



**Best practices of American Council on Education (ACE)
Women's Network of Ohio (WNO)
Institutional Representatives**

Institutional representatives (IRs) serve as information channels and advocates for the interests of women's leadership development and advancement in higher education at their institutions.

Rely on your judgment, your campus mentors and administrators, your knowledge of the needs and interests of your colleagues, and your institution's policies and protocol to determine how to best accomplish this in your own unique campus environment. Below is a list of some of the recent IR best practices for your information and consideration.

- Encourage women to apply and volunteer for leadership roles on your campus.
- Promote positive news regarding women on your campus (e.g., promotions, accomplishments, publications, etc.) by asking your administration and/or the public relations office to make formal announcements, or through other effective means of communication.
- Set up a "Women and Leadership" listserv on your campus to expedite the process of distributing information relevant to your IR role.
- Become involved with and possibly collaborate with activities sponsored by groups on your campus or in your community with similar goals.
- Host an event focusing on the unique challenges women have on your campus, including sub-segments of women representing diverse groups.
- Develop a Women's Leadership Development Mentoring forum.
- Coordinate a panel discussion featuring women in executive roles on your campus.
- Facilitate a book club using such books as *Why So Slow: The Advancement of Women* by Virginia Valian.
- Promote statistics and chart progress and setbacks regarding women on your campus.

- Promote organic mentoring and foster healthy connections among all women on campus in ways such as coordinating learning communities, off-site events, brown bag discussions of timely topics and articles, hosting speakers and formally or informally introducing faculty, staff and administrators to each other.
- Have a formal or informal cultural audit performed on your campus to identify several areas of interest (mentoring, glass ceiling experiences/perceptions, women feeling undervalued/unappreciated, sexual harassment, diversity, etc.). Sponsor events on these topics.
- Share external resources that explore women advancing in academia, such as the *Women in Academia Report*, a portal that celebrates women's progress in higher education and explores issues of gender equity at U.S. colleges and universities. Go to <http://www.wiareport.com> to subscribe to a weekly report.
- Share ACE WNO award opportunities with your campus via email (Dear faculty and staff, For those of you interested in advancing women in leadership in academia, I encourage you to consider... <https://aceohiowomen.org/Awards.html>), as well as other means of communicating news and information on your campus.
- Personally attend the ACE WNO annual State Conference (first Thursday/Friday of November) and encourage others from your campus to attend as well: <https://aceohiowomen.org/NewsAndAnnouncements.html>

Ask the appropriate person/office at your institution (e.g., Dean, President and Women's Center/Diversity Office, etc.), to distribute information about, and financially support, attendance.

Contact and forward possible speakers and ideas for ACE WNO statewide conferences to Conference Committee members and/or your Regional IR. Consider responding to the Call for Proposal for presenters when it is issued in the summer/fall prior to the conference.

- Submit names and profiles of women at your institution to your Regional IR for consideration for a feature posting on the Faces of Ace link on the ACE WNO website: <https://aceohiowomen.org/#>.
- Ask the public relations office at your campus to promote ACE WNO conference and award opportunities, as well as activities you as an IR coordinate and promote for your own campus.
- Stay in tune with the topics and opportunities offered through the national ACE Women's Network: <http://www.acenet.edu/news-room/Pages/ACE-Womens-Network.aspx>.

Ask your administration for support to promote and attend ACE national forums and programs and nominate colleagues to attend the same; encourage colleagues to ask administration for support.