Hiring and/or Admissions Policies for University/Organization - Example URGE Deliverable

This is what was found by the UNCO Earth and Atmospheric Sciences Pod at the University of Northern Colorado on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve.

*Note: We acknowledge this information is not always accessible to students and even staff. If you do not have access to this information, please reflect on your own experience and outline what admissions and/or hiring should be like to foster a diverse and inclusive community.*

- **What EEO (Equal Employment Opportunity) statement**¹ is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available²?

  This is the standard EEO statement publicly available:
  
  The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 202, Greeley, CO 80639, or call 970-351-2718.

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**

  For faculty hiring: We cast a broad net if we can, advertising on disciplinary listservs, UNC websites, professional organizations (websites, newsletters). We send emails directly to chairs of PhD programs (every program we can find in the US) in our discipline asking that the advertisement be forwarded to PhD candidates.

  Graduate (MA-level) Students: We do very little in recruiting any students (very small program!) But we realize there is potential to attract more students by reaching out specifically to HSIs and HBCUs. Our current program is not sustainable, and this might be a way to attract more students

- **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?**

  For admission to our graduate program, we ask that students submit a letter of interest, letters of recommendation, and transcripts. No test scores are required.

² https://careers.whoi.edu/opportunities/diversity-inclusion/
⁵ https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
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?

Applications are viewed from a holistic perspective: is this student a good match for the program? Is there someone who has the time and capacity to work with this student? Does this student need some preparatory course work (does not rule out admission). We have very few applicants, and very few students. We have very little financial support to support graduate students at this time (no large grants), and very little capacity (high undergrad teaching loads for faculty) to support students in our graduate programs. Our program is not competitive – we will admit anyone who we can accommodate (if we can support them financially, and if a faculty member has the time to mentor a graduate student, in addition to graduate responsibilities.) What we could improve right now: We could set up a rubric for evaluation of graduate applicants.

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

There are three faculty who review applications, although, some applicants are referred to other faculty in the program if there appear to be common interests. All faculty field questions regularly from prospective students.

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

Our hiring process is primarily dictated by UNCO policies. UNCO faculty hiring policies are documented here: https://www.unco.edu/human-resources/faculty.aspx

Our graduate admissions process is flexible and is up to the faculty in the program. It is not difficult to make changes.

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”?

There have been short-lived attempts at creating mentoring programs for new faculty at the university.