

Princeton Astro Department Climate Committee for Equity and Inclusion

In this context we define **Equity** as the fair treatment, access, opportunity, and advancement for all people. We define **Inclusion** as the act of creating an environment in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.

Committee charges

The committee will work to improve equity and inclusion in our department, by assessing the climate, making recommendations for improvement, and tracking actions. To that end, expected activities of the committee include the following:

- Host a department climate townhall every semester
- Administer a department climate survey every two years (last was Nov 2018), and request periodic external evaluations.
- Compile a report summarizing survey results; enable discussion of the report, for example in cohorts and in the department townhall.
- Maintain a list of recommendations from the survey, or from other input, and any actions taken.
- Work with department members to take on recommended actions, and/or propose them to the department chair. The committee is not responsible for enacting all recommendations.
- At the end of each academic year, report on recommendations and actions.
- Keep the department web content related to the climate committee up to date.
- Co-host 'pop-up' discussions on topics arising (for example, Astro coffee).
- Provide informal advice to the chair on responding to climate-related issues.
- Monitor and respond to, and pass to the relevant parties, an anonymous feedback form/email.

Membership of committee and meeting schedule

- The committee is made up of typically 1-2 members from each cohort in the department: the undergrads, grad students, post-doc/research staff, staff and faculty. The department chair is an ex-officio member. The committee chair is a faculty member.
- Interest in committee membership is solicited with emails to the relevant groups; expected membership is 1-2 years.
- The committee typically meets once per month; notes are taken.