



collaborative on academic
careers in higher education

Questions to ask before finalizing your team

What characteristics of my faculty are represented in the team?

Do my team members bring the skills we will need to engage/communicate with faculty, analyze a large complex data set, and make recommendations regarding policies/programs?

Are there subsets of faculty who might not feel represented? If so, how might I assuage their concerns about representation?



What are there political/strategic implications for my choices?

How can I frame the work (e.g. the committee charge) so that it encourages collaboration even if there are naysayers on the team?

What role (if any) does my Chief Academic Officer play on the team?



collaborative on academic
careers in higher education

Questions to consider when building your communications plan

Who are the potential recipient groups? (e.g. faculty → non-tenure track, faculty of color, STEM / Business / Humanities, etc.)

Who are the potential messengers at your institution? (Think about legitimate power, reward power, expert power, referent power)

What is the bottom-line message you are trying to convey?



How might the message be interpreted or mis-interpreted?

Who can faculty contact on your campus with questions and how?

What channels of communication are available to you? (e.g. email, intranet, faculty lounges, newsletters, social media, website, community meetings, etc.)