Hiring and/or Admissions Policies for University/Organization

Eastern Standard Pod URGE Deliverable Session 5

This is what was found by the Eastern Standard Pod at multiple universities/organizations 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?

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy K - UC</td>
<td>On the jobs website – We have a DEI and EEO (Equal Employment Opportunity) statement - <a href="https://jobs.uc.edu/">https://jobs.uc.edu/</a> (bottom of the page)</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>A brief EEO statement is included in ads and a longer statement is available on the website.</td>
</tr>
<tr>
<td>Trish/NOAA</td>
<td>An EEO statement can be found on all job descriptions with this longer statement on the website.</td>
</tr>
<tr>
<td>Amy/WVU</td>
<td>Our most recent faculty hire included this language “WVU is an EEO/Affirmative Action Employer and welcomes applications from all qualified individuals, including minorities, females, individuals with disabilities, and veterans. “</td>
</tr>
</tbody>
</table>
- Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AmyK -UC</td>
<td>In the libraries, we send our ads to listservs and organization that target marginalized groups.</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>Faculty jobs are advertised on common listservs like Chronicle of Higher Ed and on our website. For high-level administrator positions the campus uses a recruiter to do a national search.</td>
</tr>
<tr>
<td>Trish/NOAA</td>
<td>Federal positions are posted on USAJobs and get sent to agency partners in academia, non-profits, and other governmental agencies. Contractor/affiliate positions are typically posted on the websites of the contracting agency/partner. Contractor/affiliate and federal positions are also typically posted on relevant listservs and shared at conferences.</td>
</tr>
<tr>
<td>Amy/WVU</td>
<td>We develop a cultivation strategy document that includes the advertising venues, distributing to any professional orgs that serve minoritized groups in STEM and posting to list-servs relevant to the field of study</td>
</tr>
</tbody>
</table>

- 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?

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy K -UC</td>
<td>the library does not have graduate students (no iSchool)</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>For undergraduate admissions, there are fees and test scores but no letters required. The SAT was waived during COVID and there is discussion that this should continue.</td>
</tr>
<tr>
<td>Trish/NOAA</td>
<td>For student programs in NOAA, most require essays, resumes, letters of recommendations, and transcripts. There are several things here that might be barriers. There are issues involving letters of recommendations and transcripts that NOAA is trying to address.</td>
</tr>
</tbody>
</table>
| Amy/WVU           | I know we require official transcripts, resume, personal statement and letters of recommendation. I don’t actually get to see the applications, so I can’t confirm what students are asked. I think official transcripts are unnecessary to
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?

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy K - UC</td>
<td>We consult with HR as to the demographics of our candidate pool at several stages in the process. And we also now create a rubric based on the qualifications specified in the job ad for quantifying our decisions. We do not employ other strategies</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>HR has a set of specific steps for forming search committees and an HR representative is present during the search committee meetings and interviews. If there is a rubric, it is not public. HR also presents to the search committee about EEO and affirmative action policies before the search begins. In terms of removing applicant names, I am not sure because I have not served on a hiring committee.</td>
</tr>
<tr>
<td>Trish/NOAA</td>
<td>There are very different standards for employees and student interns/fellows. I’m not sure about the hiring process for employees. For students, the rubric is public and they are evaluated by merit.</td>
</tr>
<tr>
<td>Amy/WVU</td>
<td>We have a committee that identifies qualified applicants and matches them to advisors recruiting students. It’s a closed-door process I am not privy to.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC</td>
<td>Amy K - We try to recruit people who will work on the same team as specified in the job ad and possible liaison faculty both in the library and in external departments.</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>A faculty hire search committee is mostly composed of faculty from that same department. They make a recommendation to upper level administrators and the board, who make the final decision. HR interacts directly with the</td>
</tr>
</tbody>
</table>
Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy K - UC</td>
<td>Only HR. We heed their advice per the demographics and the rubric</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>I’m not sure.</td>
</tr>
<tr>
<td>Amy/WVU</td>
<td>There has been legal evaluation to be sure faculty hiring is following Department of Labor laws. Departments are in charge of developing a process to identify applicants to hire, but all hiring decisions are by the Dean.</td>
</tr>
</tbody>
</table>

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”?

<table>
<thead>
<tr>
<th>NAME/ AFFILIATION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy K - UC</td>
<td>The university has a program for spousal hires, and also attempted cohort hiring. In the library, new faculty have a mentor assigned that will work with the new hire usually until the first dossier is completed. I believe that HR is considering new working strategies due to how the university responded to COVID.</td>
</tr>
<tr>
<td>Liz/Molloy</td>
<td>There has been discussion about these but no formal strategies have been implemented.</td>
</tr>
<tr>
<td>Trish/NOAA</td>
<td>There is a pretty significant effort within NOAA to address work culture, provide mentoring opportunities, and create an overall more inclusive...</td>
</tr>
<tr>
<td><strong>Amy/WVU</strong></td>
<td>Hiring has been incredibly restrictive so cohort hiring hasn’t been financially feasible, but did occur once around 5 years ago- its unlikely to occur again unless the public university systemic funding model changes. The Office of Talent and Culture in HR assists with dual career and work-life balance in hiring.</td>
</tr>
</tbody>
</table>

2 https://careers.whoi.edu/opportunities/diversity-inclusion/


5 https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html