

Do's and Don'ts for facilitating a Collegial Department

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The following are strategies a department chair may follow to promote a collegial department.

DO:

- Emphasize consensus
- Share power
- Consult with all faculty members
- Develop and implement shared responsibilities
- De-emphasize status differences
- Be a role model
- Set the tone for individuals to interact as equals
- Maintain frequent and consistent interaction with colleagues
- Celebrate!
- Establish a climate of tolerating differences
- Focus on the behavior not the person
- Be constructive and informative
- Link individuals to the larger context
- Do not be defensive
- Publicly and formally recognize each deserving person
- Clarify performance expectations
- Do not show favoritism
- Resist the temptation to get even and punish a faculty member
- "Walk the halls" rather than 'communicate primarily through e-mails
- Be transparent
- Treat people with dignity and respect
- Protect your reputation
- Be known as being fair and honest
- Establish a culture that recognizes the importance of civility and collegiality.

DON'TS:

- Be disrespectful
- Tolerate non collegial and uncivil behavior
- Be spiteful and nasty
- Show favoritism
- Allow a disproportionate work load among faculty
- Keep key information from faculty and staff

- Be dishonest
- Take things personal
- Be inconsistent in your interactions with colleagues
- Fail to explain your decisions that effect your colleagues