CHECKLIST: ACTION STEPS

A good first step in creating an intellectual community that fosters a sense of belonging is to conduct an assessment of the current departmental climate (see page 14 for examples).

The checklist below is an overview of practices that support an inclusive work environment. It can be used to examine current department practices and think about changes. The practices are grouped under principles that will be discussed later in this handbook.

| Transparency: Making all kinds of information available and easy to find | □ Offer programming to introduce new faculty to key offices and resources  
□ Hold regular unit/department meetings and announce them in advance  
□ Explicitly discuss expectations for faculty communication and behavior  
□ Communicate school/department policies and expectations clearly, in multiple formats, and on an ongoing basis, and communicate changes or updates to policies in a timely manner |
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| Uniformity: Dealing equitably with all faculty | □ Develop transparent, equitable, inclusive policies for recruitment, promotion, and leadership opportunities  
□ Conduct annual reports that track appointments, promotions, salary, recruitment and retention efforts, as well as resignations, to identify any disparities  
□ Evaluate faculty on a regular basis |
| Assistance: Attending to the needs of everyone | Opportunities for professional growth  
□ With the input of all members of the community, plan informal meetings, such as brown bag lunches, to provide an opportunity for faculty to connect  
□ Create opportunities for faculty to participate in formal and informal mentoring sessions, including peer mentoring  
□ Provide junior faculty the opportunity to meet with department leaders  
□ Provide opportunities for professional collaboration and growth through colloquia and sponsored events  
Work/Life integration  
□ Familiarize yourself with and advocate for flexible and accommodating policies and practices that support the families of faculty  
□ Provide support for dual-career faculty beyond the recruitment process  
□ Encourage faculty to take advantage of tenure clock extension and modified duties when the need arises  
□ Provide opportunities for social connection  
□ Avoid scheduling early morning or evening events, as these can create conflicts for faculty with caregiving and other responsibilities |
| Respect: Acknowledging and valuing a variety of contributions; welcoming and including all department members | □ Formally thank faculty who take on additional service obligations  
□ Publicly celebrate faculty accomplishments  
□ Review decision-making processes, checking for biases  
□ Offer new and underrepresented faculty more opportunities to participate in decision making  
□ Model effective and supportive communication  
□ Demonstrate ongoing support for faculty work, regardless of the discipline or specialty  
□ Provide safe venues for voicing ideas, opinions, and complaints |