Hiring and/or Admissions Policies for PacIOOS and SOEST

This is what was found by the PacIOOS pod at the School of Ocean and Earth Science and Technology (SOEST) at the University of Hawai‘i 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?

  o PacIOOS posts advertisements for open positions online, referring to the RCUH website where applications need to be submitted through. While RCUH postings include “Equal Opportunities Employer- Minorities/ Women/ Disability/Veteran” language, the advertisements that PacIOOS has shared in the past did not include any EEO statements. PacIOOS is committed to change that in future postings.

  o Job postings from SOEST include the following language: **EEO/AA, Clery Act, ADA:** The University of Hawai‘i is an Equal Opportunity/Affirmative Action Institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: http://www.hawaii.edu/offices/eeo/eeo-coordinators/.

  o In addition, the SOEST Oceanography Department has included the following statement in recent faculty position job advertisements: **Since its founding over half a century ago, the department has been a world leader in interdisciplinary oceanographic research and education, and we are excited to grow our dynamic, vibrant community with new colleagues to carry this legacy into the future. UH is the only recognized Native Hawaiian-serving R1 university and an institution drawing students from a diverse population including Hawaiian, Pacific Islander, and Asian**

---

² https://careers.whoi.edu/opportunities/diversity-inclusion/
⁵ https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
ethnicities. We encourage applicants who are committed to serving and affirming our unique community and culture, and whose research can benefit from our location in the center of the Pacific Ocean. [...] The University of Hawaii is an equal opportunity / affirmative action institution.

- Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?
  - For PacIOOS, the most recent job posting was posted on the RCUH website, distributed through the PacIOOS newsletter; in addition two paid posts were submitted to the Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) and the National Society for Black Engineers (NSBE) to try to increase diversity of the application pool. The goal is to continue to seek additional platforms to post job openings to reach a more diverse audience.
  - For the Department of Oceanography, job openings are posted in scientific magazines (e.g., Nature, Science, Oceanography Society), as well as to listservs such as Mentoring Women in Physical Oceanography.
  - It would be helpful to have a list of listservs and other platforms/outlets that job openings can be posted to in order to reach BIPOC and other underrepresented groups.

- 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?
  - The SOEST Oceanography Department has included the following statement in recent faculty position job advertisements: To apply, please submit [...] your commitment to and/or experience in promoting diversity, equity, and inclusion in the workplace (Topics can include, but are not limited to: mentoring, innovative pedagogy, research methodologies, or service and outreach engagement aimed at a wide variety of learners and stakeholders) [...].
  - RCUH used to require salary histories from applicants, but ever since it was made illegal in the State of Hawaii that question was removed from the application process. RCUH continues to require copies of degree(s)/transcript(s)/certificate(s).

- 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?
  - For PacIOOS, the job posting is categorized by a set of categories (predefined by RCUH) which are the same categories used for the evaluation process.
  - Applications that are written towards these categories, and are utilizing the right keywords, will score higher than those that may not understand how the RCUH rubric works.
  - Leaving categories non-specific, allows more flexibility to the selection committee to take a more holistic approach.
○ The design of rubrics is important -- it was suggested to take search advocates training (contact: Beverly Mccreary <bmccrear@hawaii.edu>). These practices were first adopted by SOEST and found traction campus wide.

○ The group recognizes that the initial criteria in the job description is key to setting up for success toward this effort. The Oceanography Dept. in SOEST is revisiting their criteria as a result.

○ PacIOOS recently redacted all personal identifiable information from the first round of reviews of job applications.

● Who is on selection committees and who makes the final decisions? Who interacts with the applicants?
  ○ The challenge is if there is not much diversity on the faculty to begin with, there needs to be active advocates in the selection process to stand up for BIPOC applicants.
  ○ For PacIOOS, the selection committee is typically driven by the component specific experts, and PacIOOS management/leadership. This process could be improved to have a more diverse representation, e.g., by adding committee members from unrelated fields to add a different perspective, and to provide equity checks.

● Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?
  ○ PacIOOS process is based on the guidance provided by RCUH. However, there is interest to seek additional training opportunities (e.g., implicit bias training) for PacIOOS staff and Investigators.
  ○ Inquire with RCUH whether their process has been evaluated by an outside consultant, and if not, recommend doing so.
  ○ It is important to build the relationships with a potential candidate pool before positions open.

● 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”⁶?
  ○ SOEST supports individual development plans; along with mentor/mentee relationships
  ○ For the SOEST Oceanography Department graduate students, someone from outside of their field has to be on the committee.
  ○ For PacIOOS, more could be done to reinstitute connections within PacIOOS amongst employees and create a work culture that supports employees more broadly.