

ENE at F&M Pod

URGE Deliverable #5: Hiring and Admissions

Franklin & Marshall College is a private, not-for-profit, 4-year, undergraduate, residential, liberal arts college founded in 1787 in southeastern Pennsylvania. The department of Earth and Environment offers 3 majors: Geosciences, Environmental Science, and Environmental Studies.

Admissions:

- **Description of F&M admissions procedures**
 - Who meets with interested people?

The admissions staff makes contact with schools, counselors, students and families around the globe, to find students who would be interested in applying to F&M. The admissions process is divided into regions where each region has a representative, whom you can reach out to if you need additional information. There is information for students in public schools, private schools, homeschooled, international and transfer students.

- How much does it cost to apply to F&M?

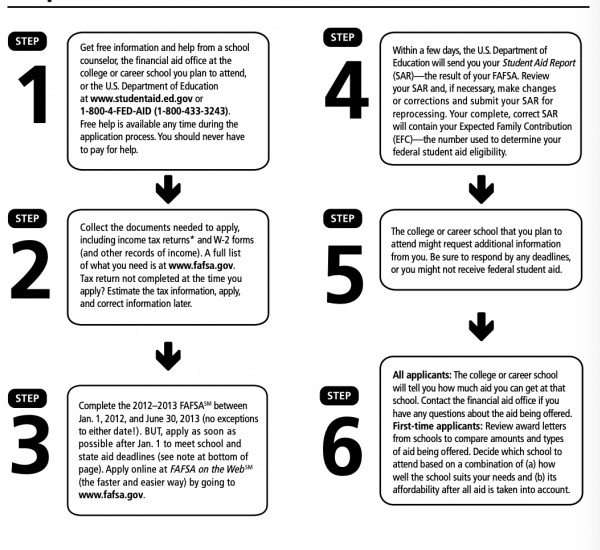
The most common fee is \$60 for a college admissions application. However students can apply for a fee waiver, any student demonstrating financial need.

- Is there financial assistance for applying to study at F&M?

At F&M students who apply before Dec 1 can select F&M Fee Waiver on the F&M college common application or the Coalition Application. Students can also receive a fee waiver if they meet the requirements and if they request a fee waiver which is reviewed by the Dean of Admission (case-by-case basis).

- What is the process for applying for financial aid?

Steps to Federal Student Aid



Create a FASFA account: fafsa.gov

Collected required documents:

- Social security number
- Parents social security number
- ID/Drivers license
- Alien Registration number if you're not a U.S citizen
- Federal tax information or tax returns including IRS W - 2 information your you, your spouse, and parents if you are a dependent

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- IRS 1040
- Foreign Tax return, IRS 1040NR
- Records of your untaxed income, such as child support, interest income and for your parents if you a dependent
- Information on cash: savings, checking account balance, investments.

Application: Submitted required application and documentation,

Note: If your parent is a single parent you will need to submit extra information on your parent who is not present, making it clear that they are not in your household.

F&M will also require you to provide documentation via the IDOC website via college board.

Use of standardized test scores exceptions?

F&M is test optional which means that students have the option to submit SAT/ACT scores as part of their application or have their candidacy reviewed without standardized test scores. However, if you apply for an optional test you will be required to submit extra documentation such as homework assignments and essays.

- What was your experience of applying to F&M?

I was fortunate enough to be in EMERGE which guided me throughout the entire process; being a first generation college student I had no one to help me. However, as rigorous as EMERGE was it allowed me to visit colleges and I had the opportunity to interact with my personal advisor who helped me apply to financial aid, colleges, review my essays etc. I was encouraged to apply to a fly-in program (I visited F&M) which gave me the opportunity to be interviewed on campus by an admissions area representative. I applied ED 1 to F&M and was fortunate to get accepted. EMERGE hosted financial literacy workshops where my counselor went step-by-step to explain the application process and review my documentation.

- Highlight of **inclusivity in admissions procedures**--elements that help applicants from minoritized backgrounds and others through the admissions process
 - <https://www.fandm.edu/admission/apply/special-opportunities>
 - <https://www.fandm.edu/admission/admission-advice/for-students>
 - <https://www.fandm.edu/admission/apply/application-checklist>
<https://apply.fandm.edu/register/inquiryform>



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- Links to admissions pages:

Admissions:

<https://www.fandm.edu/admission>

<https://www.fandm.edu/admission/apply>

FASFA:

<https://studentaid.gov/apply-for-aid/fafsa/filling-out>

Admission Representatives:

<https://www.fandm.edu/admission/find-your-regional-rep>

Fee Waivers/Application:

<https://www.fandm.edu/admission/admission-advice/faqs#:~:text=Students%20who%20apply%20to%20F%26M,by%20paying%20the%20application%20fee.>

Test optional:

<https://www.fandm.edu/admission/apply/standardized-test-option#:~:text=Franklin%20%26%20Marshall%20College%20has%20been,reviewed%20without%20standardized%20test%20scores.>

Hiring:

F&M Equal Employment Policy:

These procedures have as their goal the cooperative interaction between hiring faculty and the Provost's designated Equal Employment Officer (EEO). The EEO assists hiring faculty in developing the broadest possible pool of qualified applicants, in reviewing the College's success in attracting a pool of applicants that reflects, as much as possible, the composition of the national pool in the field, and in developing strategies to attract the very best candidates from underrepresented groups.

The EEO also has the responsibility of ensuring throughout the recruiting and hiring process that faculty members make good faith efforts to recruit candidates from underrepresented groups. The process is grounded on an assumption of a common commitment to develop a diverse Faculty of the highest quality.

If, at any stage of the process, the EEO believes that the hiring faculty have not made a good faith effort to recruit candidates from underrepresented groups, the search chair, an Associate Dean, the EEO, and the full Professional Standards Committee will meet to consult about the case. The voting members of the Professional Standards Committee will make a recommendation to the Provost, who will carry that recommendation to the President, in accordance with the procedures outlined beginning in Section V.E. Search chairs may initiate



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this same procedure by bringing to the Professional Standards Committee any concerns regarding actions taken by the EEO.

The steps listed in Section V.E for faculty recruiting are designed to ensure equal opportunity in the hiring process. Please note that the procedures are written so that the Provost and the EEO may be two different people; additionally, an Associate Dean of the Faculty may serve as the EEO.

Statement on Non-Discrimination:

The College offers equal employment opportunities to qualified applicants and employees consistent with College policy. It is the College's fundamental policy to provide equal opportunity in all areas of employment practice. This policy extends to recruitment and hiring, working conditions, pay and benefits, employee treatment, training programs, promotions, and all other terms and conditions of employment. Franklin & Marshall College is committed to having an inclusive campus community.

Procedures that support a diverse applicant pool:

- Once a search is approved, and ad language approved, the position is advertised in HigherEdJobs and the Black Doctoral Network websites. To expedite this process, templates for ad language have been placed in the Department Chair's Handbook and Canvas Site.
- The Associate Deans review guidelines concerning **Procedures for Ensuring a Diverse Applicant Pool and Equitable Assessment of Candidates and Recruiting Costs.**
- The Vice President of Diversity, Equity and Inclusion will provide information about the College's faculty diversity initiatives and strategies to implement during the recruiting and search process.
- Information is also provided regarding acceptable questions and unacceptable questions during the interview process
- All hiring departments/search committees are strongly encouraged to attend any implicit bias workshops that may be offered. (information will be provided as necessary).
- Additional resources on hiring diverse faculty are provided via a google site to those involved in search committees
- Candidates for campus visits are given confidential opportunities to request meetings with particular interest groups, as well as to request specific access provisions prior to their visits
- To hire a candidate, the department must provide a "detailed rationale" for their hiring choice that addresses the candidate's, "respective records and promise for outstanding research and teaching, and address their capacity to "inspire in young people of high promise and diverse backgrounds a genuine and enduring love for learning."



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All job ads must contain this language:

Franklin & Marshall College is committed to having an inclusive campus community where all members are treated with dignity and respect. As an Equal Opportunity Employer, the College does not discriminate in its hiring or employment practices on the basis of gender, sex, race, ethnicity, color, national origin, religion, age, disability, family or marital status, sexual orientation, or any protected characteristic. Individuals who need an accommodation due to a disability in order to submit an application or attend an employment interview should contact the department's academic coordinator.