

Template for department action plan

This document serves as an example for departments to use in creating their action plan after receiving the site visit group's report. This action plan is due back to the site visit group (SVG) within one month of receiving the SVG report.

Physics Department
Institution

Date Date of APS CSWP/COM Site visit: [Date]

I. Introduction

On [dates] a site visit group from the American Physical Society visited the department to assess the climate for women and individuals from other marginalized groups. Members of our Departmental Team include XXX, YYY, and ZZZ. Based on the report written by the site visit group, the Physics Department has created goals to make the department more inclusive. These are outlined here along with their timeline and intended activities.

II. Insights

[Include main take-away thoughts and insights from the site visit process. An example might be: The department held discussions following the site visit and reflected on the work done previously, the site visit, and the subsequent report. We felt that while we have been making strides for inclusion of women in the department that are reflected in recent hires and the graduate student population, we have been less successful in attracting and retaining students of color.]

III. Departmental goals for improving the climate

[What are specific goals for the department to improve the climate for all members, e.g.:

1. Show substantial improvement on a climate survey administered to departmental members relative to the previous survey given two years ago
2. Increase the participation of women and members of other marginalized groups in departmental leadership

These can be expressed in a few sentences or as a set of bullet points, but should point toward specific actions that can be taken to implement them.]

IV. Specific departmental actions:

[We recommend writing these actions using the SMART framework* to indicate the specific actions proposed, their timeline, and a clear sense of how you will acknowledge that the action has been accomplished.

Provide a list of specific actions that will help the department achieve the goals listed above, e.g.:

- We will establish a physical space in the department for the Women in Physics group to meet, study, and socialize within the next 24 months (responds to goal #1).

- We will conduct bystander intervention training for all incoming graduate students, with the first workshop happening in the next entering cohort (responds to goal #1).
- We will change the makeup of the department senior leadership to specifically provide more diverse perspectives including at least one woman and one graduate student (subject to confidentiality issues) and implement this in the next calendar year (responds to goal #2).]

*SMART goals are designed to meet these five criteria: Specific, Measurable, Achievable, Relevant, Timely

- **Specific:** clear and concise
- **Measurable:** be able to know when you've met it and how far along you are
- **Achievable:** within reach, but challenging
- **Relevant:** appropriate to your broader goals
- **Timely:** set an appropriate timeframe for your goal

Examples of writing and using SMART goals can be found in numerous resources on the web.