URGE Week 5- Racism and Accessibility- Due April 2
Humboldt Geoscientists: Proposed changes to admissions and hiring policies

Part I: Graduate school admissions process

1. PI advertises graduate funding
   - This should be done early and advertised on department/grad program website. Also on listservs, social media (e.g. Twitter) and perhaps also emailed to colleagues at other institutions who may know of students interested in the program.

2. Prospective students don’t know to contact PIs to discuss project, funding etc.
   a. Departments could advertise graduate info on the front page of their website. Information could include program costs, research areas of expertise, who to contact, etc. Information should be as clear and concise as possible.

3. Prospective student applies to school/program
   a. Make the application process as clear as possible. Put an “Apply Here” button on the department website that links directly to the application. Include a checklist. Also include a detailed description of what the department is looking for in the student statements. Or even include good examples of statements from previous years (with writer’s approval, of course.)
   b. Remove fees. Fee waivers to individual students are great, but they are a lot of work to make happen. Departments may be in favor of this, but getting graduate programs or colleges/universities on board may be more difficult.
   c. Remove the requirement for the GRE. It is expensive and standardized testing is not a good predictor of student success.

4. If admitted to university/program, PI reviews applications
   a. PI should consider all students who applied and reach out to them (if possible)

5. PI makes decision and graduate admission and offer is made
   a. PI/program should send information with resources available to students which might be of interest to minoritized students with admissions offer (housing, student life, funding, etc.)
   b. Have a designated person who can help with transition for incoming students. This person can answer questions and help with housing.
   c. Set up funding for incoming students (lump sum of $500-1000) for help with housing, etc. Students often don’t have funds set aside for first/last month’s rent or security deposits needed to rent a house/apartment.
   d. From the student/letter of recommendation side, encourage the use of a gender-bias letter evaluator that helps identify words that you might consider changing: [http://slowe.github.io/genderbias/](http://slowe.github.io/genderbias/)
Part II: Faculty hiring process

1. Department shows the need for a new faculty member and Dean/Provost make the decision to open a new position.
   - The approval to hire should NOT be given in the spring semester when the timeline is considerably shortened for hiring. Faculty hiring should only occur starting in the fall when there is ample time to conduct the search. This shortened timeline doesn’t allow for re-advertising position if applicant pool isn’t sufficiently diverse and feels like it rushes the process. Even if all DEI boxes are checked from an administrative perspective.

2. Search committee is formed by Dean/department chair. All members must currently have implicit bias training, one committee member has to be equity advocate (training).
   - Committees should be composed of 4 members with one member outside of the department whose sole responsibility should be to make sure that applicant pool is diverse. Perhaps this 4th person is a member of the office of DEI?

3. Create a position ad and post it. (Determining where to advertise is a challenge— even with help from Academic Personnel Services. Where/how to spend advertising money if given a set amount of funds for the department.)
   - Language in job announcement should indicate that the department is serious about hiring and supporting a faculty member of color. Does it go beyond the canned statement of diversity? All positions are required to post and make it clear that inequity won’t be tolerated and that diversity is desired and respected?
   - (As a sidenote to this, departments should have DEI statements on their website so that potential candidates can assess the department’s commitment to diversity issues.)
   - Have high standards for the DEI language in the ad and the diversity of sources to which it must be posted. Have institutions commit to advertising in diverse locations despite cost.

4. Applicants apply. Committee reviews all applications and makes sure they are complete. At HSU, the Office of DEI reviews applications and makes sure that the applicant pool is diverse by comparing it to the diversity of PhDs in that field (data from NSF).
   - Suggest that the Office of DEI have higher standards for diversity since comparing the applicant pool to the non-diverse number of PhD’s in geosciences is not going to create more diverse faculty.

5. Committee makes first cut to interview on phone/zoom (after the Dean, APS, Provost approves)
○ Give candidates the interview questions when inviting them to the phone/Zoom interview so that they have ample time to prepare.
○ Allow time in the interview for questions from the candidate.
● Keep a consistent structure to accommodate diverse candidates

6. Once candidates are hired, make sure a support system is in place.
● Create a support system for retention of new faculty (meetups at different locations). Perhaps a mentoring support system with some structure to it. It’s also important for people outside of the formal support system to reach out as well. Faculty within the person’s department or college who aren’t formal mentors, etc.