



GETTING FACULTY AND STAFF INVOLVED ROUNDTABLE NOTES

Suggestions to increase Faculty, Staff and Administration Involvement:

- Have Student VPs invite deans, provost, president or chancellor to initiation ceremony. Administrators (and Faculty) often respond better to student requests. Students are also asked to invite a favorite faculty member to ceremony to be recognized. Promotes our organization and encourages/commits faculty to get involved in PKP.
- Have students invite faculty to ceremony. When they accept, students are instructed to get on their PKP website and sign both of them up. Those attendees who are repeat invitees are targeted to join PKP to be on the board and help out.
- Have associate deans send letters to new tenure-track faculty asking them if they are a PKP member. One campus reported that seven faculty responded they were; ask them to change their chapter membership and participate in PKP. Enlist support of the faculty senate, staff senate and provost in identifying faculty and staff and in updating faculty and staff membership lists.
- Choose accomplished PKP faculty to give a talk or organize a panel discussion on a significant campus or societal issue to get people involved and to give Phi Kappa Phi visibility.
- Order PKP Bookmarks (\$25 for 100). Put a label on back:
 - Already a PKP member? Contact me to change your chapter membership to Chapter XX. (Also include contact name and information.)
- To get people involved or to keep current faculty/staff/students involved think of something specific and relatively easy for them to do, e.g. serve on the fellowship selection committee, assist with the initiation ceremony, etc. Choose a student/faculty/staff member to perform a specific task for the ceremony.
- Involve staff. They are usually on campus year round. Find ones who are well known as good workers.
- Offer lunch or refreshments for people to show up to meetings or attend events.
- Don't get disappointed if people don't get involved right away. Try to identify those who may be more available to help (such as those who have recently retired). Others said that could be problematic because they might be traveling or have other commitments outside the university.
- Go back through past lists of faculty and staff who have received awards for outstanding service to the university and induct them into PKP (if they are not already members) and ask them to serve the organization.



THE HONOR SOCIETY OF PHI KAPPA PHI

- Induct key campus individuals, e.g., the Director of the Alumni Association, Registrar, Director of Development, etc. Such leaders can be significant supporters of the chapter.
- Get honors students involved.
- Consider having a PKP campus BLITZ – PKP Headquarters assists with this to provide exposure to PKP across your campus (usually a 2-3 day event). Ask faculty and staff if they were a PKP member somewhere else and ask them to transfer membership. Schedule the BLITZ right after PKP invitation to membership letters go out. Give students/invitees reasons why they should join. Have Student VPs sit at tables to answer questions or provide information.
- If you are afforded an opportunity, attend a Deans' Council meeting and recruit/solicit nominees for faculty/staff member initiates from disciplines that are underrepresented on your chapter's board.
- Find a way to promote and recognize Phi Kappa Phi involvement on CVs.
- Having a high-level champion, like the University President, Provost, or college Dean for the local chapter is very helpful in gaining participation from the faculty and staff.
- The "Great Minds" campaign information can be a wonderful recruiting tool to coax executive administrators to join and then later to help influence their continued participation.
- Obtaining a chapter listing from the national Phi Kappa Phi office and contacting inactive/retired faculty and administrators may yield some former members who would like to renew their memberships and serve the chapter.
- If you ask your faculty Phi Kappa Phi members to participate, especially giving a presentation of their work at a luncheon for your chapter, many are eager to accept.
- Send high-achieving students a recognition letter early in their academic careers to encourage them to continue striving for excellence and to accept Phi Kappa Phi membership should they be invited later in their academic career. The belief here is that if the students are enthusiastic about joining Phi Kappa Phi and pose questions to their professors about the organization, professors will value membership in the organization and will want to join and serve the local chapter.
- Not all campuses are alike. You will need to gauge the atmosphere on your campus and seek out the "doers" – those enthusiastic faculty/staff members who can't help themselves but work hard, be productive, and have energetic and pleasant personalities to join your chapter/local board. By securing as many people with these traits as you can get, you will help make working for the chapter attractive to other high achievers and will be able to maintain an active local chapter.



THE HONOR SOCIETY OF PHI KAPPA PHI

- If you are a one person board, and you are overwhelmed, you will have to encourage yourself to stay motivated and may have to put on an enthusiastic, energetic disposition in order to recruit others to the board. It may not be easy. However, if you go around visibly stressed out and vocalize how much work Phi Kappa Phi presents for you, it is likely that you will not be successful in recruiting the types of people you need to establish an effective board. Fake it until you can make it!
- Some campus administrations may not be supportive of the organization. If this is the case, you need to find a way to counter that. Seek inspiration and motivation from others while remembering that administrations are dynamic and eventually things will change. When they do, you want to be ready to capitalize on increases in support.
- Tapping faculty and staff members in the classroom or in their places of work may make membership in the organization more prestigious due to the recognition of students and/or peers. This may result in a greater acceptance rate of faculty and staff and in their willingness to accept a position in your chapter's administration.
- Encouraging student initiates to bring an inspirational faculty member to Phi Kappa Phi chapter events will help the faculty members to see the value of Phi Kappa Phi service.

Solicit student chapter members for faculty/staff to consider for membership.

- Align the needs and interests of PKP with university/college mission, culture, values
- Identify ways to engage faculty and staff as they work with students
- Create opportunities for the win-win experience, ex: PKP chapter co-sponsoring an undergraduate research symposium
- Focus on enhancing the student experience—both undergraduate and graduate
- Obtain the support of the university president and provost—financial support is important but even more so is their visibility at initiation and mention of PKP at convocations and other gatherings
- Identify the value proposition: Show how supporting PKP chapter activities is in everyone's best interests
- Acknowledge and validate those faculty who give service to the chapter in spite of teaching overloads, budget cutbacks, lack of credit for service
 - Request recognition letters from national
- Use Great Minds template to customize/localize posters and highlight talent on campus
- Locate and involve independent members in the geographical region



THE HONOR SOCIETY OF PHI KAPPA PHI

- Tap national office for best practices
- Keep good records on your campus of your membership. National can help you get started identifying the PKP members, and the institution's IT or Records office can likely help you to establish an institutional list with office and home and email addresses.

Ways to increase the involvement of faculty, staff, and administrators (FSA) in the chapter

1. Have an active committee structure, and ask new members to choose a committee. (Try to do this soon after induction, and have a member or officer personally talk with the new member face-to-face about the committee's functions. Impersonally asking people to volunteer has very limited success rates.)
2. Ask faculty, staff, administrators to do small tasks that will promote the chapter to their students and colleagues, such as:
 - displaying a PKP card or decal on their office door;
 - wearing a PKP pin or other PKP item on designated days or at special events like commencement;
 - announcing PKP-sponsored events to their students;
 - talking with their best or membership-eligible students and colleagues about the benefits of joining PKP.
3. Make sure the faculty, staff, and administrators know about their students who are being inducted and/or who are involved with PKP activities.
4. Ask non-member faculty, staff, or administrators to be speakers or performers at PKP-sponsored events like induction ceremony, workshops, and lectures. Then invite them to become members.

Ways to recruit and maintain new chapter leaders who are faculty, staff, and administrators

1. Show potential leaders that the chapter values the contributions they can make. This might be done by having them honored at or involved in PKP events or activities before they are asked to be leaders in the chapter.
2. Have one or two PKP members who are respected colleagues of the person personally approach him or her with the opportunity to serve as an officer or leader or committee member.
3. Make sure that any new officer or leader has sufficient information (preferably written) about the job you are asking them to do.
4. Make sure new chapter leaders receive good training and support once they accept the position.



THE HONOR SOCIETY OF
PHI KAPPA PHI

5. Spread the work around so that no officer is overwhelmed with PKP tasks.
6. Constantly recruit new leaders so that every few years there can be some turnover among the officers. Presidents especially need to get a president-elect in place soon after taking the position.