



Unlearning Racism in Geoscience

UC-Riverside Grad Pod #1 - Session 5 Deliverable v.1

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

This is what was found by Pod 1 at the University of California, Riverside 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?**
 - “The University of California is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.”
 - Link to “Diversity and Inclusion” at the bottom of the <https://jobs.ucr.edu/> sends viewer to the Office of Diversity, Equity, and Inclusion site (<https://diversity.ucr.edu/>)
 - Note about disability when you go to apply for a specific position: **UCR strives to accommodate applicants with disabilities. In the event that your disability prevents you from completing the online application process, please contact us so that we can provide options to assist you in completing the application process. Please contact disabilitymanagement@ucr.edu or (951) 827-2561 for assistance.**
 - **UCR Principles of Community PDF**
 - The University of California Riverside is committed to equitable treatment of all students, faculty, and staff. UCR's faculty, staff, and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution. There are three objectives that our campus must strive toward in order to achieve these goals.
 - •First, we must ensure that we have an environment that nurtures the intellectual and personal growth of our students, faculty and staff.
 - •Second, we must ensure that our campus sets an example of respect for all people.
 - •Third, we must ensure that our campus is a safe and welcoming environment for everyone.

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

² <https://careers.whoj.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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- We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn. Respect for differences and civil discourse must become the hallmark of how we live and work together to build our community of learners at UCR.
 - We as members of the University of California Riverside affirm our responsibility and commitment to creating and fostering a respectful, cooperative, professional and courteous campus environment. Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race/ethnicity, age, religious or political preference, gender, transgender, sexual orientation, nation of origin, or physical abilities. Any violation of this right by verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the University of California's focus, goals and mission (and subject to sanction according to University policies and procedures).
 - We recognize that we will all need to continually work together to make our campus community a place where reason and mutual respect among individuals and groups prevail in all forms of expression and interaction.
- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
 - <https://jobs.ucr.edu/>
 - https://irecruitportal.ucr.edu/irecruit!/Controller?action=jobs_template&page=jobs_browser&public=true&profile_id=
 - <https://hr.ucr.edu/talent-acquisition/ucr-jobs>
 - **Each college's website:**
 - <https://chass.ucr.edu/employment>
 - <https://medschool.ucr.edu/employment>
 - CNAS: <https://aprecruit.ucr.edu/apply>
 - Environmental Sciences:
<https://envisci.ucr.edu/employment-opportunities>
 - Job Search Sites
 - [Simply Hired](#)
 - [LinkedIn](#)
 - [Indeed](#)
- **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?**

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- Letters of recommendations, usually asked for 3 strong letters. Biases may be introduced into the letters from the writer. Readers may interpret and well-intended comments affecting admission results.
 - Personal statement, usually asked about students obstacles. This can be triggering for some students and some may be comfortable talking about this.
 - GRE scores do not represent a student's potential to succeed as a researcher.
 - Fees may prevent students with financial hardships to apply.
- **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?**
 - Screenshots from application portal (seems to be staff jobs only):

Master Application: Profile

Master Application

- > Profile ✖
- > General ✖
- > Education ✖
- > Employment ✖
- > Certifications/Licenses ✖
- > Additional Information ✖

Please review and/or update your Profile and select "Save & Continue"

First Name:*	Last Name:*	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Phone:*	Secondary Phone:	
<input type="text"/>	<input type="text"/>	
Identity E-mail:*	Alternate E-mail (mail sent to)	
<input type="text" value="ngo.wei@nope.com"/>	<input type="text"/>	
Street/PO Box:*	City:*	
<input type="text"/>	<input type="text"/>	
Country:*	Zip:*	State:
<input type="text" value="United States"/>	<input type="text"/>	<input type="text" value="California"/>

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Master Application: General

Master Application

- > Profile ✖
- > General ✖
- > Education ✖
- > Employment ✖
- > Certifications/Licenses ✖
- > Additional Information ✖

Please review and/or update your General Information and select Save & Continue

Gender* Ethnicity*
 -- Select Gender -- -- Select Ethnicity --

Invitation to Self-Identify Veteran Status

The University of California is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; (4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans. These classifications are defined as follows:

> [View list of veteran classifications](#)

Do you believe you belong to any of the categories of protected veterans listed above? *

- Yes, I identify as one or more of the classifications of protected veteran listed above
- No, I am not a protected veteran
- Yes, I am a veteran but I do not belong to any of the five listed categories
- I don't wish to answer

> [More information about veteran information submission](#)

Voluntary Self-Identification of Disability

(Form CC-305 * OMB Control Number 1250-0005 * Expires 5/31/2023)

Name: No entry required	Employee ID (if applicable): No entry required	Date: No entry required
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Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Autism • Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid | <ul style="list-style-type: none"> • Deaf or hard of hearing • Depression or anxiety • Diabetes • Epilepsy | <ul style="list-style-type: none"> • Missing limbs or partially missing limbs • Nervous system condition for example, migraine |
|---|--|--|

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Gender* Ethnicity*
 -- Select Gender -- -- Select Ethnicity --

Male
 Female
 I choose not to provide this information

subject to the Vietnam Era Veterans' Readjustment Assistance Act, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; (4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans. These classifications are defined as follows:

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Gender* Ethnicity*
 -- Select Gender -- -- Select Ethnicity --

American Indian or Alaska Native
 Chinese/Chinese American
 Filipino/Philippino
 Japanese/Japanese American
 Native Hawaiian or Other Pacific Islander
 Pakistani/East Indian
 Black/African American(not of Hispanic origin)
 Mexican/Mexican American/Chicano
 Latin American/Latino
 Other Spanish/Spanish American
 White (not of Hispanic origin)
 Decline to State
 Other Asian

> [View list of veteran classifications](#)

Do you believe you belong to any of the categories of protected veterans listed above? *

- Yes, I identify as one or more of the classifications of protected veteran listed above
- No, I am not a protected veteran
- Yes, I am a veteran but I do not belong to any of the five listed categories
- I don't wish to answer

> [More information about veteran information submission](#)

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<ul style="list-style-type: none"> arthritis, or HIV/AIDS Blind or low vision Cancer Cardiovascular or heart disease Celiac disease Cerebral palsy 	<ul style="list-style-type: none"> Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome Intellectual disability 	<ul style="list-style-type: none"> headaches, Parkinson's disease, or Multiple sclerosis (MS) Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression
--	--	--

Please check one of the boxes below:*

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
 No, I Don't Have A Disability, Or A History/Record Of Having A Disability
 I Don't Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collections displays a valid OMB control number. This survey should take about 5 minutes to complete.

Reasonable Accommodation Notice
 Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job: disabilitymanagement@ucr.edu or (951) 827-2561. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternative format, using a sign language interpreter, or using specialized equipment.

Do you have a valid California Driver's License?*
 Yes No

If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement?*
 Yes No

Upon hire, will you be able to provide proof of eligibility to work in the U.S., as specified in the Immigration Reform and Control Act of 1986?*
 Yes No

Do you have any relatives employed by the UC Riverside?*
 Yes No [Add Entry](#)

Action	Name	Department	Relationship
<p>Are you currently employed by UC Riverside?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Have you ever worked at UC Riverside?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Have you ever been employed by another UC location?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are you a UC retiree?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are you currently or have you been previously employed through a temporary agency with UCR?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Save & Continue</p>			

Master Application: Education

Master Application

- > Profile
- > General
- > Education
- > Employment
- > Certifications/Licenses
- > Additional Information

Please review and/or update your Educational information and select Save & Continue. If you have no educational experience beyond high school, please select the check box above General Educational Information

I do not have any education records

General Educational Information

Do you have a high-school diploma or equivalent (GED)?*
 Yes No

Do you intend to engage in further educational study?*
 Yes No

Educational History [Add New Record](#)

Action	School	From	To	Degree	Major	GPA
<p>Save & Continue</p>						

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Master Application: Employment

Master Application

- > Profile ✖
- > General ✖
- > Education ✖
- > Employment ✖
- > Certifications/Licenses ✖
- > Additional Information ✖

List your current and previous employment history, covering a minimum of 10 years. If applicable, you may include military experience, volunteer activities or other relevant work experience and/or periods of unemployment. If you have no employment history, please select the check box below.

I have no employment history.

Employment History [Add New Record](#)

Action	Name of Firm/Institution	Position Title	Current	Start Date	End Date	Complete
Save & Continue						

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My Application: Certifications/Licenses

Master Application

- > Profile ✖
- > General ✖
- > Education ✖
- > Employment ✖
- > Certifications/Licenses ✖
- > Additional Information ✖

Please review and/or update your Certifications/Licenses and select Save & Continue. If you have no professional certifications or licenses, please select the check box below.

I have no professional certifications or licenses to include.

Certifications/Licenses [Add New Record](#)

Action	Certification/License	Number	Issuing Organization/State	Current?	Held Since	Expiration Date
Save & Continue						

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Master Application: Additional Information

Master Application

- > Profile ✖
- > General ✖
- > Education ✖
- > Employment ✖
- > Certifications/Licenses ✖
- > Additional Information ✖

Please review and/or update your Additional Information and select Save & Continue. If you have no Additional Information to include, please select the check box below.

I have no Additional Information to include that is relevant to my application

List additional information including special projects, skills, published writings, training, machines operated, special interest(s) and community activities.

[Save & Continue](#)

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Documents

Manage your documents here. You can upload or delete resumes add cover letters.

UCR's JOBS application system accepts the following document formats: Microsoft Word Documents (.DOC,.DOCX) and Adobe PDFs (.PDF). You may also paste text into the text box and save in your document folder. Pasted text will not retain any formatting.

Resumes [Add New Document](#)

Action	Title	File Name	Date Uploaded
Save & Continue			

Cover Letters [Add New Document](#)

Action	Title	File Name	Date Uploaded
Save & Continue			

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- [ENSC Admissions Criteria per website and the 2020-21 handbook:](#)



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Entry to the Environmental Sciences Graduate Program (ESGP) requires completion of a baccalaureate degree in a field appropriate as preparation for graduate study in environmental sciences. Students normally will come to the program from an environmental sciences related discipline such as atmospheric science, aquatic science, earth science, environmental chemistry, hydrology, or soil science; or a basic science such as biology, chemistry, or physics. Coursework requirements are specific to each Field area.

Applications will be evaluated based on evidence of past academic performance (including GPA and GRE), letters of recommendation, the student's statement of purpose, and overall promise as a future researcher. Each student must be sponsored by a Graduate Faculty member who agrees to serve as the student's Major Professor. A student will not be admitted to the program without a Major Professor. It is strongly suggested that the student directly contact potential Major Professors to gauge their interest and whether they have space in their research groups prior to application.

Additional information about the application process, including fees, forms, and deadlines is available at graduate.ucr.edu/admissions.

The GRE will be optional for Fall 21

[EPS Admissions criteria per the website:](#)

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How to Apply

Although the Department accepts applications on an on-going basis throughout the year, students are encouraged to complete their application early to ensure consideration for fellowship support. A variety of fellowships are available on a competitive basis through the UCR graduate division to augment the stipends of outstanding applicants.

The UCR Earth and Planetary Sciences Department is interested in accepting graduate students who 1. have excellent written communication skills; 2. are creative and have an ability to solve complex problems; 3. possess a superior work ethic and are highly motivated; 4. are able to persevere in difficult situations; and 5. demonstrate curiosity for the world around them, or for worlds faraway. Prospective applicants should explore the [research opportunities](#) in the department and contact [faculty](#) that they are interested in working with before submitting an application. We welcome applicants who have varied cultural, educational, and socioeconomic backgrounds. In addition to the Statement of Purpose and the Personal History Statement, a CV and Statement of Relevant Skills and Experiences are required. The latter should directly address 4 of the 5 qualities described above. Your combined response for the Statement of Relevant Skills and Experiences may total no more than 2 pages.

The electronic application process is simple and convenient. Your electronic application will be composed of the Earth and Planetary Sciences Department Applicant Information form, the Graduate Division online application form as well as the Supplementary Forms required by the Graduate Division, official transcripts and letters of recommendation.

To be admitted to graduate status, the basic requirement is a bachelor's degree or its equivalent from an accredited institution, with a major appropriate to the proposed graduate program. Applications are considered as received. For consideration for our top fellowships, it is best to complete the application process by **December 1st**. We no longer accept the GRE.

Please note that [application fee waivers for financial hardship](#) are normally available from the UCR Graduate Division to assist domestic applicants who meet certain income criteria (see [here](#) for eligibility requirements). In the event that need-based application fee waivers from Graduate Division are exhausted in a given year, the Department of Earth and Planetary Sciences has allocated supplemental funds to cover the application fees of prospective applicants who would otherwise qualify for a waiver. International students and other students who do not normally qualify for the university fee waiver may request a waiver upon the recommendation and support of a faculty member. A financial need statement may be requested. Please contact Graduate Advisor Robert J Allen (rjallen@ucr.edu) to inquire about need-based fee waivers.

- **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
 - Grad advisors interact with applicants. From our experience, grad advisors sometimes have knowledge gaps of how the department functions, requirements.
 - I believe it's professors doing the reviews
- **Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing 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?**
 - No, at least not obvious.
 - Detailed information can be found at:
<https://hr.ucr.edu/talent-acquisition/recruitment-policies-procedures>

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Recommendations for Graduate Admissions Criteria

1. GRE removed in ENSC
2. Collectivism to help with bias
3. External review of dept, climate, equitable hiring practices
4. Welcoming statement are important
5. Public facing of dept website: Videos of people, Twitter accounts, warm language
6. Narrow the gaps of knowledge from grad advisors who are point of contact
7. Department chair involvement and organizational culture
8. More HR involvement?
9. Mentorship as a more serious component of tenure review
10. Leadership training for professors to learn to manage people and remove biases
11. Treat academic environment much like regular job such as that structured in the corporate world (e.g., harassment has real consequences)