

Transparent Equitable Collaboration Framework for Staff

At the beginning of the staff meeting or collaborative project, review your expectations with your colleagues and supervisor. This helps to identify and address inequitable conditions for effective work and collaboration so that all contributors may begin with the same readiness, resources, and understanding needed to contribute valuably and efficiently to the success of the meeting or project.

The framework can also be used to evaluate effectiveness and make useful adjustments during the process of working on a project. Further, it can serve as final rubric for assessing the success of both the completed project and the process that collaborators followed. The framework can even be used to guide how colleagues plan to adjust their working process for a subsequent project.

Purpose:

- What specific knowledge will you gain from this meeting and from contributing to this project?
- What skills will you practice during the meeting and while working on the project?
- How you can use this knowledge and these skills in other meetings and in your work on subsequent projects?
- How can you apply the knowledge and skills you gain from this meeting and project to your life outside of the work context?

Tasks:

- What behaviors or actions will you use during the meeting and/or while the project is underway?
- Is there a sequence for these and does it need adjustment?
- What roadblocks/mistakes can you avoid?
- What resources will you and your colleagues need in order to make a helpful contribution and to meet expectations?
- What guidelines will you follow during the meeting and while the project is underway to check on how effectively you are applying necessary skills and knowledge?
- How will you notify your colleagues when/if you notice that further resources and assistance are needed to ensure that everyone has a fair opportunity to contribute and learn effectively from the meeting or project?

Criteria:

- How will you know you're doing what's expected?
- What would success look like for this meeting or project? Do your colleagues share an understanding about this?
- How will you assess the quality of your contributions and the contributions of your colleagues? Will there be reciprocal assessment?
- How will you and your colleagues assess what you have learned from collaborating on this project and how that learning helps you (individually and together, at work and beyond)?
- What is your own standard for evaluating your contributions and the knowledge and/or skills you have gained from this collaboration and how will you know you have met the goals you set for yourself?