

D&F IDEAL Implementation Checklist

AIChE recently unveiled its commitment to [IDEAL](#):

I (Inclusion) D (Diversity) E (Equity) A (Anti-Racism) L (Learning)

As leaders in the AICHE organization, it is our responsibility to implement the IDEAL vision, and we are asking all Divisions and Forums to think about the following items. While we recognize that all of these suggestions may not be appropriate for every D&F, we have indicated items that are required or strongly recommended. Please discuss this checklist with your leadership and submit responses by _____.

Your Community Engagement

_____ D&F's commitment to diversity is shown through its by-laws, operating procedures, webpage and marketing materials. **(strongly recommended)**

_____ D&F recruitment of leaders is active and intentional to engage representation of those underrepresented in the profession. **(strongly recommended)**

_____ D&F operations (business and executive committee meetings, dinners, receptions, programming) embrace family-friendly times and venues.

_____ The D&F offers mentorship programs to younger members (YPs or student), particularly those from groups underrepresented in the profession. [Consider Foundation grant for this purpose.]

Your Leadership

_____ D&F leaders are aware of the AICHE IDEAL statement and code of conduct. **(required)**

_____ D&F leadership has engaged in IDEAL training (e.g., AIChE, employer, university)

_____ D&F leadership are attuned to membership demographics and responsive to changing demographic data to meet with needs of the community through programming, intervention, etc.

Process Transparency

_____ The D&F clearly outlines the when/how/where of participating in business meetings that are open to the public. **(required)**

_____ The D&F clearly outlines the when/how/where of procedures for volunteering to serve as a session chair. **(strongly recommended)**

_____ The D&F clearly outlines the when/how/where of pathways for leadership in the D&F (e.g., session chair > programming chair > executive committee or member at large >> executive committee). **(strongly recommended)**

Awards and D&F Recognitions

- _____ The D&F uses an awards nomination committee which actively seeks candidates from groups that are underrepresented in the profession by outreach to IDEAL-supporting entities (i.e., MAC, WIC, etc.). **(strongly recommended)**
- _____ The selection committee, if different from the nomination committee, includes a balance of academic and industry presentation and includes EDI considerations. **(strongly recommended)**
- _____ The selection committee receives training and/or guidance in implicit bias. **(strongly recommended)**
- _____ The D&F uses a public rubric with clearly designated attributes and measurements for both nominations and selection.
- _____ The D&F nomination package has a place to state unusual circumstances (e.g., gap in active work years as a result of disability or care giving) and IDEAL activities, which are considered in the metrics for candidate selection.
- _____ The D&F collects demographic information on nominees and winners and responds to this data where appropriate.

Programming

- _____ Session chair opportunities are open to all, not only networks and the D&F actively seeks to engage participants from those that are underrepresented in the profession. **(required)**
- _____ IDEAL values are explicitly articulated in meetings/sessions along with appropriate procedures to follow in the case of violations. **(strongly recommended)**
- _____ Invited speakers are selected as mentioned above in awards, with IDEAL as a consideration and with clearly designated attributes and measurements. **(strongly recommended)**
- _____ Session chairs receive training on how to run sessions, how to handle aggressive speakers, intimidating audience members, and speakers that run over time, etc..
- _____ The D&F offers travel or conference support for those speakers who might need it to increase the diversity of the speakers/panel.