URGE Session 5 Deliverable
Hiring and Admissions Policies for MEAS at NC State

This is what was found by MEAS Pod at North Carolina State University on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve.

- **What EEO (Equal Employment Opportunity) statement**¹ is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available²?

  **EEO Statement (standard job advertisement from jobs.ncsu.edu)**

  “NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

  If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148.

  Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree equivalency verified at www.wes.org or equivalent service. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.

  NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.”

² https://careers.whoi.edu/opportunities/diversity-inclusion/
⁵ https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
DEI Commitment Statement (from jobs.ncsu.edu)
NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability or status as a protected veteran. Persons with disabilities requesting accommodations in the application and interview process, please call 919.515.3148 or send an email to ada_coordinator@ncsu.edu.

Other Notices
- College of Sciences:
  - This statement is included in all COS job postings: Inclusiveness and diversity are critical to the success of the College of Sciences and the University. The selected candidate will be expected to foster an environment that is supportive and welcoming of all groups.
  - In all offer letters for COS candidates, this is included. You will be expected to foster an environment that is supportive and welcoming of all groups.
- The NC State Annual Security and Fire Safety Report
- EEO Is the Law
- Labor Certification Notices
- Background Checks

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

Hiring
- jobs.ncsu.edu
- Indeed job search engine
- Twitter (NC State MEAS and current faculty)
- The HR Office in the College of Sciences has developed this list for recruitment: Sciences Diversity Recruitment Resources - PUBLIC
- Second-hand through other university’s faculty
- Depending on the position, the following external job advertisements are used. It should be noted that these advertisements can cost anywhere from $150 to $800 or more depending on the length of the advertisement and the media used (website and/or in printed materials).
  - American Association for Aerosol Research (AAAR)
  - American Geophysical Union (AGU)
  - American Meteorological Society (AMS)
  - Geological Society of American (GSA)
  - Coastal Estuarine Research Federation (CERF)
  - Association for the Sciences of Limnology and Oceanography (ALSO)
  - Ocean and Carbon Biogeochemistry (OCB)
  - North American Carbon Program (NACP)
Directors of marine labs associated with the National Association of Marine Labs (NAML)

Admissions
- Advertising for admissions tends to be more limited and recruitment is largely left to individual faculty

- 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?

Hiring
- Cover letter
- Curriculum Vitae (CV)
- Contact info for references
- Job-specific questions
- For MEAS faculty applications in addition to CV, cover letter and reference list:
  - Summary of research accomplishments and future plans
  - Summary of teaching experience and future plans
  - Diversity statement to describe specific plans and goals for advancing diversity, equity and inclusion.

Admissions
- Application Fee ($75 for domestic and US permanent residents, $85 for international, $25 for certificates)
  - Should be lowered or waived, depending on circumstances
- One unofficial transcript from each previously attended college or university
- Three recommendations, submitted via the online application
- Proof of English Proficiency (non-US citizen applicants only)
- Personal Statement
- GRE no longer required for MEAS
- Any evidence of relevant experience (published work, professional work experience, etc.)

- 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?

Hiring
- Search committee members for any type of hire (faculty or staff) are required to complete Search Committee Training provided by the Office for Institutional Equity and Diversity (OIED).
For faculty recruitments, the search committee develops a rubric but it is not made public. ---> Not formalized/standardized (i.e., has not happened for every recent search and not always for all parts of application)

Admissions

- Should there be a rubric for admitting students?

Biases

- Name of applicant
- Previous institutions
- Similarity to the hiring committee
- Letters of recommendation
  - Gendered language
  - Cultural differences in writing letters

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

Hiring

Search committees for faculty hires are composed primarily of faculty members and one graduate student. Using a rubric that they've developed, candidates are basically broken down into Tier 1, Tier 2 and not qualified. Tier 1 candidates will be contacted for interviews and Tier 2 will not be initially contacted for interviews. *Before candidates are contacted, an interim report must be submitted and fully approved in the PeopleAdmin system.* The interim report is the listing of Tier 1 and Tier 2 candidates. The workflow of approvals involves department, college and university review. In particular, the Unit AA Officer and University AA Officer ensure the applicant pool is diverse and ensure equal opportunity within the hiring process. [Sciences PeopleAdmin Workflows](#)

After the interim report is approved, Tier 1 candidates are generally invited for 30 minute interviews with the committee members. Interviewed candidates are ranked again using a more in-depth rubric. Afterwards members select three or four final candidates for departmental visits. Key stakeholders participate separately and jointly in the campus visits (graduate students, post-docs, research staff, assistant professors, associate and full professors, the department head, directors of undergraduate and graduate programs, and the Dean of the College of Sciences). These visits include faculty candidates providing a teaching demo and research talk. Feedback is solicited from stakeholders and compiled by the search committee.

During a faculty meeting, a discussion about and review of the final candidates occurs. A vote is taken by faculty (in favor, against, or abstain). The selection of the top candidate is presented by the department head to the dean. Final decisions are the discretion of the Dean of College of Sciences.
• 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”? In process of revising the mentoring program both for new-hires and graduate students.

• What should the processes look like:

Hiring
- Evaluate diversity of applicant pool before moving onto the next steps
- Job postings should be listed in many locations that will attract diverse applicant pool
- Expanding the hiring committee to have more diverse backgrounds and perspectives
- Should it be okay to view non-application materials of a candidate? (i.e., googling them, looking at their social media pages)
- Should the rubric for hiring be made public/within MEAS? Why is it not? Rubric audits?

Admissions
- Rubric or other standardized way to evaluate applicants
- Look at pool of incoming students as a whole
- Process to reduce or waive application fee under some circumstances
- Recruiting students by posting about program in and establishing partnerships with various locations (example: HBCUs)
- More direction on the personal statement prompt