Evaluation of ADVANCE Institutional Transformation Program
Case Study Site Visit

Interview with Project Coordinator/Manager
(one hour)

Name and title of interviewee:

Institution:

Date of Interview:

Interviewer:

A. Background Information

1. How long were you project coordinator/manager of ADVANCE?
2. What were your main duties as project coordinator/manager?
3. Did you hold any other positions within the institution?

4. What is your current role vis a vis ADVANCE institutionalized components?

5. Do you currently hold any other positions within the institution?

B. Verify ADVANCE Components and Institutionalization

I'd like to go over the following components of the ADVANCE model with you to verify which were included in your project and which were institutionalized once your ADVANCE funding ended. **Note to interviewer: This should be done with *either* the Lead PI/Co-PI or the Project Director/Coordinator. It's up to you to decide who might be the better informant. Use attached list.**

C. Implementation of ADVANCE Project

6. What would you say were the main goals of the ADVANCE project at your institution?

7. How did institutional characteristics affect your choice of strategies? [Probe: Was size a factor? Institutional goals--Carnegie classification? Geographic location?]

8. Were there other factors that influenced your choice of intervention approaches? [**Probe**: Status of institution in terms of gender equity?]

9. On what resources did you draw in designing your intervention strategies and/or implementing them? [**Probe:** Did you adopt innovations developed by other ADVANCE projects? Did you bring in consultants from other ADVANCE projects? Gender equity or institutional transformation experts from other sources? Review the literature on gender equity and/or institutional transformation? Draw on social scientists at your own institution?]

10. Do you feel that your project was responsible for developing any innovative or noteworthy strategies or products to promote gender equity among science faculty? What are they? Have they been adopted by others?

11. What, in your opinion, were the greatest challenges you encountered in implementing ADVANCE? How were these addressed?

12. What were some of the main factors facilitating implementation of ADVANCE? (Probe: Institutional support, congruence with institutional goals, institutional/departmental climate, external pressures, etc.)

13. What are some of the lessons learned from having implemented an ADVANCE project at your institution? What would you have done differently?

14. What would you say were the most important features of the ADVANCE project at your institution?

FOR INSTITUTIONS THAT HAVE A LEADERSHIP GRANT

15. Did your institution receive a Leadership grant? If so, did this grant help to further the goals of the IT grant? How?

D. Institutionalization of ADVANCE Components

16. Of the ADVANCE components that have been institutionalized, have any changed in terms of implementation? How? What were reasons for these changes?

17. What factors or circumstances led to their institutionalization?

18. What was your role in accomplishing their institutionalization?

19. What type of institutional support is currently provided to ADVANCE components or activities? (This should be in interview, but verify) Is there a long-term commitment to provide that support?

20. Why do you think other components have not been institutionalized? [**Probe:** What factors have hindered institutionalization?]

21. In your opinion what have been ADVANCE's major contributions to your institution?

E. **Dissemination**

22. What dissemination activities were undertaken to share information regarding the ADVANCE project with others? [Probe: for journal articles, conference presentations, visits to and from other institutions, etc.] **Note to interviewer: We asked this question in the telephone interview. Please verify and add to information.**

FOR INSTITUTIONS THAT RECEIVED A PAID GRANT:

23. Did your institution receive a PAID grant? If so, did this grant help to disseminate or replicate your IT program? How?