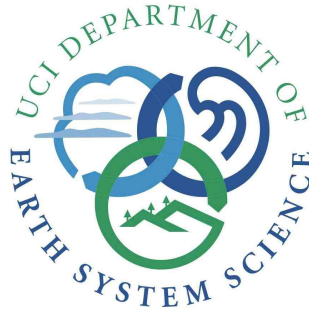


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Hiring and/or Admissions Policies for University/Organization

This is what was found by UCI ESS Pod at University of California Irvine Earth System Department 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) statement¹ is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available²?**
 - Most recent ESS advertisement
 - <https://www.ess.uci.edu/node/13983>
 - EEO statement is required by UCI
 - [Example Text](#)
 - <https://drive.google.com/file/d/13tuRcUegR3VLL0-o5OsD9XK4UwyFTjfx/view?usp=sharing>
- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
 - Advertisements are sent to professional minority/women/URM mailing lists and associations.
 - The Department Chair also sends advertisements (from pre-drafted sample letters) to other Department Chairs from the top 15 universities with Hispanic faculty (identified by UCOP-funded UCSD study which were provided by the Equity advisor)

¹ R. Kelley, 10 Samples of an Effective EEO Statement, blog.ongig.com/diversity-and-inclusion/eoo-statement-samples, (2017).

² <https://careers.who.edu/opportunities/diversity-inclusion/>

³ K. Cobb, #GRExit Resources, <https://doi.org/10.6084/m9.figshare.13215461.v1>, (2020).

⁴ J. Posselt, Inside Graduate Admissions: Merit, Diversity, and Faculty Gatekeeping, <https://www.jstor.org/stable/j.ctvjghw8s>, (2016).

⁵ <https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html>

⁶ K. Griffin, J. Bennett, T. York, Leveraging Promising Practices, Washington DC: Aspire Alliance, (2020).

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- <https://drive.google.com/file/d/1FqVLSF2bNUuRmQJ7IV3zOzWZDICxhIG/view?usp=sharing>
 - Also the UCI ADVANCE Site provides some resources.
 - https://drive.google.com/file/d/1ydwGwLP2SrPsab7T1250lqf6ajhQqS_-/view?usp=sharing
 - Chairs are also provided with sample letters to send to institutions for advertising the job:
 - <https://docs.google.com/document/d/1eSza6e3tFSiMXARQozZBD-Su9ZhUi0ML/edit>
 - [AGU Bridge Program](#)
 - [Virtual Grad information session](#) posted on [UCI ESS youtube](#)
 - Virtual ESS booth at National Association of Black Geoscientists (NABG)
 - Participated in UC-HBCU recruiting event organized by the UCI Office of Access and Inclusion
 - <https://ps.uci.edu/student-access-and-recruitment>
- **What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores³/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**
 - Graduate Application
 - GRE is no longer required for our department
 - GRE scores are still shown to faculty which may have bias towards those who submit scores
 - 3 Letters of recommendations are required
 - Application fee
 - Unofficial transcripts
 - International Students
 - TOEFL
 - Essays
 - Statement of Purpose
 - Personal History Statement
 - Financial Support (not required)
 - Prioritize students with funding things like NSF which have been shown to be biased towards more prestigious universities
 - Faculty Hiring Application
 - Curriculum Vitae
 - Cover Letter



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- Statement of Research
 - Statement of Teaching
 - Statement of Contributions to Diversity
 - Reference requirements (4-6)
 - <https://ap.uci.edu/faculty/guidance/ieactivities/>
-
- **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?**
 - Rubrics are provided for faculty search committees; however, there is some pushback due to concerns of legal issues.
 - Connected to implicit bias
 - Each search committee has to include at least 1 woman, and one person is assigned to make sure that the diversity statement are considered
 - Committee is asked to evaluate the teaching, research and diversity statements separately to select the short list
 - Increase the length of the short list as a proposal to allow more applicants to be observed
 - Rubric is being created for graduate admissions
 - Less resistance for graduate student level than faculty level
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- **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
 - Faculty search committees are ad hoc depending on the position - recent searches have had a specific person tasked with evaluating DEI statements.
 - Grad admissions committee is chaired by the Vice-Chair for Graduate Studies. The VC for DEI and the DECADE mentor are also always on the graduate admissions committee. All faculty review files and interview candidates - informally and formally during visit day.
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- **Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?**
 - Hiring committees have not been evaluated, though the following steps have been taken:
 - Equity advisor presentation - different steps to ensure the diversity of the applicant pool and increasing diversity at the different stages of the search
 - Advancing Faculty Diversity (AFD) grant from the school (includes all 4 department chairs)

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- There has not been any specific evaluation / consultation / overview of the graduate admissions process. Though we participated in the C-CIDE/IGEN Equity in Graduate Admissions workshops and are in the process of updating admissions procedures to be more holistic, including developing a rubric for grad admissions.
- **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?**
 - [DECADE](#)
 - [ESS Peer Mentoring Program](#)
 - UCI and the school separately organize sessions for new hires to inform them or on campus policies, connect them with key staff and make them aware of available support
 - <https://ap.uci.edu/wp-content/uploads/MentoringBestPracticesHandout.pdf>
 - Faculty mentoring program: the school and the department has implemented a faculty mentoring program for assistant and associate professors. The program pairs each faculty with 2 mentors to avoid the single point of failure (based on guidelines reported by NAS report). Mentor Mentee pairing is evaluated on a yearly basis (see link below for detail about the guidelines)
 - <https://drive.google.com/file/d/1zkHQhLpsSdyKUDPzCRZ1qrTP9PT8TQ3Y/view?usp=sharing>
 - UCI has the Advancing Faculty Diversity program
 - <https://ps.uci.edu/advancing-faculty-diversity>