Faculty/Staff/Administration Engagement Commitment Plan

Name: Barbara Zucker

Report ID: 332 Direct

Unit Name: Clinics for Speech, Language, and Communication

Indicate One Goal Category:
- * Q12. Learn and Grow
- Q11. Progress
- Q10. Best Friend
- Q09. Employee Committed to Quality
- Q08. Mission/Purpose
- Q07. Opinions Count
- Q06. Development
- Q05. Cares About Me
- Q04. Recognition
- Q03. Opportunity to do Best
- Q02. Have Materials and Equipment
- Q01. Know What’s Expected

These are the engagement items on which we will focus:

Area of strength: This last year I have had opportunities at work to learn and grow

Area of opportunity:

This is what we will do to drive increased faculty/staff/administration engagement on this item:

We will increase communication with faculty/staff/administration regarding educational opportunities within their respective fields and within the field of higher education. We will continue to provide release time and coverage for attendance at conferences and meetings. We will encourage participation and presentation at conferences and meetings. We will expand communication with others in the field through establishment of and participation in listserves, blogs, teleconferences, and other means of sharing information. Speakers and activities at faculty meetings will be evaluated so that the needs and interests of the employees are met.

This is what success will look like:

Faculty, staff, and administration will be aware of conferences and meetings that may expand their growth and learning. They will further feel encouraged to attend such meetings and they will feel comfortable that others will help cover their job responsibilities while they are away. Faculty will submit more papers, posters, and seminars for presentation at conferences and meetings. They will also be
connected to others in their respective fields, giving more opportunity for growth and learning on a daily basis.

**This is how we will know we are making a difference:**

Faculty will continue to feel that they have opportunities to learn and grow at work. Faculty members will enjoy attending and participating in faculty meetings as a means to learning and growing at work. There will be a larger number of faculty members accepted for presentation at various conferences and meetings, and in written and online journals.

**This is when we will review our progress:** Annually
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These are the engagement items on which we will focus:

Area of strength:

Area of opportunity: I have the materials and equipment I need to do my work right

This is what we will do to drive increased faculty/staff/administration engagement on this item:

Employees will receive new and updated phones with the caller ID feature in order to be more efficient when working. Office furniture will be replaced as needed. A system for notifying employees when new materials and equipment are received and/or installed will be implemented so that everyone is aware of new products and services. An updated digital system will be ordered and installed so that client recordings go smoothly and can be easily used for educational purposes. When a position is vacated, the rationale for re-hiring will be reviewed and the position will be posted in a timely manner so that work can continue uninterrupted.

This is what success will look like:

Employees will have ID feature phones and new office furniture when needed. The digital recording system will be in place and all faculty and students will have access to it. Employees will know when new materials come in. Vacated positions will be posted within three weeks and therefore employees will not feel stressed when someone resigns or leaves the department.

This is how we will know we are making a difference:
Employees will feel more valued and more efficient in their jobs. We will see more use of videos incorporated into presentations and educational materials, and the work flow will not be interrupted when someone leaves.

This is when we will review our progress: Annually