

# OFFICIAL MEMO

**To:** Working at Lafayette - Strategic Planning Working Group  
**From:** Administrative Council  
**Date:** February 7, 2024  
**Subject:** Significant Advice from Administrative Council

Goals: 1. Strive toward transparency and equity in the workplace. 2. Establish Lafayette College as a leader in workplace satisfaction among higher education peers in the Lehigh Valley and beyond.

1. Contract with an impartial outside vendor to conduct a College-wide job description audit.
  - a. Use this information to create a framework of job categories and established salary grades that are public and available on the Lafayette website.
2. Contract an impartial outside vendor to create and run an annual Employee Satisfaction Survey.
3. Create a new performance review process that relates back to a specific job description.
  - a. Host open community sessions and/or work with Administrative Council to survey the community to inform this process.
  - b. Conduct ongoing management training to calibrate the performance review process in order to achieve as much equality as is possible.
4. Define who staff salary comps include for the community. Address the inequity of establishing an 'aspirational salary range / peer group' for faculty while maintaining a 60% within peer group goal for staff.
5. Provide College-funding and support for management training and development, rather than leaving for each division to fund. Create meaningful mentorship programs and opportunities.
6. Establish a standard operating procedure of offering job opportunities to internal candidates first in an effort to provide progression pathways across divisions.
7. Fund and establish certificate and/or graduate-level educational benefits. Administrative Council sees this as a benefit urgently needed to attract and retain quality administrative talent.