This is what was found by the URGE pod at Colgate University on Hiring and Admissions Policies, as well as what the pod would propose to change and improve.

1. Guidelines for faculty job advertisements at Colgate University:

Guidelines for Hiring into a VAP Position: options regarding text for Colgate positions: https://drive.google.com/file/d/11cOgaV1zShdcugUeCvkQtFZKdgrhnUQv/view

Example of standard text for faculty position advertisement:
It is the policy of Colgate University not to discriminate against any employee or applicant for employment on the basis of their race, color, creed, religion, age, sex, pregnancy, national origin, marital status, disability, protected Veterans status, sexual orientation, gender identity or expression, genetic information, status as a victim of domestic violence or stalking, familial status, or any other categories covered by law. Colgate is an Equal Opportunity/Affirmative Action employer. Candidates from historically underrepresented groups, women, persons with disabilities, and protected veterans are encouraged to apply. Applicants with dual-career considerations can find postings of other employment opportunities at Colgate and at other institutions of higher education in upstate New York at https://www.hercjobs.org/regions/higher-ed-careers-upstate-new-york/.

Other information available:
Spousal-Partner Employment
Third-Century Plan: Attracting and Supporting Outstanding Students and Faculty
Third-Century Plan: The Plan for Diversity, Equity, and Inclusion
Third-Century Plan: IV. Retention and Development of Diverse Faculty and Staff

In terms of requesting information from a candidate's perspective:
Colgate strives to be a community supportive of diverse perspectives and identities. All applications should speak directly to the candidate's ability to work effectively with students across a wide range of identities and backgrounds.

2. Guidelines for faculty job advertisements at Ithaca College, School of Humanities and Sciences:
Search Committees
Each search committee, in consultation with the department or program chair, will designate one of its members as a diversity advocate in a timely manner sufficient to accomplish the duties delineated below. Diversity advocates typically will be members of the department conducting the search. In unusual cases, departments may choose to solicit diversity advocates from outside of the department. All faculty members are eligible to serve as diversity advocates as long as they go through the necessary training.
Diversity advocates should make use of resources that will assist them in their function, including the review of published guidebooks on diversity in faculty hiring (resources available through the Center for Faculty Excellence, Human Resources, of Chief Diversity Officer); consultation with the Chief Diversity Officer and the Department of Human Resources; and consultation with faculty members who have served as diversity advocates in other searches. In addition, the diversity advocate will attend a training session on inclusive search procedures (If a diversity advocate attends this training in a given academic year and participates in a search in the next academic year, they will not be required to attend again, but would be required to attend if participating in a search in subsequent years); before the search, identify potential sources for a diverse applicant pool; before the search, review the position description to consider whether a broader or different description of subject matter may enhance diversity of curricular offerings and diversity of applicants; during the search, consult with the Dean regarding the diversity of the pool before on campus interviews; During the search, consult with other search committee and department members to maintain awareness of the goal of promoting diversity; during the search, proactively ensure that diversity and commitment to the values of inclusive diversity are both considered as positive qualifications in the consideration of candidates; soon after the search is completed, send a memorandum to the Dean noting the steps taken in the interest of diversity, their results, and suggestions for future searches.

It is the College's policy that all announcements for faculty searches will include the following statement: Ithaca College is committed to building a diverse academic community and encourages members of underrepresented groups to apply. Experience that contributes to the diversity of the college is appreciated.

3. Colgate faculty job advertisements are posted in the following locations:
   Posted by the Colgate Dean's office:
   - Minority Postdoc
   - SACNAS (Society for Advancement of Chicanos/Hispanics and Native Americans in Science)
   - NCFDD (National Center for Faculty Development & Diversity)
   - HERC (Higher Education Recruitment Consortium)
   - HEJ (Higher Education Jobs)
   - IHE (Inside Higher Education)
   - Colgate University website
   Most recently (2019), posted by the Colgate Geology Department in the following locations:
   - AJO (Academic Jobs Online)
   - American Geophysical Union/ EOS magazine
   - Geological Society of America/ GSA Today
   - Association for Women Geoscientists
   - National Association of Black Geoscientists
4. The selection committee for hiring job applicants for Colgate faculty positions:
   - Department members select candidates for an initial round of interviews (long list) which is shortened by department members post remote interview. During on campus interview, candidates meet with:
     - Department members
     - Division Director
     - Director of Core Scientific Perspectives Program
     - Associate Dean of the Faculty for Faculty Recruitment and Development
     - Provost and Dean of the Faculty
     - Associate Provost for Equity & Diversity
     - Confidential Colleague Meeting (optional) - confidential meeting with a Colgate faculty member who has volunteered to talk to applicants about the following issues/identities:
       - Climate for faculty of color
       - Climate for LGBTQ community
       - Climate for international faculty
       - Climate for women faculty
       - Climate for single faculty
       - Religious community (please indicate the specific religion)
       - Work-life balance
       - Work-life balance with young families
       - Living in Central New York
       - Living in the village of Hamilton
       - Commuting to Hamilton
       - Families of color in Hamilton
       - Couples/families without children
       - Family members with chronic illnesses, disabilities, and/or other special needs
       - Academic freedom

5. Colgate’s Third-Century Plan includes the following plans for diversification of faculty and staff:
   - The University will commit to building diverse pools of applicants for faculty positions in order to be able to recruit a more diverse body of faculty. In addition to current efforts to help committees avoid bias, this commitment could include (but is not limited to) pipeline enhancements such as developing relationships with historically black colleges and universities (HBCUs), dissertation fellowship programs, postdoctoral programs, and cluster hires.
   
   **Responsible Office:** Institutional Advancement, dean of the faculty division

   **Target date:** Ongoing, with report on progress by the first DEI report in summer 2020
Colgate will partner with the Consortium for Faculty Diversity (CFD), with the goal of hosting CFD scholars each academic year.

**Responsible Office:** Dean of the faculty division

**Target date:** The partnership has been launched. Colgate will identify fellows during the 2019-2020 academic year who could begin in the fall of 2020.

### 6. Requirements for Colgate student applicants:
- Three recommendations required (two academic teachers and a guidance counselor).
- Official high school transcript (and an English translation if applicable).
- Application fee is $60, waived for students who meet fee waiver guidelines of Common Application or Coalition Application. Also waived for non-U.S. citizens, U.S. military veterans, and anyone who has received an official fee waiver from the College Board, the National Association for College Admission Counseling, and Expanding College Opportunities. Guidance counselors can also submit fee waiver verifications.
- Students can apply via the Common Application or the Coalition Application.
- The Coalition Application does not ask about HS discipline, discipline while in the military, religious preference, or parental occupation/degrees/educational history-- many of these questions are included in the Common Application.

### 7. Pod recommendations for areas of improvement:

**Hiring:**
1. Standardize specific request for DEI statement, in addition to teaching and research statements from candidates
2. Consider each of these three statements co-equally during hiring deliberations
3. Pursue the possibility of a hire of opportunity to increase faculty diversity
4. Discuss the possibility of creating a teaching postdoctoral position for a diversity candidate. Success in the long run requires dedicated mentoring.

**Admissions:**
1. Pro-active engagement with Admissions; regular volunteering for participation in both Fall and Spring Admissions events such as Saturdays at Colgate and April Visit Days.
2. Investigate the possibility of participation in the Office of Undergraduate Scholars program. Who makes this decision and are there department members willing to commit to this program?

**Preparing undergraduate students for choices regarding graduate school:**
1. Undergraduate preparation for graduate school: Cover costs of GRE for students applying to schools that require GRE
2. Faculty should better educate themselves about the application process to the grad programs to which our students apply so that we can better support them through the process.

3. Encourage students to participate in GSA’s Onto the Future program. They need to apply in late spring (late May) to have financial support to attend GSA, then are assigned a mentor at GSA and meet with other students who are attending.