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Below is what was found by the Bushkill Bunch pod through multiple organizations on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve. As our pod includes members across multiple institutions, we discussed our thoughts on ideal admissions and hiring policies. The statements in red will be topics of continued discussion by our pod as we consider other pod deliverables and the rest of the URGE curriculum to inform our policy decisions.

*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) statement[1] is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available[2]?**
    - Instead of vague professions of equal employment opportunities on websites, really dive into exhibiting more about the culture of the organization/institution.
    - Link on websites to the institution's specific stated DEI goals, aspirations and plans; this points applicants to what specifically the organization values
    - Include explanations on websites of the type of institution as it relates to DEI (i.e. hispanic serving, HBCU, etc.)

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
    - Examples of places we as a pod have seen advertisements sent:
        - Listservs (MSA, Geotectonics, Geometamorphism) and Slack Groups
        - Higheredjobs.com
        - GSA Job Board, AGU Job Board
        - Usajobs.gov (federal government jobs like EPA)
        - Social media (twitter, linkedin)
    - Examples of places we as a pod think advertisements could be posted more:
        - Advertise at conferences (SACNAS, AGU,GSA)
        - Social media (twitter, linkedin)
        - Think, when you are posting things: Where will this be the most visible, NOT to majority white people? (Whether the answer is online, in person, outreach, conferences, etc.)
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    - Other important suggestions for job postings:
        - Keep things posted for at least a month!!!!!!!

- **What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores[3]/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**

- ○ Ideally and depending on the job: possibly require references?, but **only ask for LORs for 2nd round applicants!**.
  - ○ Fees: remove! Or if you allow waiving them for US students, then also allow waiving them for international students.
  - ○ Remove publication requirements! (e.g. have X amount of papers in Nature)
  - ○ Always allow for and encourage the explanation of parts of academic history: this allows for more qualitative and considerate assessments!
  - ○ CV, Cover letter, teaching statement, research statement, DEI statement
  - ○ GRE is being phased out-- continuing this!
  - ○ Overlaps with the need for summer / additional programs to strengthen preparation, etc.
  - ○ Teaching evaluations included? Consider
  - ○ Unofficial transcripts vs official transcripts -- consider

- ● **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?**
  - ○ What should DEFINITELY NOT be done: ranking candidates by number of Nature/Science publications.
  - ○ Use of publication indices--e.g., H index
  - ○ Number of publications, in general
  - ○ Teaching evaluations
  - ○ Teaching statement = very vague and unclear how it is evaluated
  - ○ Issues with federal resume jobs-- knowledge of how to create federal resumes is not easily available to all
  - ○ While evaluating applicants, make sure you are considering / having a view towards the likelihood of a successful career at the organization/institution where you are (where they are interviewing)!

- ● **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
  - ○ Faculty
  - ○ Undergrad or grad students
  - ○ Faculty member outside the department

- ● **Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?**
  - ○ Should be evaluated, and process for changing it should not be difficult-- actually should be evaluated often/regularly

- ● **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]?**
  - ○ Personal development opportunities for new hires
  - ○ Dual career hires, get a faculty mentor (tenured) your first year

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