Hiring and/or Admissions Policies for University/Organization

This is what was found by EPS Students and ECRs at University of California Santa Cruz on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve.

- **What EEO (Equal Employment Opportunity) statement¹** is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available²?
  - [https://recruit.ucsc.edu/JPF00885](https://recruit.ucsc.edu/JPF00885)
    - “The University of California, Santa Cruz is an Equal Opportunity/Affirmative Action Employer. You have [the right to an equal employment opportunity.](https://recruit.ucsc.edu/JPF00885)"
    - EEO - “prohibits discrimination on the basis of race, color or national origin… prohibits employment discrimination on the basis of sex..., prohibits employment discrimination on the basis of disability”

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
  - UCSC website: [Employment opportunities at UCSC](https://recruit.ucsc.edu/JPF00885)
  - LinkedIn
  - Earth and Planetary Sciences employment opportunities: [https://eps.ucsc.edu/about/empl-opp.html](https://eps.ucsc.edu/about/empl-opp.html)

- **What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores³/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**
  - $120 domestic and $140 application fees, the following fee waivers are offered:
    - 15 departmental waivers offered, first come first serve
    - Deemed financially incapable to pay the application fee (based on income/expenses)
    - Fee exemptions for [qualifying programs](https://recruit.ucsc.edu/JPF00885)
  - Three letters of recommendation
  - Statement of purpose/personal history

---

² https://careers.whoi.edu/opportunities/diversity-inclusion/
⁵ https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
Could provide more information on how these are evaluated to be more equitable to students who do not have access to mentorship

- Transcripts
- Indicate potential advisors
  - On website it says “your chances of admission will be greater if you have contacted one or more faculty members in advance to discuss the graduate program” but there are no explicit instructions for how to reach out an advisor or indications this is basically a requirement

How are applicants/applications evaluated? Is that process and/or rubric public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?

- Process is not public
  - Bias: allows for unchecked practices that may be biased/subjective that can actively exclude eligible applicants
  - Strategy: have someone outside of faculty look over applications to then share with department/selection committee a pool of candidates

Who is on selection committees and who makes the final decisions? Who interacts with the applicants?

- Faculty hiring:
  - Rotating group of professors
  - Department staff (graduate advisor)
  - Grad students - treated as a career building opportunity rather than having an active voice in process
- Graduate student recruitment:
  - Individual professors who are recruiting
  - Graduate admission chair
  - Graduate department admin

Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?

- Most likely not evaluated by outside consultants
- Resource within UC system that can overlook process
  - Reach out to grad department to see if they have any information on this or can facilitate workshops on hiring/admissions processes
From Department Chair: “For grad admissions, there isn't any oversight or outside evaluation. Undergrad admissions gets more scrutiny through the Academic Senate, at a systemwide level, and through state auditors, but that largely isn't in department purview (except for transfer screening, which we do for Environmental Science but currently not for Earth science). Faculty and staff hiring are very closely regulated and we largely follow the rules set out by the Academic Personnel Office (or Staff Human Resources, as relevant). I don't know of any consultants, but APO did apply for and get resources to pilot faculty hiring where the diversity statement was the first pass criterion.”

- Has your university or company implemented or considered strategies like cohort hiring, mentoring, dual career support and partner hires, re-visioning your work culture, or other considerations outlined in “Leveraging Promising Practices”
  - Mentoring: GEOPATHS NSF sponsored program that connects undergraduates with graduate students within the department
  - Partner Hiring: UCSC is committed to addressing the spousal and partner employment needs of our candidates and employees. As part of this commitment, our institution is a member of the Northern California Higher Education Recruitment Consortium (NorCal HERC). Visit the NorCal HERC website at https://www.hercjobs.org/regions/higher-ed-careers-northern-california/ to search for open positions within a commutable distance of our institution