Policies for hiring and admissions

Heartland Pod

Pods should upload their findings and proposed changes to admissions and hiring policies to the URGE website by 4/2/2021.

Background: Hiring and admissions is the entry point to our organizations. Policies and procedures at this gate will have major impacts on the people who are part of your university or company, as well as the community who interacts with you. Some of these are legal requirements and some are guidelines that organizations have more control over. Hiring policies include the text of job advertisements, where those advertisements are posted, the requirements for an application, the makeup of your hiring committees and the rubrics/procedures they follow, the interview process, strategic hiring techniques including group or cohort hires, as well as the policies of your organization regarding compensation equity. In addition to the policies for hiring, academic institutions will have admissions policies including the application process (application fees, letters of recommendation, SAT or GRE4 testing scores), an evaluation process and rubrics for applications, in-person interviews or campus visit days, as well as unwritten norms such as reaching out to an advisor via email ahead of time. Each one of these policies and procedures is an opportunity to improve the inclusivity and lower or remove barriers to your organization.

Deliverable focus: This deliverable is an audit of the hiring and, if applicable, the admissions process of your organization. As you investigate postings and advertisements, the application and evaluation processes, equal opportunity/inclusion language, and required fees or test scores, please also include proposed improvements that would increase the diversity of not only your applicant pools but also your new hires/admissions and the retention of these individuals.

Ideas for improvement at our various institutions:

- State criteria/rubric clearly
- Add interviews or increase weight of LOI
- Create prompts for these
- Online form to collect demographic data
- State "proper ways" to email profs to inquire about research
- Institutionalize mentorship to increase retention
- Remove memberships needed to access job boards
- Get rid of GRE and GPA requirements (and application fees)
- In some instances, job boards need to be consolidated

Other notes from discussion:

- Only given a list of question "to not ask"
- Perhaps the USA job application game is more equitable than academia
- Departments really like consensus and efficiency
- UWM needs grad student representation at faculty meetings