

ADVANCE Florida Network Women in STEM Scholars (AFN-WISS)

Overview and Procedures

ADVANCE Florida Network (AFN)

AFN provides mentoring, networking, collaboration, and professional opportunities to tenured and tenure-track STEM women faculty and STEM women postdoctoral fellows among the three urban public research universities that comprise the Florida Consortium of Metropolitan Research Universities: Florida International University (FIU), University of Central Florida (UCF), and University of South Florida (USF). The goal of the AFN is to encourage collaboration and the sharing of information and resources in the areas of recruitment, promotion, retention, and leadership for women.

Women in STEM Scholars (AFN-WISS)

Under the AFN-WISS program, women tenure-line STEM faculty and women Postdoctoral Associates can receive funding to offer research seminars at departments from any of the Metropolitan Universities (USF/UCF/FIU) other than their current institution to develop research collaborations and networks and to increase their professional visibility. Each applicant is required to have made contact with a “host” at the institution to be visited who will facilitate a visiting scholar’s schedule and presentation(s). We particularly encourage new collaborations and anticipate the scholar’s program to be a multi-year program.

Please note, your host should be a tenure-line faculty member (woman or man).

AFN-WISS is supported by the Provosts of each Metropolitan University, who contribute to the NSF ADVANCE Institutional Transformation grant awarded to Florida International University. Funding will cover the cost of travel and expenses.

AFN Representatives

Florida International University

Yesim Darici, Director, Center for Women’s and Gender Studies, FIU
dariciy@fiu.edu | 305-348-2408 | Deuxieme Maison (DM) 214
Suzanna Rose, Associate Provost, Women, Equity & Diversity, FIU
srose@fiu.edu | 305-348-1975 | Primera Casa (PC230)

University of Central Florida

Debra Reinhart, Associate Vice President, Research and Scholarship, UCF
debra.reinhart@ucf.edu | 407-823-2315 | Millican Hall (MH) 243
Linda Walters, Director, Center for Success of Women Faculty, UCF
linda.walters@ucf.edu | 407-823-2148 | Millican Hall (MH) 351

University of South Florida

Please direct questions about AFN-WISS to advance@fiu.edu and your AFN representatives.

Susan Bell, Professor, Integrative Biology, USF
sbell@usf.edu | 813-974-2542 | Science Center (SCA) 110
Norma Alcantar, Professor, Chemical & Biomedical Engineering, USF
norma@usf.edu | 813-974-8009 | Engineering Building II (ENB) 0118

Visit Guidelines and Procedures

General Guidelines

The AFN-WISS visiting Scholar and host will develop a schedule for the visit that should reflect the goal of helping the visiting scholar to develop research collaborations and networks and to increase their professional visibility. Before scheduling any meetings, the Scholar and host should discuss the Scholar's research goals, professional development issues, and funding opportunities. The Scholar and host are encouraged to create an agenda suitable for both parties. If appropriate and relevant, the Scholar and host are encouraged to develop a two-year plan for collaborations and/or follow-up visits. Funding is available for travel (including two hotel nights) and expenses. A checklist of steps that you can use to plan the visit is provided below.

It is required that each visiting Scholar will conduct a colloquium, seminar, or other talk on their current research to a faculty audience. Other potential agenda items could include the following: meet with faculty to discuss potential research collaborations, network with those working in related or complementary research areas, or meet with potential mentors. The host should also schedule a meeting between the Scholar and at least one of the AFN representatives at the host institution. See listing above.

After the visit, the Scholar is asked to schedule a meeting with one or both AFN representatives from their home institution. See listing above. The purpose of this meeting is to inform the AFN representatives of the usefulness of the visit.

Please direct questions about AFN-WISS to advance@fiu.edu and your AFN representatives.

Checklist for the Visit

Host

- 1. Discuss with the visitor her priorities and goals for the visit, including any particular faculty she would like to meet.
- 2. Schedule meetings and prepare the agenda for visits. (Refer to General Guidelines above for information about required and suggested agenda items.)
- 3. As a reminder, it is **required** for the visiting Scholar to conduct a colloquium, seminar, or other job talk on their current research
- 4. Discuss and arrange all logistics for visits (i.e. recommended hotel accommodation, campus guides) or put the visitor in contact with the relevant person who can assist with finalizing logistics for scheduled visits.
- 5. Confirm with the visitor a scheduled meeting with an AFN representative(s) from the host institution. See listing above.
- 6. During the visit, meet with the visitor at least once and provide support and assistance throughout the day. Please ensure that the visitor can find all meeting locations and is made to feel welcome on your campus.
- 7. If appropriate and/or relevant, work with the visiting scholar to develop a two-year plan for collaborations and/or follow-up visits.
- 8. Within two weeks of the visit, [complete a short online survey](#) about AFN-WISS.

Visitor

- 1. Schedule a meeting to discuss with the host your priorities and goals for the visit, including any particular faculty you would like to meet.
- 2. Develop required colloquium, seminar, or other job talk materials and include in agenda with meeting with host.
- 3. Work with the host or other designated staff to arrange logistics such as accommodation and flights.
- 4. If possible, work with the host to develop a two-year plan for collaborations and/or follow-up visits.
- 5. After your visit, schedule a meeting with your home institution's AFN representative(s) to discuss the proposed itinerary and any other agenda items or meetings that may be beneficial. See listing above.
- 6. Within two weeks of the visit, [complete a short online survey](#) about AFN-WISS.

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