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|  CENTER FOR FACULTY DEVELOPMENT   | Sample agreements for meetings – and perhaps for classes |

These agreements were developed by the Center for Faculty Development’s strategic planning group, with slight adjustments over the years.

Other departments, committees, and academic courses have also borrowed these agreements and used them successfully. Feel free to use and adapt these agreements for your own purposes.

**One suggestion**: For our own meetings, we go over the agreements – aloud – at the beginning of every single meeting. **This takes about 30 seconds**. This reinforcement reminds us how we agree to interact and use our time together and has proved extremely beneficial.

## Agreements

1. Start and end on time.
2. Provide the agenda and indicate the purpose of the meeting ahead of time.
3. Let the group know if we’re on a tangent.
4. Encourage everyone to participate.
5. Gently nudge if someone is dominating.
6. Don’t repeat—outside this room—what’s said during the meeting and flag things that are ultra-confidential.
7. Be upfront, and identify conflicts of interest and hidden agendas.
8. Be watchful of “group think.” Raise contrary opinions as you need to.
9. Be mindful of the difference between asking for clarification and interrupting.
10. Remember that our perspectives may not be representative.

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October 2014