This is what was found by Women in Coastal Geoscience & Engineering on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve. Our organization is not an institution with hiring power. However, we evaluate common practices for the field and where WICGE may have influence.

*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** is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available?

  The first job posting we explored was a position for an Assistant Professor position at St. Lawrence University. Below is the EEO statement included on their hiring page.

“All members of the St. Lawrence University community are valued equally. We are committed to inclusiveness and diversity in our faculty, staff, student body, and curriculum. Awareness training for students, faculty and staff is designed to eliminate all forms of unlawful discrimination. The University is an equal opportunity/affirmative action employer, and subscribes fully to all applicable federal, state, and local laws prohibiting discrimination based on a person’s legally protected status, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the New York Human Rights Law. The University does not discriminate against students, faculty, staff, or other beneficiaries on the basis of race, traits historically associated with race, color, predisposing genetic characteristics, gender/sex, gender identity or expression, religion, creed, age, disability, marital status, protected veteran status, military status, familial status, prior arrest or conviction record, sexual orientation, national or ethnic

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5. https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
origin, status as a victim of domestic violence, or any other legally-protected status. Candidates from historically underrepresented groups, women, persons with disabilities, and protected veterans are encouraged to apply for employment with the University.”

Upon further investigation, we have found that the United States has an Equal Opportunity Employment Commision (website located here: https://www.eeoc.gov/employers). Here, you can find information on discrimination by type as well as resources to guide employees on filing a claim. Employers with over 100 employees also have to include an employer information report, found here: https://www.eeoc.gov/employers/eeo-1-data-collection. This report details information about the employees’ job categories, race, ethnicity, etc.

There are several templates available online to write a standard EEO statement for an organizational body. Here is one site that gives step by step instructions on what should be included within the EEO statement as well as a template of an EEO statement to start: https://www.betterteam.com/equal-opportunity-employer-statement. Other websites include different templates along with explanations on what should be included in EEO statements.

Another diversity and inclusion statement we found was posted by the University of Washington. On this page (https://hr.uw.edu/diversity/hiring/dei-commitment-statement/) they include DEI definitions along with diversity commitment statements.

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

In terms of finding job postings, they can be found on linkedin, google jobs, HigherEdJobs.com., listservs, etc. There are career fairs that can bring in applicants. Other strategies also include job postings on social media. For example, academic job postings are popular on twitter. This is a good strategy as twitter is an open social media platform.

- 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?

Normally, for graduate school applications, the requirements are letters of recommendation, GRE scores, undergraduate/graduate transcripts, a personal statement and a CV. The first part that can be removed is the GRE scores. The GRE scores do not correlate with a student’s ability to perform the work. Furthermore, there is bias in the GRE as some students are able to
take courses to better prepare for the GRE’s. Some problematic questions usually asked are with regards to GPA’s/GRE scores. This can lead to gatekeeping.

- How are applicants/applications evaluated? Is that process and/or rubric\(^4\,^5\) public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?

Normally, the process of evaluating applications is not public. Based on the papers we read for this session, some applicants for graduate admissions start being evaluated with their GRE scores.

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

The selection committee normally consists of the faculty, senior academics who make the final decisions in terms of hiring.

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

As an organization, we are in the process of building a rubric for the selection process of the Women in Coastal committee members. Based on the papers for this session, we are developing a selection criteria that will be both transparent and have a rubric associated with it.

- 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”\(^6\)?

The organization has not considered this yet.