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

This is what was found by Geology pod at Northern Illinois University on Hiring Policies, as well as what the pod would propose to change and improve.

- **What EEO (Equal Employment Opportunity) statement** is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available?
  - NIU remains committed to ensuring that its recruitment and application procedures include full opportunities for applicants with disabilities. Employment opportunities will not be denied to anyone because of the need to make accommodations for a person’s disability during either the application or interview process. An applicant who believes they require an accommodation to participate in the employment process due to a disability may request that accommodation through the Accommodation Request Form. For further assistance, please contact the office of Affirmative Action, Equal Opportunity and Education (AAEOE) at ada@niu.edu.
  - In accordance with applicable statutes and regulations, NIU is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action.

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
  - Faculty:
    - The ads are sent, depending on the field, to listserv associated with that area of research. The most recent one was sent to National Groundwater Association and International Association of Hydrogeologist. It was also listed with GSA, AGI, and AGU.
    - Ads is also send to: SACNAS, Associate of Women Geoscientists, and National Association of Black Geologists and Geophysicists.
    - We do try to attend national and local geoscience conferences to promote the faculty hire.
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?

- Faculty hiring- CV, Research Philosophy, Teaching Philosophy, names for letters of recommendations.
  - Future hires will also have to provide a DEI philosophy
- Graduate students- We just eliminated the GRE score requirement.
  - Transcripts, letters of recommendation, and personal statement
  - There is a fee but it can be waived if we request it
  - Ideas for future- Specific questions for personal statement such as Atmospheric Science department at Washington State.

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?

- Faculty- A search committee does the initial screening of all applications. Currently we do not have a formal rubric for this process. Currently we do not do anything about removing biases in the process. We are planning on adding these to next hiring that we have. We do work with our diversity coordinators at the college level to aid in doing best practices that are available to us at NIU.
- During interview, the same questions are asked of each candidate with follow up questions unique to the person.

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

- Search Committee- The committee is members of the hiring department chosen due to their knowledge of the research area. The committee must have at least some diversity in gender and race. If this does not exist in the home department, there is a list of faculty from across the university willing to serve on committees.
- Final Decisions- The search committee makes a recommendation to the whole department. The whole department votes on the ranked list of faculty.
- Interaction with applicants- The whole faculty and students interact with the applicants once they arrive on campus. They also interview with the Dean of College of Liberal Arts and Science, Vice President of Research, and any other groups on campus that the applicant might find useful. Such as if they do research in Latin America, the Center for Latino and Latin American Studies could be involved.
Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?

- No. This could be something we look into for the future.

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”?

- Cohort hiring-no
- Mentoring- it is informal but for many years we had PI Academy. The PI Academy was for new hires to learn about research, find a mentor from outside NIU, write papers, and grants. The PI Academy has been halted due to the pandemic. It is not clear if it will happen again due to its costs and that many of the faculty that went through the process were hired away from NIU.
- Dual Career support or partner hires- At one point, they would put into ads that we supported it but when the person was hired there was no real support or hiring done. We have removed it from ads but are doing a better job of hiring dual career but there is still nothing for partner hires.