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

This is what was found by UC-R POD 2 at UC-Riverside 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 is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available?**

  Diversity statement on an Environmental Sciences Associate Project Scientist position: The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

  Environmental sciences department diversity and inclusion statement on website: The Department of Environmental Sciences is committed to creating an environment of mutual respect by welcoming participation of students, staff, and faculty from all groups regardless of race, culture, age, ethnicity, gender identity or expression, national origin, citizenship status, language, physical or mental difference, religion, sex, sexual orientation, socio-economic status, subculture, geographic region, and more. To serve all parts of the community equitably, this commitment is critical to sustaining the social fabric of our department, UCR, and the State of California. We, therefore, pledge to work towards equitable treatment and accessibility in our policies and procedures. We recognize that historically marginalized groups are underrepresented within the sciences, and we commit to move towards remedying underrepresentation within our teaching, training, hiring, and outreach. This is particularly relevant for environmental sciences, as our field often reveals structural inequities in environmental impacts related to human activities, such as communities experiencing a higher burden of pollution. Moreover, we recognize that 1) the diversity of California’s population has been, and continues to be, the source of innovative ideas and creative accomplishments throughout the state’s history, and that 2) the University of California was built on the mandate of making higher education available to all. We promise to fulfill that mandate to the best of our abilities through our Department’s words, actions, and policies.
• Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?

Typical staff/faculty postings locations like department homepages, UCR job sites (aprecruit.ucr.edu and jobs.ucr.edu).
https://envisci.ucr.edu/employment-opportunities#other. Some individual faculty post on Twitter if they are looking for a researcher or graduate student and that gets sent to a broadly.

Would be great to see on department websites a listing of which faculty are looking for graduate students and if they are looking to work on a specific project. But this may be hard because students start the application process in Fall but PIs might not be sure of their funding by then. Also would be great to see more intentional recruitment for graduate students at different types of institutions. Institutions can make greater use of social media for advertising both student admissions and jobs with clear expectations.

• What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?

Varies between departments and programs. Full information here:
https://cnasgrad.ucr.edu/programs

For Environmental Science

• there is required coursework.
• GPA.
• GRE scores.
• 3 x letters of recommendation.
• student’s statement of purpose.
• Information about fees and here: http://graduate.ucr.edu/admissions
• You must have a major professor identified and willing to accept you into their lab.
• CV
• Transcript
• Bachelor’s degree

For Earth and Planetary Sciences:

• Prospective applicants should explore the research opportunities in the department and contact faculty that they are interested in working with before submitting an application.
• Statement of Purpose
• Personal History Statement
How are applicants/applications evaluated? Is that process and/or rubric\textsuperscript{4,5} public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?

From the ESci FAQ: “What is required for admission?”

Environmental Science evaluates applicants based on evidence of past academic performance (including GPA and GRE), letters of recommendation, the student’s statement of purpose, and overall promise as a future researcher.

“Each student must have a faculty sponsor prior to admission. It is strongly suggested that you directly contact potential faculty mentors to gauge their interest and whether they have space in their research group prior to application. Applicants are evaluated based on their promise as a future researcher.”

From the Handbook:

“3.1 Admissions Criteria

Entry to the ESGP requires completion of a baccalaureate degree in a field appropriate as preparation for graduate study in environmental sciences. Students normally will come to the program from an environmental sciences related discipline such as atmospheric science, aquatic science, Earth science, environmental chemistry, hydrology, or soil science; or a basic science such as biology, chemistry, or physics. Coursework requirements are specific to each Field Area and are available in the UCR Catalog and summarized in Section 3.2.

Applications will be evaluated based on evidence of past academic performance (including GPA and GRE), letters of recommendation, the student’s statement of purpose, and overall promise as a future researcher. Each student must be sponsored by a Graduate Faculty member who agrees to serve as the student’s Major Professor. A
student will not be admitted to the program without a Major Professor. It is strongly suggested that the student directly contact potential Major Professors to gauge their interest and whether they have space in their research groups prior to application.

Additional information about the application process, including fees, forms, and deadlines, is available at: http://graduate.ucr.edu/admissions. Funding options for students are discussed in Section 4 of this handbook.

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

From an ENSC graduate student’s perspective it seems unclear for both graduate student admission and faculty hiring. For graduate student admissions it is unclear who is making the admissions decisions outside of the prospective advisor. It is understood that an applicant must have an identified advisor and that a decision must be made by both the department and UCR graduate division. The interactions may vary between applicants but usually prospective students will meet with their advisor, department chair, graduate advisor, and current graduate students in the program during a visit or by email. For faculty hiring, to graduate students it is not totally known who is on the selection committee or who makes the final decisions. Graduate students often will meet with faculty applicants during their visit and give feedback to the committee.

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

No?

Maybe a good example of evaluating this or modeling it after:

https://www.colorado.edu/envs/step-4-equitably-evaluating-candidates

- 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”?

For graduate students, recently the ENSC department has worked to create more of a cohort feeling for new graduate students with all new students taking at least 2-3 classes together during the first year. The ENSC mini Graduate Student Association is working on building an internal mentorship program where new 1st and 2nd year students can be
paired with a more senior graduate student to build community and support. For graduate students there are also several university wide mentoring and support programs for many group and identities [https://firstgen.ucr.edu/mentoring](https://firstgen.ucr.edu/mentoring).