

# Equitable Letters in Space Physics (ELSP)

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## Our Mission

Encouraging merit-based recommendations and nominations in the space physics community by providing resources and reviews.

Visit our website:

<https://equitableletterssp.github.io/ELSP/>

We are currently looking for volunteers to become reviewers. Email us: [equitable.space.letters@gmail.com](mailto:equitable.space.letters@gmail.com)

## Our Website

Our website provides resources that helps submitters to write more equitable letters of recommendations:

A list of studies that demonstrates how gender bias shows up in recommendation letters.

Help on writing a good letter for your student or colleague:

General letter writing advice.

Gender bias word calculator.

Advice for addressing racial, ethnic, and socioeconomic bias.

Guidelines to help avoid including protected information.

Links to organisations and projects aiming to open up discussions on reducing implicit bias.

## Sample Letters

We provide examples of different ways you can accidentally undermine someone in a recommendation or nomination letter. Sample letters include gender bias (which can negatively affect any gender) and racial bias for different career levels.

The screenshot shows the ELSP website with a navigation bar including Home, Gender Bias Studies, Letter Writing Resources, Addressing Bias, Sample Letters, Code of Conduct, and Contact. Below the navigation is a section titled 'Our Mission' with the text: 'Encouraging merit-based recommendations and nominations in the space physics community by providing resources and reviews.' The main content area displays two sample letters. The first letter, titled 'Equitable Letters for Space Physics', discusses resources for writing better recommendation and nomination letters within the space physics community. The second letter, titled 'Sample Letters', shows examples of gender bias and racial bias in nomination letters, with a callout box highlighting a statement that builds up one person while putting down others.

## Submitting a letter

The submitter may ensure an anonymous review by using pseudonyms in the letter. (Some information must be provided to ELSP to ensure the intended recipient is not used as a reviewer!)

Letters are submitted to ESLP email (accessible to directors)

Executive Director reviews submission for compliance, asking for changes if necessary

Reviewers are solicited (two reviewers per letter)

Executive Director compiles reviews and returns them to the submitter

## Reviewing a letter

Reviewer information is not provided to the submitters.

An annual ELSP community report will thank reviewers.

Training for reviewers is being developed.

A checklist will guide the review process.

You can always say "no" if you're too busy to accept a review, and we request a two week turn-around.

## We are open for letter review shortly.

The screenshot shows a nomination letter for Dr. John Smith. The letter is addressed to 'Dear Colleagues' and discusses Dr. Smith's work in fundamental physics, specifically in the fields of String and Time Travel. It highlights his leadership in diversity and inclusion efforts. A callout box points to a statement that builds up one person while putting down others. The letter concludes with a statement of support from Dr. Melissa Smith.

## Code of Conduct

Our code of conduct is based on the Contributor Covenant 2.0. We provide examples of desirable and unacceptable behaviour, and a framework for dealing with infractions and disputes.

## Other Ways to Help

This is a community, volunteer-led project. We would love to receive webpage bug reports, suggestions for additional resources, and ideas for improvement. Please visit our GitHub to contribute:

<https://github.com/EquitableLettersSP/ELSP>

## Community Growth

We aim to be transparent and welcoming:

In one year, we will provide a report to the community.

The Board of Directors will have annual elections for some positions, and each position has a limited term.

Executive Director position is a two-year position, preventing burn-out.

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