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.

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