Virginia Commonwealth University ADVANCE-IT
Website and Timeline

Website

VCU’s ADVANCE-IT Web Address

Timeline

The following timeline outlines the benchmarks for the major project activities of the VCU ADVANCE-IT grant. It is organized by project teams:

Leadership Team

Montserrat Fuentes (Responsible Member)
- Start grant: Completed in Year 1, Quarter 1
- Conduct leadership team meetings: Monthly for the life of the grant

Jennifer Elswick (Responsible Member)
Create website: Completed in Year 1, Quarter 1

Denise Grothues (Responsible Member)
Aggregate data and write reports: Months 3, 4, 5, and 6 of Year 1 and then annually every year after for the life of the grant

Cultural Change Program Team, Rosalyn Hargraves (Responsible Member)
- Invite members and create committee: Completed in Year 1, Quarter 1
- Conduct meetings for the program team: Monthly for the life of the grant
- Design the call for applicants for Immunity to Change (ITC) facilitators: Year 1, Quarter 2
- Accept applications and select ITC facilitators: Year 1, Quarter 3 and again in Year 3, Quarter 3
- Train facilitators in ITC process: Year 1, Quarter 3 and again in Year 3, Quarter 3
- Conduct ITC workshops with constituent groups: Begins in Year 1, Quarter 4 and then is ongoing throughout the life of the grant
- Identify process for distributing search committee grants: Year 1, Quarter 2
- Establish committee for distributing search committee funds: Year 1, Quarter 2
- Distribute search committee travel grants: Begins in Year 1, Quarter 3 and then is ongoing throughout the life of the grant
- Implement process for distributing department funds for ITC training: Year 1, Quarter 3
- Strengthen Recruitment Processes: Begins in Year 1, Quarter 2 and then is ongoing throughout the life of the grant
Policy and Procedures Change Program Team, Montserrat Fuentes (Responsible Member)

- Invite members and create committee: Completed in Year 1, Quarter 1
- Conduct meetings for each initiative team: Monthly for the life of the grant
- Conduct meetings for the whole Policy and Procedures Change Program Team: Quarterly for the life of the grant
- Establish new guidelines/policies for promotion and tenure: Ongoing activity for the life of the grant
- Establish new guidelines focused on spousal/partner hiring: Ongoing activity for the life of the grant
- Establish new guidelines focused on family leave in STEM units: Ongoing activity for the life of the grant
- Establish new guidelines and strategies for career/life integration: Ongoing activity for the life of the grant

Faculty Development Program Team, Barbara Boyan (Responsible Member)

- Invite members and create committee: Completed in Year 1, Quarter 1
- Conduct meetings for each initiative team: Monthly for the life of the grant
- Conduct meetings for the whole Faculty Development Team: Quarterly for the life of the grant
- Establish Council of Chairs: Year 2, Quarter 1
- Conduct Council of Chairs meetings: Begins Year 2, Quarter 2, and is repeated throughout the life of the grant
- Coach chairs about cultural competency and intersectionality: Begins Year 2, Quarter 2, and is an ongoing activity for the life of the grant
- Provide for department retreats focused on ITC: Ongoing for the life of the grant
- Implement an action-plan to assist STEM women in navigating the tenure and/or promotion process with targeted attention to intersecting identities: Ongoing for the life of the grant
- Implement a mentoring program for all STEM women faculty across the career span: Ongoing for the life of the grant

Social Science Research Project Team, Deirdre Condit and Jennifer Johnson (Responsible Members)

- Invite members and create committee: Completed in Year 1, Quarter 1
- Design complex adaptive system survey: Ongoing activity from Year 1, Quarter 2 through Quarter 4
- Recruit participating departments: Ongoing activity from Year 1, Quarter 2 through Quarter 4
- Conduct departmental survey: Ongoing activity starting and continuing through Year 2
- Create preliminary Social Network Analysis (SNA): Ongoing activity starting and continuing through Year 2
- Identify participants for interviews and focus groups: Ongoing activity starting and continuing through Year 2
- Use qualitative data from Year 2 to develop a more complete SNA for each participating department: Ongoing activity starting and continuing through Year 3
- Assess STEM/non-STEM differences: Ongoing activity starting and continuing through Year 3
- Draw preliminary conclusions about research questions and hypotheses: Ongoing activity starting and continuing through Year 4
- Share findings with participating departments to assess credibility and modify accordingly: Ongoing activity starting and continuing through Year 4
- Write up and disseminate research findings: Ongoing activity starting and continuing through Year 5
Steering Committee

Montserrat Fuentes (Responsible Member)
Establish committee: Completed in Year 1, Quarter 1

Kevin Allison (Responsible Member)
Meet with leadership team: Quarterly for the life of the grant

Evaluation Team

Mary Moore and Jennifer Reid (Responsible Members)
- Collect baseline and comparative data, measure change over time, examine stakeholders’ experiences, and determine whether activities have the desired results: Ongoing activity for the life of the grant
- Provide reports to key researchers and stakeholders: Quarterly throughout the life of the grant

KerryAnn O’Meara (Responsible Member)
- Visit VCU: Twice a year throughout the life of the grant
- Provide a report, covering progress made towards program goals, the degree of goal achievement, and recommendations: Annually throughout the life of the grant
- Conduct impact evaluation in anticipation of the third-year review: Year 3, Quarter 2
- Conduct summative impact evaluation: Year 5, Quarter 4

External Advisory Board

Montserrat Fuentes (Responsible Member)
Establish committee: Completed Year 1, Quarter 1

Meredith Weiss (Responsible Member)
Visit VCU: Annually throughout the life of the grant