Religious Studies Department Group Norms

I. Respectful and Inclusive Communication

We value dialogue and contributions from everyone. When some voices are dominating a conversation, we recognize the responsibility of the chair to encourage others to participate. We all play a role in supporting and enforcing this effort.

We listen actively to everyone, regardless of position or rank.

We acknowledge that disagreement can be beneficial. We value disagreeing in a respectful manner and without interrupting. We disagree with ideas and do not attack or belittle persons.

We do not tolerate hostile aggression, whether in person or in written form, but check it when we see it occur.

We do not tolerate discrimination based on race, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, or gender identity or expression.

Our electronic communications are polite in tone.

We strive to be aware of work-home boundaries, and we are mindful of how sending emails during non-business hours could be disruptive, especially for staff.

II. Meetings and Processes

We come to meetings prepared to work on the agenda, and having completed all preparatory work in advance.

When we make decisions after following appropriate policies and procedures, we respect these decisions.

We begin and end meetings on time. If we will be late, we provide this information so as not to hold up departmental business.

The department chair will run department meetings in such a way as to promote an atmosphere of respect and collegiality.

We do not schedule meetings during religious holidays. Also, recognizing the responsibilities of caregivers, we avoid scheduling meetings that will end after 4 pm.
III. **Collaboration**

In general, we strive to operate in an atmosphere of generosity and trust.

We treat staff members as peers and professionals. We make requests, not demands; respect their work; and give them adequate time to respond to requests. We avoid making burdensome or last-minute requests of them (e.g. in connection with class scheduling or event planning).

We take seriously commitments to committee work and complete that work in a timely manner.

We cultivate transparency by sharing information and following clear, established rules, processes, and job descriptions.

We support but do not micromanage each other in the departmental responsibilities we have each taken on.

We maintain a clean and orderly shared office space.

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IV. **Support and Community**

We acknowledge faculty and staff contributions and achievements through announcements about completed projects, publications, grants, and awards for research, teaching, or service.

We encourage faculty to attend events in support of students, such as orientations, student presentations, and honors events.

We encourage faculty to attend and support other faculty when they are giving presentations or hosting visiting speakers or other events.

We strive to support and advise one another while respecting each other’s individual authority and expertise.