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

This is what was found by ISU Department of Geological and Atmospheric Sciences Pod at Iowa State University 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\(^1\) is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available\(^2\)?

**Standard Statement from the Office of Equal Opportunity:** "Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected Veteran status and will not be discriminated against.

Inquiries can be directed to the Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, 515 294-7612, email eooffice@iastate.edu."

**Other Resources:** Office of Equal Opportunity offers number of different resources including a statement on Non-Discrimination and Affirmative Action.

**Note:** Currently, the above statement is added when advertising faculty hires. We are considering the possibility of including a similar statement to graduate student admissions.

- Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?

**Positions are advertised for graduate students through:**
- Typically, advertising is done through SACNAS, NABG, GSA and AMS.

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5. https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
In 2020, recruitment efforts were made at the SACNAS (Society for Advancement of Chicanos/Hispanics and Native Americans in Science) virtual conference.

- Emails are sent out to list serves including The Earth Science Jobs Network.
- Some faculty members advertise open positions on their webpages.
- Initial efforts have been made to reach out to potential students through social media (Twitter).
- NOTE: Some of our current graduate students mentioned that they found the program through word of mouth or by searching online for research and grants of faculty members. We are currently working to increase our digital presence, so that potential students can find us more easily.

**Positions for faculty are advertised through:** ISU website, GSA, AGU, AMS websites

- **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?**

**Requirements for Graduate School Applicants:**
- Undergraduate degree with a GPA of greater than 3.00 (on a 4.00 scale)
- Undergraduate transcript
- Three letters of recommendation
- Statement of purpose describing research interests and future plans
- For non-English speaking applicants, TOEFL or IELTS scores

**Dropped GRE requirement:**
Our program made the decision to drop the GRE requirement in the Fall of 2020

**Application Fee:**
The meteorology program switched to a two-step application process (starting with incoming students for Fall 2021). As part of the first step, students submit a preliminary application and after a review by faculty members, the high ranked applicants are invited to submit the full application. The application fees for these students are waived (paid by the department).
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?

**Evaluation Process:** Applicants are evaluated based on the material they send in. Sometimes the faculty may have additional interactions with students (via email, phone call, virtual meetings etc.). Currently, there is no rubric for evaluating applicants.

NOTE: We are discussing how to streamline the selection process and the possibility of using a rubric to evaluate the graduate student applications.

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

**Graduate students:**
Graduate student applications are evaluated by faculty members in the program (Geology Program: Individual faculty members who are interested in funding students + Graduate Application Evaluation Committee, Meteorology Program: Individual faculty members who are interested in funding students followed by a group meeting). Students are encouraged to reach out to faculty members that they are interested in working with.

Applicants will primarily interact with their proposed adviser, though there is no formalized or standard set of guidelines. The department also has some funding (~$300) to reimburse students to come visit campus, in non-covid times. This allows for interactions with current grad students and other faculty, though again this is more of an ad-hoc process with no standard procedure.

**Faculty:**
For a faculty hire, a search committee is appointed by the department chair. Before reviewing applications, the Search committee members are required to attend a DEI training led by the College’s equity advisor. After the training, the committee will go through the applications and will select candidates for virtual interviews. HR and the College require that the selected pool is diverse and representative.
Based on the outcome of the virtual interviews, selected candidates will be invited to come to campus, physically or virtually, and interact with students and faculty. Faculty, staff and students (graduate and undergraduate) will then provide feedback on each candidate and based on the feedback, the search committee will make their recommendation. The final decision will be based on a faculty vote held according to the department governance document.

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

**Evaluation of hiring process:**
As of now, the hiring process has not been evaluated by outside consultants. Currently, the DEI committee is considering ways to improve hiring and admissions process.

- 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”?

**Strategies implemented by ISU:**
- The University offers dual career opportunities to new hires
- The University offers funds and/or opportunities for faculty professional development

**Department:**
- Our department assigns mentors to work with new faculty hires
- We as a department has been working on updating and revising our governance document with the aim to increase transparency and to democratize knowledge