





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.

	<p>TRANSPARENCY: Making all kinds of information available and easy to find</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Offer programming to introduce new faculty to key offices and resources <input type="checkbox"/> Hold regular unit/department meetings and announce them in advance <input type="checkbox"/> Explicitly discuss expectations for faculty communication and behavior <input type="checkbox"/> 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
	<p>UNIFORMITY: Dealing equitably with all faculty</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop transparent, equitable, inclusive policies for recruitment, promotion, and leadership opportunities <input type="checkbox"/> Conduct annual reports that track appointments, promotions, salary, recruitment and retention efforts, as well as resignations, to identify any disparities <input type="checkbox"/> Evaluate faculty on a regular basis
	<p>ASSISTANCE: Attending to the needs of everyone</p>	<p>Opportunities for professional growth</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Create opportunities for faculty to participate in formal and informal mentoring sessions, including peer mentoring <input type="checkbox"/> Provide junior faculty the opportunity to meet with department leaders <input type="checkbox"/> Provide opportunities for professional collaboration and growth through colloquia and sponsored events <p>Work/Life integration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Familiarize yourself with and advocate for flexible and accommodating policies and practices that support the families of faculty <input type="checkbox"/> Provide support for dual-career faculty beyond the recruitment process <input type="checkbox"/> Encourage faculty to take advantage of tenure clock extension and modified duties when the need arises <input type="checkbox"/> Provide opportunities for social connection <input type="checkbox"/> Avoid scheduling early morning or evening events, as these can create conflicts for faculty with caregiving and other responsibilities
	<p>RESPECT: Acknowledging and valuing a variety of contributions; welcoming and including all department members</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Formally thank faculty who take on additional service obligations <input type="checkbox"/> Publicly celebrate faculty accomplishments <input type="checkbox"/> Review decision-making processes, checking for biases <input type="checkbox"/> Offer new and underrepresented faculty more opportunities to participate in decision making <input type="checkbox"/> Model effective and supportive communication <input type="checkbox"/> Demonstrate ongoing support for faculty work, regardless of the discipline or specialty <input type="checkbox"/> Provide safe venues for voicing ideas, opinions, and complaints