# FOSTERING KINDNESS, RESPECT & ENGAGMENT WITHIN THE TEAMIcon Description automatically generated with low confidence

Coordinators set the tone for how their program or discipline/subject area teams work together which in turn, influence interactions between faculty and their students, the service areas, and the community. Here are some considerations for encouraging kindness, respect, and engagement.

## Ways to Encourage Kindness, Respect & Engagement

1. At the beginning of each semester, obtain the list of faculty and the courses they are teaching. Using your Fleming email account, include this information in a welcome message to new and returning faculty as well as a thank-you to returning faculty. Other information could include:
   1. Details about Orientation;
   2. Dates, times, location and purposes of any scheduled meetings;
   3. School decisions that have been made;
   4. Existing program or discipline/subject area shared vision, mission, values, and teaching philosophy;
   5. Existing online mechanisms used to connect with students and alumni;
   6. Any team norms established;
   7. Your availability and how to best contact you for information and/or support; and
   8. An overview of your Coordinator duties.
2. Organize multiple team building opportunities throughout each semester which could be done on-campus or offsite. Ways that Fleming faculty teams have been inclusive involve:
   1. Taking breaks in small or large groups together;
   2. Scheduling small and large group walks;
   3. Eating lunch together;
   4. Celebrating faculty birthdays, awards received, and/or other special occasions;
   5. Participating in professional development workshops and conferences together;
   6. Volunteering or working on projects together on-campus and/or in the community;
   7. Organizing, attending, and recording (ie. capturing the moments by taking pictures and posting them with permission on approved social media outlets) program or discipline/subject related events that include students and stakeholders; and
   8. Organizing a team social at the midpoint and end of each semester (ie. potlucks, golf tournaments, axe throwing, spa day, hikes, swimming, eating out, etc.)
3. Respect the level of engagement and value the contributions of each faculty member.
4. Use active listening skills to facilitate discussions, problem-solving, and decision-making with faculty. Awareness of your verbal communication and non-verbal communication, as well as biases is important as they influence your responses and decisions.
5. Keep information shared by and about faculty confidential.
6. When possible, include all faculty in the information-based emails as well as invitations to team meetings.
7. Provide an agenda for team meetings within the invitation emails.
8. Send out an email thank-you once a month to the entire team listing each faculty’s name and something positive they’ve done. Use comments and feedback that you tend to receive or become aware of in your role as the Coordinator. Ie. “Thank-you to Billy Bob who was able to ease student anxiety by re-scheduling the test when the original date for it was cancelled due to the snow storm”; “Thank-you to Rainey Day who according to several students, demonstrates a lot of energy and positivity in seminars”; “Thank-you to Jimmy Joe for sharing the power points and your learning from the international conference you attended.”
9. Include the team in selection process for participants, planning, and participation in Orientation, Open House, and other program or discipline/subject area related events.
10. Include the team in the selection process for both faculty and student recognition and awards.
11. Customize a supportive response from the team (card, gift, visit, etc.) when a faculty has taken time off work and with sensitivity and permission, continue to connect with the individual faculty.
12. Admit to mistakes, apologize, and use the awareness to do better.
13. Ask for help from your team as needed and use their individual strengths (ie. creativity, organization, strategy, institutional knowledge, industry experience/connections, etc.) to complete tasks.
14. Provide the professional development training and opportunities to participate in on-campus and offsite committees that you receive specifically by virtue of your Coordinator status. Sharing those with team members who may be interested in participating if asked spreads out those opportunities to everyone.
15. Establish a shared vision, mission, values, and teaching philosophy with the team and make it visible to the college and external community (ie. through marketing materials, displayed in on-campus program or discipline/subject area spaces).