

## FACULTY RETENTION CHECKLIST

*Effective faculty retention is as critical as recruitment. It is imperative for a department to retain their new hire — the costs of faculty turnover affect a department's fiscal bottom-line as well as its morale. Thus, we have developed this checklist of activities which may help you retain your new-hire, while helping you maintain optimal working conditions for all faculty in your department.*

### **Conduct state-of-the-department reviews**

- Review department's goals
- Goals reflect all faculty?
- Equitable allocation of resources?

### **Monitor Workload**

- Workload balanced across faculty?
- Evaluate department stress level
- Decisions made systematically?
- Recognize excellence

### **Faculty Evaluation**

- Transparency in tenure/promotion process?
- Decisions made systematically and not ad hoc?
- Use of expanded criteria?
- Nontraditional faculty work valued?

### **Support Pre-Tenure Career Development**

- Adequate orientation?
- Connections encouraged?
- Adequate mentoring?
- Appropriate teaching workload?
- Limited service responsibilities?
- Feedback with grant proposals?
- Encourage collaborations
- Leadership development?
- Sharing best teaching practices?

### **Create a Welcoming Climate**

- Ensure isolation is not occurring
- All voices heard & respected?
- Create a sense of community
- Create informal social networks
- Active appreciation

### **Institute Flexible & Accommodating Practices**

- Support for dual career couples?
- Use of best practices for family leave/tenure clock extensions?
- Transitional support offered?