This is what was found by Pod 1 at the University of California, 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) statement¹ is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available²?
  - “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.”
  - Link to “Diversity and Inclusion” at the bottom of the [https://jobs.ucr.edu/](https://jobs.ucr.edu/) sends viewer to the Office of Diversity, Equity, and Inclusion site ([https://diversity.ucr.edu/](https://diversity.ucr.edu/))
  - Note about disability when you go to apply for a specific position: UCR strives to accommodate applicants with disabilities. In the event that your disability prevents you from completing the online application process, please contact us so that we can provide options to assist you in completing the application process. Please contact [disabilitymanagement@ucr.edu](mailto:disabilitymanagement@ucr.edu) or (951) 827-2561 for assistance.
  - UCR Principles of Community PDF
    - The University of California Riverside is committed to equitable treatment of all students, faculty, and staff. UCR’s faculty, staff, and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution. There are three objectives that our campus must strive toward in order to achieve these goals.
      - First, we must ensure that we have an environment that nurtures the intellectual and personal growth of our students, faculty and staff.
      - Second, we must ensure that our campus sets an example of respect for all people.
      - Third, we must ensure that our campus is a safe and welcoming environment for everyone.

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² [https://careers.whoi.edu/opportunities/diversity-inclusion/](https://careers.whoi.edu/opportunities/diversity-inclusion/)
⁵ [https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html](https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html)
We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn. Respect for differences and civil discourse must become the hallmark of how we live and work together to build our community of learners at UCR.

We as members of the University of California Riverside affirm our responsibility and commitment to creating and fostering a respectful, cooperative, professional and courteous campus environment. Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race/ethnicity, age, religious or political preference, gender, transgender, sexual orientation, nation of origin, or physical abilities. Any violation of this right by verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the University of California’s focus, goals and mission (and subject to sanction according to University policies and procedures).

- We recognize that we will all need to continually work together to make our campus community a place where reason and mutual respect among individuals and groups prevail in all forms of expression and interaction.

- Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?
  - https://jobs.ucr.edu/
  - https://hr.ucr.edu/talent-acquisition/ucr-jobs
  - Each college’s website:
    - https://chass.ucr.edu/employment
    - https://medschool.ucr.edu/employment
    - CNAS: https://aprecruit.ucr.edu/apply
    - Environmental Sciences: https://envisci.ucr.edu/employment-opportunities
  - Job Search Sites
    - Simply Hired
    - LinkedIn
    - Indeed

- 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?
Letters of recommendations, usually asked for 3 strong letters. Biases may be introduced into the letters from the writer. Readers may interpret and well-intended comments affecting admission results.

Personal statement, usually asked about students obstacles. This can be triggering for some students and some may be comfortable talking about this.

GRE scores do not represent a student’s potential to succeed as a researcher.

Fees may prevent students with financial hardships to apply.

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?

Screenshots from application portal (seems to be staff jobs only):
Unlearning Racism in Geoscience

Master Application: General

Please review and update your General Information and click Save & Continue.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Male [ ] Female [ ] Prefer not to answer [ ] Non-binary [ ] Other</td>
<td></td>
</tr>
<tr>
<td>[ ] American Indian or Alaska Native [ ] Asian [ ] Black or African American [ ] Hispanic or Latino [ ] Native Hawaiian or Other Pacific Islander [ ] Other [ ] Prefer not to answer</td>
<td></td>
</tr>
</tbody>
</table>

Invitation to Self-Identify Veteran Status

The University of California is a Government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, Title 42 U.S.C. 4212 (Vietnam Era Veterans). This contractor is required to take affirmative action to employ and advance in employment qualified veterans. The contractor is also required to afford priority of employment to eligible veterans under sections 301, 4212 of Title 42, U.S.C. The contractor’s obligation under this Act may be performed although there is no funds in the contractor’s budget to cover the cost of carrying out such obligations. The contractor is required to post this notice at its principal place of business and at all other facilities where it maintains a place of work. The contractor is also required to make this notice available to all employees and applicants by electronic or other means. The contractor must also make this notice available to all individuals and organizations to which it contracts or subcontracts. The contractor must also make this notice available to all individuals and organizations to which it contracts or subcontracts it.

Do you believe you belong to any of the categories of protected veterans listed above?

[ ] Yes, I am a protected veteran

[ ] No, I am not a protected veteran

[ ] Yes, I am a veteran but I do not belong to any of the five listed categories

[ ] Don’t wish to answer

[ ] Prefer not to answer

[ ] More information about veteran information requested

Voluntary Self-Identification of Disability

[ ] Not veteran

[ ] Veteran ID (if applicable), if not required

[ ] Date of entry required

[ ] Date of entry requested

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress towards having at least 1% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability, become disabled or had a disability. A person may become disabled at any time, and we ask all of our employees to update their information each and every year.

[ ] Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not positively or negatively impact you in any way, regardless of whether you have self-identified or not. For more information on the Federal confidential disclosure of Federal contractors under Section 503 of the Rehabilitation Act, the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.usa.gov/OFCPP.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits any major life activity, or if you have a history or record of such an impairment or medical condition.

 Disabilities covered, but are not limited to:

- Cerebral palsy
- Multisystem disorders, for example, lupus, fibromyalgia, rheumatoid arthritis
- Degenerative brain disorders, for example, Alzheimer’s disease
- Degenerative or other debilitating diseases, for example, diabetes
- Multiple endocrine or other systemic disorders, for example, epilepsy
- Vision impairments or visually perceived impairments
- Neurodisabilities, for example, autism

[ ] Not veteran

[ ] Veteran ID (if applicable), if not required

[ ] Date of entry required

[ ] Date of entry requested

[ ] Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not positively or negatively impact you in any way, regardless of whether you have self-identified or not. For more information on the Federal confidential disclosure of Federal contractors under Section 503 of the Rehabilitation Act, the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.usa.gov/OFCPP.
Unlearning Racism in Geoscience

Please check one of the boxes below:

- Yes, I have a disability, or have a history/record of having a disability
- Yes, I don't have a disability, or have a history/record of having a disability
- Don't wish to answer.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collections display a valid OMB control number. This survey should take about 5 minutes to complete.

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job.

disabilitymanagement@ucrecd.org or (951) 827-3051. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternative format, using a sign language interpreter, or using specialized equipment.

Do you have a valid California Driver's License?*

- Yes
- No

If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement?

- Yes
- No

Upon hire, will you be able to provide proof of eligibility to work in the U.S., as specified in the Immigration Reform and Control Act of 1986?*

- Yes
- No

Do you have any relatives employed by the UC Riverside?**

- Yes
- No

Are you currently employed by UC Riverside?*

- Yes
- No

Have you ever worked at UC Riverside?*

- Yes
- No

Have you ever been employed by another UC location?*

- Yes
- No

Are you a UC retiree?*

- Yes
- No

Are you currently or have you been previously employed through a temporary agency with UC?*

- Yes
- No

Save & Continue

Master Application: Education

General Educational Information

Do you have a high-school diploma or equivalent GED?**

- Yes
- No

Do you intend to engage in further educational study?**

- Yes
- No

Save & Continue
• **ENSC Admissions Criteria per website and the 2020-21 handbook:**
Entry to the Environmental Sciences Graduate Program (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.

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 [graduate.ucr.edu/admissions](http://graduate.ucr.edu/admissions).

The GRE will be optional for Fall 2021.

**EPS Admissions criteria per the website:**
Who is on selection committees and who makes the final decisions? Who interacts with the applicants?

- Grad advisors interact with applicants. From our experience, grad advisors sometimes have knowledge gaps of how the department functions, requirements.
- I believe it's professors doing the reviews

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

- No, at least not obvious.

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”?®

- Detailed information can be found at:
  [https://hr.ucr.edu/talent-acquisition/recruitment-policies-procedures](https://hr.ucr.edu/talent-acquisition/recruitment-policies-procedures)
Recommendations for Graduate Admissions Criteria

1. GRE removed in ENSC
2. Collectivism to help with bias
3. External review of dept, climate, equitable hiring practices
4. Welcoming statement are important
5. Public facing of dept website: Videos of people, Twitter accounts, warm language
6. Narrow the gaps of knowledge from grad advisors who are point of contact
7. Department chair involvement and organizational culture
8. More HR involvement?
9. Mentorship as a more serious component of tenure review
10. Leadership training for professors to learn to manage people and remove biases
11. Treat academic environment much like regular job such as that structured in the corporate world (e.g., harassment has real consequences)