

American Philosophical Association (APA) Committee on the Status of Women (CSW) Site Visit Program

Site Visit Process and Expectations

Site visit program background and goals

The APA has a clear interest in and responsibility for improving the climate for women and members of other underrepresented groups in philosophy departments. Moreover, working to improve the climate for women improves the climate for all. Good climate makes a difference for job satisfaction and productivity. The Program has been created in recognition of these goals and responsibilities.

Specific goals of the Program include the following:

- Helping departments analyze the climate issues particular to their own settings.
- Making recommendations for improving departmental climates based on proven best practices.
- Informing departments, where necessary, about challenges women and philosophers of other underrepresented groups face, drawing on social science and first person accounts.
- Gaining information in a systematic way about the range and variety of women's and minorities' experiences in philosophy that contribute to their ongoing underrepresentation in the field.

Site visits are normally conducted at the request of a philosophy department chair, in consultation with the faculty. The visit will be tailored to the specific needs of the Department. Departments may specifically request that issues tied to certain underrepresented groups (e.g. issues tied to Blacks in philosophy) be addressed as well as issues tied to gender, and this request will be granted if there are qualified Site Visit Team Members available.

Site visit process

Prior to the visit

Once visit dates are agreed upon by the chair of the Department (or the chair's designate) and the director of the Program, a Site Visit Team normally comprising three philosophers, including at least two women, will be assembled, and one of the members of the Site Visit Team will be

designated Site Visit Team Leader. Although the Department may request that the Site Visit Team include members having certain qualifications (e.g., experience with a large state university), such accommodations cannot be guaranteed. The final make-up of the Site Visit Team is determined exclusively by the director of the Program in consultation with the associate directors.

At least 14 days prior to the visit, the Department will submit to the Site Visit Team Leader a report providing information about the Department, which should include the following:

- the undergraduate and graduate curriculum with sample syllabi
- demographic data for undergraduate classes, majors, graduate student admissions graduate placement, and faculty appointments
- the most recent visiting committee report (if applicable)

In addition, the Department's faculty, students, and staff will be asked to complete an online confidential survey, for the Site Visit Team's use only.

The Department will coordinate with the Site Visit Team Leader to arrange and schedule meetings with various departmental groups during the visit itself.

The Department will make arrangements for local accommodations for the members of the Site Visit Team. Site Visit Team Members will make their own travel arrangements; the Department will reimburse Site Visit Team Members for airfare, train fare, driving mileage, and any other reasonable travel expenses within 60 days after the visit has taken place.

During the visit

Members of the Site Visit Team will meet with the chair of the Department and others in leadership positions in the Department, e.g., the director of graduate studies. The specific plan for meetings with groups within the Department will vary, depending on the particular structure and needs of the Department. However, it will be important to provide opportunities for members of underrepresented and/or vulnerable groups to speak confidentially to the Site Visit Team. Members of the Site Visit Team will make it a point to speak with faculty members in philosophy (or related areas), lecturers, office staff, graduate students, undergraduates, and other key constituencies. Opportunities will be available for anyone to speak to the Site Visit Team individually, if requested. If possible, the Site Visit Team should also meet with the dean of the school in which philosophy is located and other administrators responsible for faculty appointments, hiring, tenure, and promotion. The goal of these meetings is to provide the Site Visit Team with the quantitative and qualitative information necessary to assess the climate for women and members of other underrepresented groups in the Department.

After the visit

The Site Visit Team will write a report for the Department, detailing the findings of the visit and offering practical suggestions on improving the climate for women and minorities in the

Department. Normally, the report will be delivered directly to the chair of the Department with the expectation that the chair will share it with faculty, staff, and students of the Department.

No fewer than 12 months and no more than 18 months after the visit concludes, the chair of the Department will submit to the Program a post-visit report describing actions taken since the visit to improve the conditions for women and other underrepresented groups.

Departments wishing to publicize their participation in the Site Visit program will be included on a list on the CSW's website.

Assessing the climate for other underrepresented groups

If requested prior to the Site Visit, the Site Visit Team will be attentive to issues beyond gender, such as race, sexuality, and disability, and will make an effort to collect quantitative data on these groups. In some cases, it will be impossible to separate the ways in which gender, race, sexuality, and other identities are playing a role in the climate. The Site Visit Team will not make an effort to separate out the different factors, but will offer suggestions that are sensitive to intersectional issues.

Key personnel

- Peggy DesAutels, University of Dayton, Director of the APA Site Visit Program
peggy.desautels@gmail.com
- Carla Fehr, University of Waterloo, Associate Director of the APA Site Visit Program
carla.fehr@uwaterloo.ca
- Sally Haslanger, Massachusetts Institute of Technology, Associate Director of the APA Site Visit Program
shaslang@mit.edu

Site Visit Team

Members of the Site Visit Team are faculty members at their respective institutions and during the Site Visit act solely in their capacity as consulting faculty members. They are not lawyers nor are they legal advisors. They are not employed by the APA nor are they representatives of the APA.

Confidentiality

Shielding the identities of people who report concerns or problems is critical to the success of the Program, as those who fear their identities may be exposed will be less forthcoming about their experiences. If institutional climates are to be honestly evaluated and addressed, everyone, including members of underrepresented groups as well as men and department leaders, must feel safe enough to be honest with the Site Visit Team.

In keeping with this need, the Program and the members of the Site Visit Team will keep confidential the names and other identifying characteristics of those who participate in the Site Visit. In the final report, no names will be attached to particular comments, experiences, or events. Within these constraints, the Site Visit Team will provide as comprehensive a report as possible.

Further, the Site Visit Team will not communicate the details of what is learned about the Department as part of the Site Visit process to people outside of the Department. The final report will be directly provided only to the Department. The Team will not provide the report to anyone outside the Department, including deans, unless the visit request is made by a dean, in which case only that dean will be provided the report. The Team will not provide the report to institutional administrators, though the Site Visit Team may discuss its initial findings in broad terms with administrators during the site visit itself.

Confidentiality as described above will only be broken if required by law. If a Site Visit Team Member has good reason to believe that illegal behavior (e.g. sexual harassment or sex discrimination) is taking place, and this behavior has not yet been reported and addressed, the Site Visit Team will report this alleged behavior through proper institutional channels, and may need to identify those allegedly engaging in and victimized by this behavior. Reports may also be subject to freedom of information requests.

Compliance with open records laws

Open records laws vary from state to state and by type of institution. It is the responsibility of the Department to know to what degree its Site Visit report is subject to open records laws and to comply with such laws.

Fees and costs

The Department will pay an honorarium of \$500 to each member of the Site Visit Team plus a \$250 program fee. The \$250 fee must be received by the Program at least 14 days prior to the Site Visit; it should be made payable to the APA and sent to the APA's national office at the following address:

American Philosophical Association
Attn: CSW Site Visit Program
University of Delaware
31 Amstel Avenue
Newark, DE 19711

The honoraria may be presented directly to the individual Site Visit Team Members or paid in a lump sum to the Program at the above address.

In addition, the Department will pay for all travel-related costs for the Site Visit Team, including travel to the site, local hotel accommodations, local transportation, and meals. The Site Visit will normally require three nights' accommodations.

The Department will make local arrangements (e.g., hotel accommodations) for the Site Visit Team Members. Site Visit Team Members will make their own travel arrangements; the Department will reimburse Site Visit Team Members for airfare, train fare, driving mileage, meals, and any other reasonable travel expenses. The Department will pay all fees, honoraria, and reimbursements within 60 days after the visit has taken place.

Safety and security of Site Visit Team Members

A completed Site Visit and the creation and delivery of a final Site Visit Report is contingent on the evaluators being treated with appropriate professionalism. The director of the Site Visit Program reserves the right to terminate the Site Visit if evaluators feel they are being harassed or violated by Site Visit participants. If a site evaluation process is terminated for this reason during or after the visit, the Department forfeits its evaluation fees including honoraria and travel costs.

Termination or Cancellation of the Site Visit

If the Site Visit is terminated early, cancelled, or reduced (i.e., going forward with one fewer Site Visit Team Member) through no fault of the Site Visit Program or the Site Visit Team, including but not limited to harassment as described above, weather-related travel disruptions, illness, or the Department's decision to terminate or cancel, the Department is responsible for all non-refundable costs incurred up to the time that both the director of the Program and the chair of the Department are notified of the termination, cancellation, or reduction. In these cases, the program fee is refundable only if the Site Visit is cancelled at least 14 days prior to the scheduled date. The Department will pay honoraria to all Site Visit Team Members who participate in all or part of the Site Visit; if the site visit is fully cancelled, no honoraria are owed.

If the Site Visit is terminated early, cancelled, or reduced as a result of negligence or impropriety of the Site Visit Program or the Site Visit Team, the Program will be responsible for all non-refundable costs incurred up to the time that both the director of the Program and the chair of the Department are notified of the termination, cancellation, or reduction. In such cases, the program fee will be refunded if the Site Visit is fully cancelled; if the Site Visit goes forward on a reduced basis or if terminated, 50 percent of the program fee (\$125) will be refunded. The Department will pay honoraria to all Site Visit Team Members who participate in all or part of the Site Visit; if the site visit is fully cancelled, no honoraria are owed.

Unless the Site Visit is terminated or cancelled due to harassment, the Program will, upon request by the Department, endeavor to reschedule or complete the Site Visit at a later date.