

BU|BeWell Implementation Guide

Infusing Wellness into the Workplace

Having a workplace that is safe, supportive, and allows you to feel well is critical to productivity, employee retention, and the culture we want to promote at Butler. When our faculty and staff feel well, they are better positioned to support each other and our students. The University is committed to making strides toward more holistic workplace wellness, and there are steps each of us can take as individuals as well.

Intellectual

1. **Subscribe to [periodicals](#) that have free access for Butler faculty and staff.**
2. **For faculty- participate in [faculty development](#) opportunities** that are available throughout the year
3. **For staff- participate in the [Staff Training and Enrichment Program](#)** to support your growth and intellectual development.
4. **Support and participate in [arts and intellectual activities](#)** and presentations around campus in order to broaden your perspective!
5. **Take advantage of the [Butler Community Arts School](#)** for music lessons across a wide variety of instruments and abilities.

Social

1. **Interact with colleagues intentionally and encourage supportive and inclusive practices:** Schedule introductions or welcome gatherings so new faculty and staff quickly feel included and connected. Make yourself a model for clear, respectful, and friendly communication in meetings and email exchanges to help build a culture of trust and professionalism. Invite input from others to ensure everyone can contribute to decisions/conversations. Set aside time during meetings to acknowledge accomplishments, contributions, or special occasions (if appropriate) so faculty and staff feel seen and included. Host end of semester/year celebrations to reflect on and acknowledge the accomplishments of your team.
2. **Schedule regular team check-ins:** Hold time on calendars for consistent group meetings that provide University, division/college, and individual updates. Make time for informal conversation to help colleagues stay connected and aware of each other's work and challenges. Recognize achievements (project completions, promotions, personal milestones, etc.) to reinforce appreciation and feeling connected to Butler and to coworkers.

3. **Host department/office retreats:** Retreats can be one once or twice a year when you can bring your team together and aside from planning, you can incorporate structured team-building activities.

Meaning & Purpose

1. **Begin meetings, retreats, or planning sessions with purpose-centered reflection:** Use simple prompts that help faculty and staff connect daily work to larger meaning and institutional mission. For example: “How does this work connect to Butler’s mission?” “Who is served by this work?” “What impact do we hope this effort will have?” or “What value do we want to guide this conversation?” Teams may also use [The Compass Center’s Meaning and Purpose Reflection resources](#) for guided reflection on values, decision-making, mentoring, and vocational story.
2. **Encourage staff and faculty to connect professional development with personal and institutional purpose:** Supervisors can use annual reviews, retreats, staff meetings, or one-on-one conversations to invite faculty and staff to reflect on strengths, goals, professional development, and the ways their work contributes to the Butler community. Employees can also be connected with the [Staff Training and Enrichment Program](#) for training and career development opportunities.
3. **Create room for reflection, prayer, meditation, and renewal:** Meaning and Purpose in the workplace is supported not only through productivity, but also through practices that help faculty and staff pause, reflect, and renew. Departments can share information about [The Compass Center](#), [Spiritual Life and Practices for Well-Being](#), and available [meditation, prayer, and reflection spaces](#).
4. **Use mentoring and collegial support as a meaning-making practice:** Encourage supervisors, faculty, and staff to see mentoring and collegial relationships as more than task support or professional advice. These relationships can help employees reflect on their strengths, values, goals, sense of contribution, and professional growth at Butler. When appropriate, supervisors can connect faculty and staff with [Staff Training and Enrichment Program](#) opportunities, professional development resources, or reflective offerings through [The Compass Center](#).

Sustainability

1. **Learn about the [three E’s of sustainability](#)** (also known as the Triple Bottom Line)
2. **Review the [Butler Sustainability website](#)** and read the Sustainability Newsletter (emailed 2-3 times per semester) to learn what sustainability initiatives are ongoing at Butler.

3. **Consider if/how your office/division could support sustainability goals** outlined in the 2026-2031 Butler University Sustainability and Climate Action (BUSCA) Strategy and Implementation Plan.
4. **Sign up to be a [Green Office](#) and get your events [Green Event](#) certified!**
5. **Ask your supervisor if you can volunteer managing the [Holcomb Gardens](#) native plantings** during the workday or sign up after hours.

Diversity & Inclusion

1. **Learn about [why inclusion matters](#)** and how you can contribute to a workplace [where everyone feels welcome](#). For a deeper dive on supporting specific identities, explore [Butler's identity-based resources](#).
2. **Explore Butler's [curated resources](#) on how we each contribute to making our working environments more inclusive**, no matter what your role is at the university, or attend a [DEI training or workshop](#) on campus.
3. **Read the monthly DEISA all-campus newsletter** for new tips on intercultural engagement and Engaging in Learning section for the month.
4. **Participate in any of the free, family-friendly [Heritage Month activities](#)** on campus, which are open to the entire community - not only students.

Career & Life Skills

1. **Take advantage of your access to [LinkedIn Learning](#)**, using your butler.edu email to login. Courses of varying lengths are available for a wide range of professional development.
2. **Explore our CaPS office resources** for [resume](#) and [CV](#) development, [cover letters](#), [interview preparation](#), job search [tips](#), and requesting [references](#).
3. **Create an account on [Hiration](#), Butler's platform for career readiness**, and use the tool to practice interviews, create a strong LinkedIn profile, or refine your resume.
4. **Subscribe to [The Chronicle of Higher Education](#) and [Inside Higher Ed](#)** to stay up to date on the latest news, trends, and policies affecting our industry.

Mind & Body

1. **Consider moving meetings, classes, or other activities, outdoors**, or infuse movement into everyday campus life. Vast [research](#) exists pointing to the benefits of leveraging aspects of nature to enhance mind and body well-being.

2. **Try performing short [exercise snacks](#)** if you typically spend most of your day sitting at a desk. For every 30 minutes of sitting, aim to move for at least 5.
3. **Take advantage of the [Health & Recreation Complex](#).** Group fitness classes, swimming pool, sauna, indoor track, basketball/volleyball/pickleball courts, 150+ pieces of cardio and strength fitness equipment, and many programs are available for all levels of experience. Operating hours are 6:00 a.m. – 11:00 p.m. weekdays, so there are plenty of hours of availability outside of traditional working schedules. Employees have free HRC memberships!

Service & Community

1. **Partner with a community organization** and find out how they would like to be supported. They may welcome you and your colleagues to volunteer, host a donation drive, meet with their clients, and more!
2. **Offer teambuilding through service** at an organization focused on community empowerment. Volunteering together as an office, department, or team can foster a sense of community among staff while also giving back to our community.
3. **Participate in [Staff Assembly](#), [Faculty Senate](#), or [STEP](#)**, or volunteer to advise a [student organization](#).