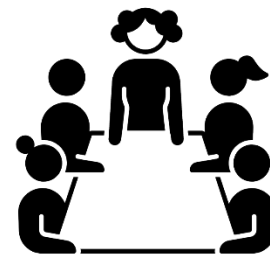


CREATING AN INCLUSIVE RESEARCH GROUP



Action items for group leaders

SET A GROUP CULTURE

- Be explicit about topics you are willing to discuss or advise on.
- Encourage group members to share their past experiences and how those experiences relate to topics of interest.
- Encourage group members to get together outside of work.

PROVIDE RESOURCES AND CLEAR POLICIES

- Establish an information repository for group members (e.g., on Google Drive, Dropbox).
- Explicitly define your expectations around teaching and service.
- Write down and follow up on commitments you make.
- Ensure equitable distribution of group tasks (e.g., maintaining lab and office spaces, updating the group website, etc.)

RUN INCLUSIVE GROUP MEETINGS

- Make sure all members of your group have an opportunity to participate.
- Be cognizant of and interrupt interruptions.
- Use the correct gender pronouns for group members, and correct others as appropriate.
- Affirm the work of students presenting at group meetings.
- Give constructive feedback.

COMMUNICATE EFFECTIVELY

- Remember that communication styles vary from person to person.
- Try to understand how your group members' style(s) may differ from your own.

CONNECT YOUR GROUP MEMBERS TO OPPORTUNITIES

- Consistently provide opportunities (conferences presentations, co-authorship, guest lectures, etc.) to your group members.
- Introduce students and postdocs to your network.
- Give credit to contributing group members in your presentations.

ASK FOR INPUT

- Provide a forum for students to give suggestions on group policies and meeting structure. Adjust accordingly.