Guidelines for Data Collection for Base Rate Calculations

I.   Steps for Data Collection

(i) Visit the official website of the Institute or University

(ii) Look for a navigation link that lists individual departments

(iii) Visit the official department page for Engineering and Science departments and count the total number of faculty members

(iv) For each woman faculty member identified, note down their details as required in the Google Sheet

(v) Calculate the base rate department-wise

(vi) Calculate the base rate institution/university-wise

(vii) Some universities/institutes may have a page dedicated to the breakup of faculty members by department. Look for this page and if it exists, cross-check your numbers with this page.

(vii) In addition, please also make a note of the number of faculty members (Total and Women Faculty Members) into the following categories: Biology, Physics, Chemistry, Mathematics, Engineering, Computer Science and Earth Sciences based on the department they are part of.

(a) All Bio-related department faculty members can be put under Biology (Ecology, Cell Biology, Biophysics, etc.)

(b) Same goes for Chemistry (Organic, Inorganic, Materials Research, etc.), Physics (High Energy Physics, Physics, etc.) and Mathematics

(c) For Engineering, all allied departments - Chemical, Mechanical, Electrical and Electronics, Textile, etc.. Some Engineering schools have a Design department which can be clubbed under Engineering.

(d) Some institutes have a Computer Science or a Computer Science and Engineering department, which can be added to Computer Science. AI and Machine learning, Computational Data Systems are other departments which can be added to Computer Science

(e) Earth Sciences includes departments such as the following: Renewable Technology. Earth Sciences, Water Research, etc.
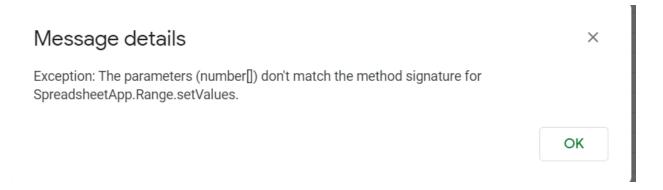
(f) When in doubt, use your best judgement :)

(vii) Also note down the number of women faculty members in early stage, mid-career as well as in senior stages. Do the same for faculty members who are men. Calculate the proportion of women faculty members at each career stage by dividing the number of women faculty members at a given stage by the total number of faculty members at that stage.

(viii) All data must be entered into the online google sheet on the biaswatchindia google drive. Please do not maintain offline data.

II. **Grey areas/ pitfalls**

(i) Some departments list Ramajunan Fellows/ Ramalingaswami Fellows/INSPIRE Faculty Fellows. These faculty members are not to be included in the final number for either the department or the institute.

(ii) Likewise, Honorary or Emeritus Professors, JC Bose Fellows and SERB Distinguished Fellows need not be included in the count.

(iii) Some Centres (or Departments) within Institutes do not have core faculty members, but instead faculty members from other departments are affiliated with them. Do make a note of this and indicate it as such when counting the number of faculty members for such Centres. Before entering the stats for the institute make sure this is not the case to avoid double-counting.

(iv) Adjunct or Associate Faculty (**not** Associate Professor) typically have their primary affiliations in a different department or institute/university OR in some instances are based in industry and need not be counted for the department that they are affiliated with.

(v) If there exists a Design department (or other such departments which could exist in Humanities), check to make sure it is within the Engineering Wing of the university/institute while including it in the stats.

III. **How to generate latitude/longitude for each institute**

- Enter the address of the university/institute in the 'Geocode' sheet. Click Add-ons> Geocoding by SmartMonkey > Geocode. Copy paste the generated coordinates under the LatLong columns

- In case of this error after entering the address and clicking on Geocode -

Message details   ✕

Exception: The parameters (number[]) don't match the method signature for SpreadsheetApp.Range.setValues.

OK

Go to Geocode by SmartMonkey>Create Template. A new sheet will be created. Try again with the address

Guidelines for managing Twitter handle and updating website

I.   Steps for Twitter curation

(i) Log into Twitter with biaswatchindia handle at least twice a week

(ii) Scroll through the Timeline to look for conferences, talks, workshops conducted by Indian institutes and universities

- The event should fall within the fields of STEM - Science, Technology, Engineering and Maths
- The event should have clear information about the speakers, organizers and moderators
- Quote tweet the original announcement tweet and add -

  Total number of speakers - X

  Number of women speakers - Y

  Base rate of women faculty in [field] - Y/Z*100 %
- For collaborative fields (eg., biology + physics or chemistry + mathematics) add both base rates
- Its ok to quote tweet events that have passed

(iii) If there is no announcement tweet, but there is an announcement poster/image, use that in place of quote tweet.

(iv) Once you've published the quote tweet, remember to enter it into the website as a new post

- Download the poster/announcement as an image file (copying the open image (right-click, "Copy") and pasting on the Wordpress post also works)
- Duplicate the previous Wordpress post
- Edit and add all information such as - Event title, Organizer, Department (if applicable), Date, Speaker gender ratio, Base rate of women faculty in XX field and upload the poster of the event as an image
- Before publishing the post, remember to choose one of the 7 fields as category. If the event does not fall into any of these categories, use 'Science' as a category. Its ok to use multiple categories in case of overlapping fields
- Add the name of the institute and a few keywords (e.g.: "manel") as tags

(iv) Remember to check DMs and message requests regularly. BiasWatchIndia's DMs are open and we also get information via people messaging us website/ announcement/ poster links from outside Twitter.