

## Leading Departments Towards Better Practices – A Starter Kit for Department Chairs

The [AEA Best Practices](#) lay out actions economists can take to improve the profession and the quality of its work. The recommendations are grounded in research and specific to economics, with practical suggestions for implementation and links to relevant resources.

This document presents an array of concrete steps for department chairs. Please consider which actions you will take this year as well as a specific time frame for each. To take notes or make your own checklist, you can download or copy this document.

1. Share the [AEA Code of Professional Conduct](#) (or your department's own code) and the [AEA Policy on Harassment, Discrimination, Retaliation](#) with all faculty and graduate students in the department, and communicate to them the importance of appropriate behavior at all times, including in the workplace, at gatherings outside business hours, and in anonymous online postings.
2. Read and bookmark the [AEA Best Practices for Economists](#).
3. Share the [AEA Best Practices for Economists](#) with all faculty and graduate students in the department, and recommend that they read and bookmark the resource and select one personal action item.
4. Enlist two other department members to help digest, prioritize, and act on the [AEA Best Practices for Economists](#) within your department.
5. Attend at least one workshop led by the [AEA Ombuds Team](#).
6. Contact the [AEA Ombuds Team](#) if a relevant question or concern arises.
7. Review your department's recruiting process and structure it to align with best practices (<https://www.aeaweb.org/resources/best-practices/leading-departments#p1>).
8. Ensure each junior faculty member in your department has at least one mentor and point mentors and mentees to helpful resources (<https://www.aeaweb.org/resources/best-practices/serving-as-colleagues#p3>).
9. Create a spreadsheet that tracks the allocation of service work in the department and use it to ensure an equitable allocation among department members (<https://www.aeaweb.org/resources/best-practices/leading-departments#p5>).
10. Gather and review information on salaries, promotion, and tenure and work to make these processes more transparent and equitable (<https://www.aeaweb.org/resources/best-practices/leading-departments#p2>).