to be receptive to your news from databases of thousands of journalists located across the US and around the world
- Addressing any other public relations question or concerns

Finance & Development

Accounting

The Accounting Department's primary functions are general ledger maintenance, accounts payable, payroll processing, cash receipts (including cashiering at the large meetings), accounts receivable, grant accounting, budgeting, and financial reporting for both internal and external purposes. The department also has primary responsibility for the College Park office administration.

The Accounting Department interacts very closely with the Secretary/Treasurer to pay bills and receive funds on behalf of the Unit. Monthly reports can be found at the following link: <https://www.aps.org/membership/units/handbook/accounting/>

General accounting information for Unit Officers can be found at the following link: <http://www.aps.org/membership/units/handbook/forms.cfm>.

- General Unit Accounting Procedures
- Check Request Form
- Meeting Report Form
- Travel Reimbursement Form
- Travel Grant Request
- IRS Form W-8
- IRS Form W-8 Instructions
- IRS Form W-9

Fundraising

The Development Office is responsible for conducting all fundraising campaigns for the Society. It also works with the Membership Department to raise annual gifts via the membership renewal process. Development collaborates with APS units on fundraising for new and established honors, travel grants, meeting sponsorships, and other program initiatives. APS units are requested to coordinate fundraising efforts with the Development Office in order to ensure alignment with institutional funding needs and priorities, as well as adherence to APS policies and procedures, fundraising industry best practices, and IRS guidelines for charitable contributions. For more information on Fundraising for APS honors please go online to

<https://www.aps.org/membership/units/handbook/upload/Fundraising-APS-Honors-2017-rev2.pdf>.

Meetings

APS March & April Meetings

The APS Meetings Department provides administrative support to those units that plan programs as part of the March and April Meetings. With input from representatives of participating units, APS facilitates the creation of the scientific program and unit-sponsored satellite meetings. APS also oversees abstract submission, registration services, and logistics. Units that participate share in the income from the meetings.

Scientific Program Coordination & Abstract Processing

With only a few exceptions, the APS Meetings Department staff collects and processes the abstracts for all units that sponsor independent meetings and produces the online version of The Bulletin of the American Physical Society. In several cases, a printed version of the Bulletin is also produced. We also ensure the printed Bulletins are shipped to the meeting location designated by the organizing committee. An abstract processing fee and the costs of printing and shipping the Bulletin are charged to the respective unit. APS will organize and provide staff support for some of the sorters meetings for unit meetings. In cases where staff support is not provided, APS will send all abstracts and necessary backup documents for units to build their scientific program.

Registration Services

APS provides pre- and on-site registration services for some units for a nominal fee, and where providing these services does not conflict with the meeting dates of the March, April, DPP, and DAMOP meetings. Registration services include collection of registration fees during the pre-registration period. In cases where meeting dates do not conflict with other APS-managed meetings, staff support can be provided for on-site registration services. If on-site registration staff is not provided, registration files will be sent to the organizing committee for the creation of name badges. In general, APS does not provide on-site registration services for the Section meetings, but will provide any pre-meeting support.

Contract Negotiation & Direct Billing Applications

Hotel and major vendor contracts must be signed by an APS Officer. Upon request, advice and guidance is available to units negotiating hotel contracts for their meetings. APS can also assist units in applying for direct billing for hotels and vendors.

APS Meetings Calendar

We assist units in advertising their meetings through the Meetings Calendar on the APS Meetings website. All units planning their own meetings must have their proposed meeting dates approved by the APS Meetings Department. Please contact Vinaya Sathyasheelappa at vinaya@aps.org.

*The APS Ohio-Region Section has compiled a list of hints and tips for planning a meeting. For more information see units.aps.org/units/osaps/meetings/hints.cfm

Information Technology

APS IT manages, develops, implements, and supports the IT systems (including services provided by third parties) needed to support the Society's membership, meetings, and programmatic activities, including:

- Membership Database (Association Management System)
- Meetings Abstract Submission and Sorting Process
- Meetings Registration
- Accounting System
- Speakers Lists
- Travel Grants
- Unit Officer Communications
- Meeting Presentation Management and Discoverability
- Prizes, Awards, and Fellowships
- APS websites

Association Management System Replacement

APS is migrating to a new Association Management System (AMS) based on the Salesforce platform called NimbleAMS. This major project is underway and we anticipate launching the new AMS in the first quarter of 2019. Among the project's goals are to provide better support for committees (including unit executive committees), better engagement for our members, meeting attendees, and program participants, and better support for fundraising and development. For committees, we expect to provide a new way for each committee to store documents and archive email discussions to improve our institutional memory and ease the transition as volunteers rotate off and on to committees. These project goals will be mainly achieved with the launch of the [APS Engage](#). This launch will have several phases, but the rollout will begin also begin in the first quarter of 2019.

Abstract Submission and Sorting Process

We have been working with the March Meeting Program Committee and Meetings Department to configure Clarivate's ScholarOne Abstracts for handling invited talk nominations, invited speaker management, contributed and invited abstract submissions, and session sorting for the March Meeting. This is the second year we have used ScholarOne Abstracts successfully. We anticipate continuing to use ScholarOne Abstracts for the 2020 March Meeting as well. For our other meetings, we are evaluating other alternative solutions, and this work will continue throughout 2019. We have decided not to continue our trial with Mira.

Unit Officer Listservs

Available to aid your unit with communication among your officers. Automatically updated when your Unit election results are updated.

Format: yourunitlistname@aps.org

List-name is your unit ID (lowercase) appended with "exec":

- Division of Astrophysics: dapexec@aps.org
- Forum on Education: fedexec@aps.org

Meeting Presentation File Uploads

Offered to selected speakers at March and April meetings. Links to uploaded presentations appear in the online meeting program next to the abstract listing.

Example: absuploads.aps.org/presentation.cfm?pid=10964

We are also looking at new ways to make presentations even more discoverable and citable.

Unit Elections

At the beginning of 2015, the APS stopped supporting the aging in-house unit election system and began using a self-administered election system called myDirectVote. This system was created and hosted by Survey & Balloting System, the third-party election vendor whom the APS has been using for many years to conduct the annual APS General election.

To initiate a Unit Election, the person in charge of and administering the election should contact:

Email: unit-elections@aps.org

APS will send you instructions for setting up the election website as well as providing you with a login username and password. We also will send a link to a specially prepared orientation that you are urged to watch if you have never set up a unit election before. You are also encouraged to not wait until you have all of the candidate information before starting to set up the election and ballot. There are several things that can be configured for the election without having all the candidate information.

APS will also provide you with an Excel spreadsheet database that can be uploaded into the election system. Please allow a 3– 4 days before opening the election to order the member

database. If you have any concerns or questions about conducting a unit election, please feel free to contact unit-elections@aps.org

APS Program: Public Outreach

The Outreach Department manages several programs that increase the general public's engagement with physics and support similar efforts by APS members. The department's primary projects include the PhysicsCentral website, the PhysicsQuest comic book kit program for middle school classrooms, and the Outreach Mini-Grant program for APS members. The Outreach Department also develops and coordinates a variety of other outreach materials and events.

PhysicsCentral

The PhysicsCentral outreach website includes blog posts, podcasts, feature articles, news articles, videos, pictures, and information about all of our other programs. PhysicsCentral reaches millions of visitors annually, and the website's Facebook page has over 400,000 "likes." The articles and multimedia on PhysicsCentral target a wide audience with an emphasis on middle school students, high school students, and young adults.

PhysicsQuest

The program features a new comic book and associated experiment kit for middle school students every year. Students conduct physics experiments and demonstrations that align with the comic book's story, fostering a more engaging learning environment for young physics learners. The PhysicsQuest program's physics kits, started in 2005, reach hundreds of thousands of students annually, and the individual comic books reach many more readers of all ages.

Outreach Mini-Grants

With the support of both APS and an NSF grant, the Outreach Department also provides support to APS members conducting their own physics outreach through the mini-grants program. Mini-grants of up to \$10,000 support outreach projects ranging from traveling physics shows to a Stephen Colbert-styled cosmic nightly news program. All APS members can apply for outreach mini-grants, and more information can be found at www.aps.org/programs/outreach/grants/

APS Program: International Affairs

The APS Office of International Affairs urges all APS units to consider the needs of our international colleagues who constitute 24% of the Society's membership and whose numbers continue to grow. We stand ready to assist you in pursuing your unit's international connections and interests. We welcome your involvement with some of our existing programs and encourage you to share with us any initiatives that you believe would prove beneficial to the international physics community.

International Research Travel Award Program (IRTAP)

IRTAP promotes international scientific collaborations between physicists in developing and developed countries. Grant recipients receive up to \$2,000 towards international travel and lodging while visiting a collaborator for a minimum of one month. One partner in the collaboration must be a member of one of the APS units that supports IRTAP. Visit <http://www.aps.org/programs/international/programs/travel-grants.cfm> for more information.

Beller and Marshak Lectureships

These endowed lectureships provide \$2,000 in travel funds to support physicists living outside the U.S. who have been invited to speak at the March and April meetings. The Beller Lectureship supports distinguished physicists from abroad and the Marshak Lectureship supports for physicists from developing nations or Eastern Europe. Three Beller Lectureships and one Marshak Lectureship are awarded every year.

Brazil-U.S. Exchange Program

APS issues a call for proposals from applicants at U.S. institutions to travel to Brazil through the Brazil-U.S. Exchange Program, which is sponsored by APS and the Sociedade Brasileira de Física. Ph.D. students and postdocs can apply for travel funds to pursue opportunities such as attending a summer school or working temporarily in a laboratory. Professors can apply to teach a short course or give a lecture series in physics. Additional information: <http://www.aps.org/programs/international/programs/brazil.cfm>

India-U.S. Travel Grant Program

Once a year, APS accepts proposals for the APS - Indo-U.S. Science and Technology Forum (IUSSTF) Travel Grant Program from applicants in the U.S. and India. This program allows professors from India and the U.S. to deliver short courses or a lecture series in physics in the other country. It also provides opportunities for postdocs and Ph.D. students to pursue opportunities in physics such as to attend a summer institute or to work temporarily in a laboratory. Additional information: <http://www.aps.org/programs/international/honors/us-india-travel.cfm>

Young Physicist Forums

The Young Physicists Forums are 2-4 day scientific meetings that are specifically dedicated to bringing together U.S. and international graduate students, postdocs and/or early career physicists. They are small physics meetings with each participant contributing a scientific talk or poster presentation to an audience of international peers. These meetings combine scientific sessions with career development and networking opportunities with the goal of fostering future international collaboration. Past examples include the U.S.-China Young Physicists Forum, the U.S.-Brazil Young Physicist Forum, and the Canadian-American-Mexican Graduate Student Physics Conference.

APS Program: Office of Government Affairs

The APS Office of Government Affairs (OGA), located in Washington, D.C., shapes national science policy, helps APS members become effective science advocates, and fosters timely science policy communication.

APS Science Policy programs are developed, managed, and implemented by OGA. APS is nationally known for its government affairs activities, particularly its success in having its policy recommendations incorporated into legislation or adopted by Executive Branch agencies. Science policy efforts focus on the federal research budget, education, energy and environment, open access, national security, and student immigration issues. The APS Panel on Public Affairs (POPA) and the APS Physics Policy Committee (PPC) oversee all OGA programs and activities, with input from the Education Policy Committee, the Forum on Industrial and Applied Physics, the Forum on Physics and Society, and others. APS and POPA studies in recent years have provided policymakers with actionable recommendations in the areas of energy-critical elements, liquid helium, and neutron research facilities.

OGA website: www.aps.org/policy

Targeted, Grassroots Advocacy is a primary and influential means for APS to advocate for science-based policies. The OGA Grassroots Program enables APS members to become successful advocates, particularly on APS policy positions. Since 2017, OGA assisted APS members with more than 19,200 actions in contacting elected officials on Capitol Hill and in-state through direct meetings, phone calls, op-eds, and social media. OGA offers resources and coaching for APS members who participate in advocacy activities. "Five-Sigma Physicist" awards are presented annually to members who've demonstrated exceptional advocacy work on behalf of APS.

Take action on science policy issues: go.aps.org/takeaction

OGA Strategic Communication Activities promote APS policy positions to the media, the public, and government officials through news releases, op-eds, social media, and Capitol Hill events. To keep APS members abreast of science policy developments, OGA publishes articles in *APS News* and the Society's email newsletter. The office also issues its

grassroots volunteers an action-oriented video newsletter, *Signal Boost*. Additionally, OGA offers coaching on op-ed writing and communicating with the media.

Follow Us on Twitter: [@apsphysicsdc](https://twitter.com/apsphysicsdc)

APS Program: Education and Diversity

The APS pursues a number of projects to advance physics education and improve diversity. A small snapshot of these programs is provided here, and if questions arise, please contact Monica Plisch, Director of Education and Diversity (plisch@aps.org).

Education Programs

- **PhysTEC** – The Physics Teacher Education Coalition is a project of the APS and the American Association of Physics Teachers (AAPT) to increase the number of highly-qualified high school physics teachers in the US. Currently, fewer than half of all high school physics teachers have any significant background in physics. The project now links more than 300 institutions, holds an annual conference, and funds key programs around the country to address this significant shortage (phystec.org).
- **New Faculty Workshop** – The APS, AAPT, and American Astronomical Society (AAS) jointly run the NSF-funded New Faculty Workshop (NFW). These 3-day events, held twice each year now, reach nearly half of all new physics and astronomy faculty in the US. The program features leaders in education, and helps new faculty improve their teaching and understand and cope with demands on their time (aapt.org/Conferences/newfaculty/nfw.cfm).
- **Publications and Curriculum Resources**
 - **LGBT Climate report** www.aps.org/programs/lgbt
 - Phys21: A 2016 report on improving career education of undergraduate physics majors (<https://www.compadre.org/jtupp>)
 - A Study of Thriving Physics Teacher Education Programs (phystec.org/thriving)
 - Curriculum materials for research mentor training (www.aps.org/programs/education/undergrad/faculty/mentor-training.cfm)
 - Case studies for use in ethics training (<https://www.aps.org/programs/education/ethics/>)
- **Conferences and Workshops**
 - Physics Department Chairs Meeting
 - Professional Skills Development Workshops for women
 - Research Experience for Undergraduates Site Leaders Workshop
 - Networking events at APS meetings

- **Effective Practices for Physics Programs (EP3) Project** - The Effective Practices for Physics Programs (EP3) Project, led by APS, in collaboration with AAPT, aims to help physics programs respond to challenges they already face with a collection of knowledge, experience, and proven good practice. The Guide will include both a set of effective practices, and a guide for self-evaluation suitable for departmental review. It will include considerations of curricula, pedagogy, advising, mentoring, recruitment and retention, research and internship opportunities, diversity, scientific skill development, career/workforce preparation, staffing, resources, and faculty professional development.

Diversity Programs

- **APS Bridge Program (APS-BP) and Inclusive Graduate Education Network (IGENetwork):** To increase the number of underrepresented minorities (URMs) who receive physics PhDs (currently only about 6% of all domestic PhDs), the APS received NSF funding in 2012 and 2018 to create and support bridge programs at universities throughout the country. Each year, APS-BP gathers graduate applications from URM students and circulates them to a set of vetted physics departments throughout the country, in an effort to help match talented students with these supportive “Partnership Institutions”. The program has greatly exceeded its goal of placing 10 students each year; to date, it has placed nearly 200 URM students into graduate programs in physics with a high rate of retention.

The recently NSF-funded Inclusive Graduate Education Network (IGENetwork) builds on APS-BP’s success through supporting development of bridge programs within other physical science disciplines (Chemistry, Material Sciences, Astronomy and Geosciences). In addition, the APS will create partnerships with physics minority-serving organizations to support URM undergraduates who are considering graduate school, as well as with national labs and industry organizations looking to hire Bridge Student PhDs into their first career positions. (apsbridgeprogram.org).

- **APS CUWiP** – The APS Conferences for Undergraduate Women in Physics host 12 simultaneous conferences throughout the US each year with the aim of increasing participation of women in physics by reducing isolation and providing professional development to female physics majors. In its second decade, the conferences now reach nearly every woman who will receive a bachelor’s degree in physics in the US prior to their graduation (aps.org/cuwip).
- **STEP UP 4 Women** – In 2017, APS began a new approach to dramatically increase the number of women who major in physics with the goal to increase the representation of women amongst physics bachelor’s degrees and begin to shift deep-seated cultural views about who does physics. STEP UP 4 Women is an effort designed to enlist thousands of high school physics teachers to reduce barriers and

inspire women to major in physics in college while they are taking high school physics — the last physics course taken by most women. An evidence-based guide to general strategies for creating inclusive classrooms as well as two research-supported lesson plans have been created. A full-scale rollout is planned for Summer 2019. Learn more and become involved at stepup4women.org.

- **NMC** – The APS National Mentoring Community is an initiative to provide local faculty mentors to URM undergraduates. Students have indicated the need to receive guidance throughout their academic career to succeed in physics. This program is reaching out to faculty throughout the country to ask them to mentor a single student. APS is providing resources to support this through travel funding, an annual meeting on mentoring and professional development for students, and eventually recognition for mentors and funds for students in financial need. Join the program by registering at www.aps.org/nmc
- **LGBT Climate report** – The APS ad hoc Committee on LGBT Issues was charged with developing recommendations for a more inclusive professional society for physicists who are gender and sexual minorities. The full report is available at www.aps.org/programs/lgbt

More information on APS Education and Diversity programs can be found at aps.org/programs or by contacting education@aps.org. Programs receive support from the U.S. National Science Foundation, the U.S. Department of Energy, private foundations, and APS donors.

APS Research Grants

Gordon and Betty Moore Foundation Fundamental Physics Innovation Awards

The Gordon and Betty Moore Foundation, with the aid of the American Physical Society (APS), seeks to motivate an exchange of ideas aimed at identifying signatures of new physics in novel cost-effective experiments. Through grants that support lectures, one-on-one visits, and workshop gatherings, the foundation hopes to stimulate ideas on innovative ways to detect dark matter, learn about dark energy, or address other pressing problems in fundamental particle physics. The Gordon and Betty Moore Foundation Fundamental Physics Innovation Awards will provide varying levels of funding ranging from \$2,000 to \$75,000 in three categories: Lectureship awards, Visitor awards, and Convening awards. (<https://www.aps.org/programs/innovation/moore/index.cfm>).

APS Program: Industrial Physics

There is a continuing focus on Industrial Physics in the APS with several active programs. Many physicists work in industry, and one of the APS Strategic Goals is to engage and retain these physicists as members after they leave academia. This requires developing programs that will serve their needs. Some of the active efforts are listed below, and additional programs are in development. More information at www.aps.org/industry

IMPact

Industry Mentoring for Physicists (IMPact) is a program that connects graduate students and early career physicists with physicists working in industry. The focus is on short-term mentoring to share work experience, help identifying skills that would be useful in industry, and advising on job-seeking strategies. More information at impact.aps.org

March Meeting Industry Day

In 2019 FIAP will again focus on Industry Day at the APS March Meeting. The theme is “Physics for Tomorrow” which highlights the many ways that technology developed by physicists helps shape our daily lives. Industrial physicists in many different sectors of the economy advance technology through modeling and experiments, develop new materials and instruments, and improve and maintain processes that ensure product quality. Speakers from a wide range of technical fields will share their experiences including how training in physics prepared them for the jobs they have now.

aps.org/meetings/march/industry.cfm

Industrial Physics Advisory Board The IndBoard is composed of physicists working in the private sector who advise APS on issues affecting industrial physics. A key recent accomplishment is a report issued in January 2019 on "The Impact of Industrial Physics on the U.S. Economy". More details including a link to the report at aps.org/programs/industrial/advisory.cfm

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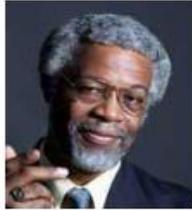
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