

Strategies to Foster an Inclusive and Equitable Workplace Environment

Proactive Strategies

Chair's Checklist (Adopted from Columbia University. 2018. Guide to Best Practices in Faculty Retention)

Monitor School/Departmental Health

- ☐ Meet with faculty regularly to provide and receive feedback
- ☐ Conduct anonymous surveys to measure job satisfaction
- ☐ Monitor course and service commitments to ensure faculty have feasible workloads
- ☐ Examine data for faculty appointments, promotions, and resignations for any patterns and disparities
- ☐ Review decision-making processes, checking for any biases and inequitable outcomes (consider VIBE framework)

Establish Supportive and Welcoming Climate

- ☐ Communicate school/department policies and expectations clearly and early
- ☐ Create opportunities for faculty to participate in department and school governance
- ☐ Establish and promote mentoring for, and sponsorship of, faculty
- ☐ Connect faculty to campus resources both within and outside the department or school
- ☐ Facilitate networking opportunities for faculty
- ☐ Consider leaves and other policies on an individual basis to best meet faculty needs

Support Faculty Professional Development

- ☐ Celebrate and recognize diverse contributions and outstanding performance
- ☐ Encourage faculty to pursue research and intellectual interests
- ☐ Provide all faculty with training in cultural responsiveness
- ☐ Support faculty development for continued improvement in teaching practices

Best Faculty Onboarding Practices

This template serves as a guide of the kind of information you may want to communicate to new faculty. You should tailor it to your needs and the needs of the individual faculty member.

Dear FACULTY NAME HERE,

Welcome to the dept of XXXX at Sac State! This letter contains some basic information that you might need to get started.

- **ARTP document** *[attach]*
- **International Faculty:** <https://www.csus.edu/international-programs-global-engagement/>
- **Moving to Sacramento** *[include some basic information or connect them to someone in the dept who might be able to help]*
- **Child care:** <https://asi.csus.edu/asi-childrens-center/>; <https://www.enterprises.csus.edu/property-services/bright-path-to-learning-child-development-center/>
- **Affinity groups:** <https://www.csus.edu/division-inclusive-excellence/employee-affinity-groups/>
- **Faculty success:** <https://www.csus.edu/academic-affairs/faculty-success/>
- **Resources from Inclusive Excellence:** <https://www.csus.edu/division-inclusive-excellence/faculty-diversity-inclusion/faculty-success.html>
- **Center for Teaching & Learning:** <https://www.csus.edu/academic-affairs/center-teaching-learning/professional-development.html>
- **Department webpage info and whom to contact to build a webpage** *[include]*
 - *All faculty members have their own webpage on our department website. Please see our current website, DEPT WEBSITE, for bio examples. Some of the information requested will be a current CV without home address, picture, and links to articles you may have published (or pdf versions we can upload).*
- **Office assignment & telephone** *[include information is known]*
- **Computer** *[connect new faculty to the IT department]*

I will be in touch soon, but in the meantime, please do not hesitate to contact me if any questions or concerns arise.

Best wishes,

DEPT CHAIR