

Ivan Allen College of Liberal Arts

Staff-Faculty Expectations

The Ivan Allen College of Liberal Arts community appreciates that it is important to have a positive working environment, and we recognize its influence on employee productivity and on individual interactions. Our cultural values include commitments to diversity, collaboration, and engagement as integral to our work in higher education. We value intellectual diversity, recognizing that there are differences of opinion among employees. This document articulates community standards *promoting* mutual respect among colleagues and acknowledges the responsibilities that faculty and staff members hold in interacting with one other.

The College is at its best when faculty and staff work together creatively, inclusively, and *openly*. Pursuing these aims requires that employees share a common understanding of the College's expectations. The College's Diversity and Inclusion Council can help to develop and share this understanding. Following are expectations aligned with Georgia Tech's expressed values of integrity, respect, community, accountability, and adaptability.

II. Shared Expectations

All College employees have a right to expect:

1. *An inclusive*, positive, respectful, and engaged environment in all workplace settings;
2. recognition and respect for differences in culture, ethnicity, *gender identity*, and other dimensions of diversity;
3. to be able to communicate and express concerns without the fear of retribution;
4. clear and respectful communication *and a commitment to transparency*
5. an understanding that College employees have multiple responsibilities, and that priorities are negotiated in a respectful, patient, flexible, and professional manner;
6. access to an organizational chart and/or listing of primary contacts for programs, functions, services, and other organizational activities.

III. Staff Expectations of Faculty

All College staff members have a right to expect:

1. to be recognized as professionals, and approached in a collegial manner;
2. to be recognized as vital to the College's mission, and essential to faculty success;
3. to be supported in understanding/engaging with the spectrum of Institute activities; representation
4. to be supported in professional growth and development;
5. to be recognized for their expertise;
6. to be seen and valued as a team member;

7. that faculty have a basic understanding of staff roles and functions.

IV. Faculty Expectations of Staff

All faculty in the College have a right to expect:

1. staff members to be effective, resourceful problem solvers;
2. that staff understand the arenas in which faculty operate, including their external roles and responsibilities;
3. that staff managers are receptive to faculty feedback on personnel, and to solicit said feedback during performance reviews;
4. that staff members are open to feedback and suggestions;
5. staff to continually develop competencies in an effort for ongoing improvement;
6. staff to be proactive, responsible, and accessible, while fulfilling primary responsibilities of their role;
7. that staff members, as appropriate, shall inform faculty of the staff member's professional development opportunities and aspirations.