



Building Relationships with Campus Partners and Units

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S-STEM PI BOOTCAMP 2026
WASHINGTON, D.C.

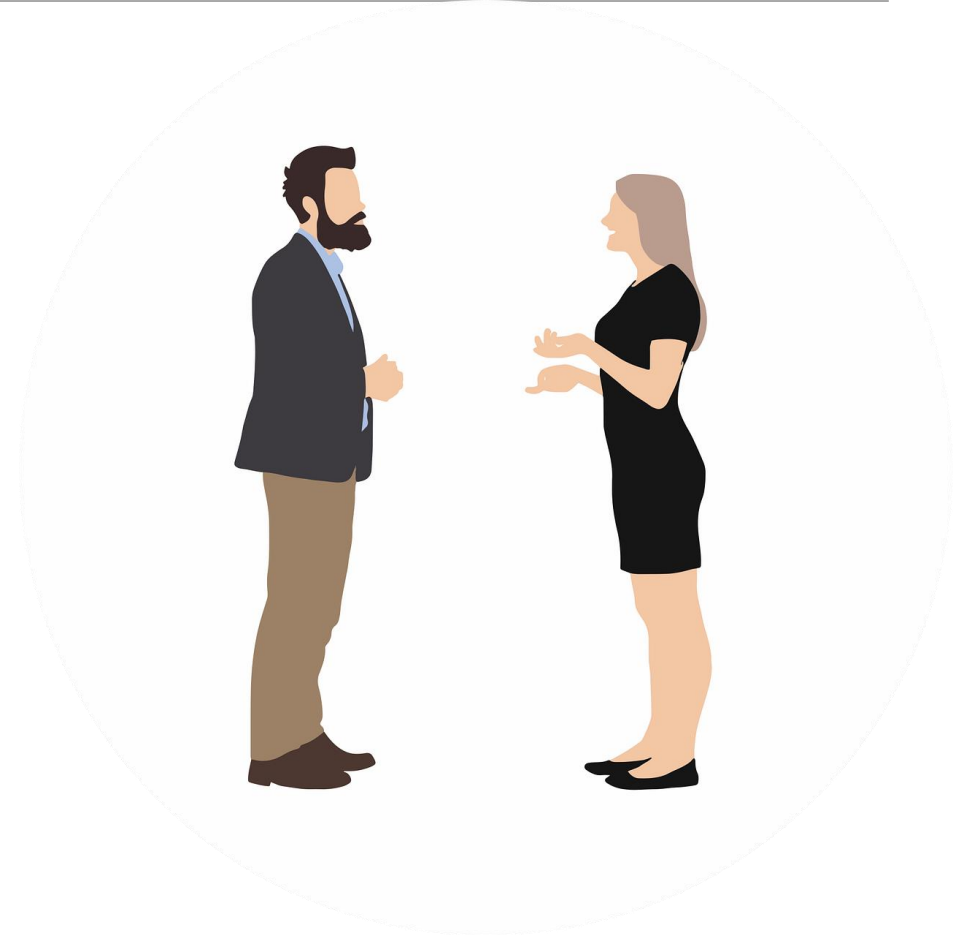


Ice-Breaker – What’s your Elevator Talk?

For your S-STEM project to be successful, you’ll need buy-in from many different members of your campus community!

Person 1: Treating your partner as a campus stakeholder, introduce yourself and your S-STEM project to a partner in 1-2 minutes.

Person 2: Was anything missing? What would make you more excited to participate/help?



Today's Objectives

1. Create concise description of your program for campus partners
2. Identify key team members & envision strategy to align expectations
3. Identify campus partners that you'll need as your project launches and grows

Step 1: Identify Your Core Team



- ☑ PI
- ☑ Co-PI(s)
- ☑ Senior Personnel
- ☑ Administrator(s)
- ☑ Financial Aid Team
- ☑ Administrative Assistance
- ☑ External Evaluator

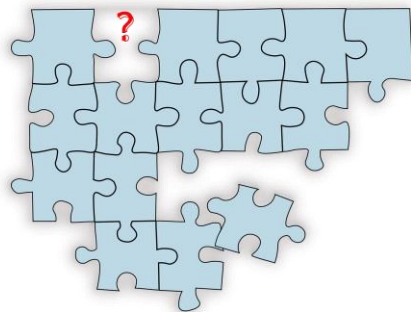
Characteristics of a Team

- Accountable for achieving a specific, common goal
- Function interdependently (one person cannot achieve goal independently)
- Long-lived –remain intact for several meetings, long enough to achieve goal
- Have authority to make decisions about direction of team activities and final completion of assignment

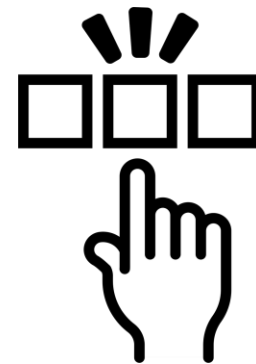
Collectively teams need:



Technical skills



Problem-solving skills

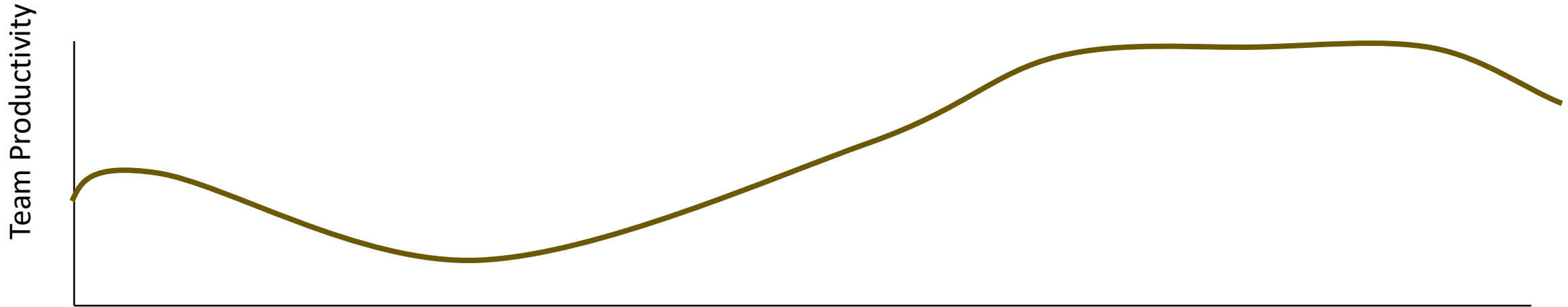


Decision-making skills



Interpersonal skills

Tuckman's Stages of Team Development



Forming	Storming	Norming	Performing
Excited to begin – hopefully for what the team will accomplish	Team isn't living up to expectations – frustrated and angry; slow progress	Discrepancies in expectations/goals aligned, team members settle in	Members are satisfied progress, members' strengths and weaknesses
Behaviors: Question-asking, Polite interactions	Behaviors: Arguing, disagreeable, lack of consensus	Behaviors: Intentional dispute resolution, improved communication	Behaviors: Roles established, members assist each other

Facilitating Team Development

Task: Among your table, discuss ways that you (the team leader) can encourage team formation and development

Adapted from [“Important Steps when Building a New Team”](#)

1. Define your mission
2. Set S-M-A-R-T goals
3. Define roles and responsibilities
4. Be explicit about the ground rules
5. Adopt a decision-making model at the onset
6. Facilitate open communication, mutual accountability, and self-evaluation mechanisms

Step 2: Draw in Additional Campus Partners

What else do you need?

- How will students/faculty/stakeholders find your program?
- How will your team collaborate with partners to ensure timely and (hopefully) seamless scholarship disbursement?
- How will your team host activities for your S-STEM cohorts?
- How will your team collect data to ensure that you are making a difference?



Tips for Forming Positive Campus Relationships

1. Explain why your S-STEM project is important for students
2. Give partner plenty of notice
3. Be honest about commitment (one time, yearly, several times a year?)
4. Follow-up when necessary
5. Show appreciation, acknowledge their contribution when you can



Building Your S-STEM Directory



S-STEM Phonebook

Use this sheet as a quick reference guide to keep all of your campus contacts, award information, and reporting deadlines in one place!

Institutional Partners

Admissions: _____

Bursar: _____

Career Center: _____

Counseling Services: _____

My Award Information

Award Title: _____

Award Number: _____

Award Amount: _____

Closing Thoughts

Leadership is the capacity to translate vision into reality.

—Warren Bennis, Professor and Author in Leadership Theory

A good leader inspires people to have confidence in the leader; a great leader inspires people to have confidence in themselves.

— Eleanor Roosevelt, former First Lady of the United States