

URGE

Unlearning Racism in Geoscience

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

This is what was found by CMNH Science & Research Pod at Carnegie Museum of Natural History 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?

Current Rea Postdoc ad:

Carnegie Museums is an Equal Opportunity-Affirmative Action Employer – Minorities / Females / Veterans / Individuals with Disabilities / Sexual Orientation / Gender Identity

Contains link to publicly available statement on “our culture”.

EEO page also contains links to resources “[Pay transparency nondiscrimination provision](#)”, “[EEO is the law](#)” and “[EEO is the law supplement](#)”.

Additional statement in ad text:

Carnegie Museums of Pittsburgh is interested in candidates who, through their experience and collaborations, will contribute to diversity and excellence of the Carnegie Museums community.

Additional statement on ADA:

The Americans with Disabilities Act (“ADA”) requires employers to consider and accommodate qualified individuals with disabilities. An individual is qualified if he or she can perform the essential functions of a job with or without reasonable accommodation. An essential job function is any task that is a fundamental part of the job. When considering essentiality, one must focus upon whether the function is essential to this particular job and not to the department as a whole. Some additional guidance on essential functions follows below. Please note that the following guidelines are non-exhaustive. If you have any questions or need additional guidance, please contact Human Resources.

¹ R. Kelley, 10 Samples of an Effective EEO Statement, blog.ongig.com/diversity-and-inclusion/eeo-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).



Unlearning Racism in Geoscience

A. Is the function required to be performed on a regular basis? If the function is rarely performed, it may not be essential.

B. Is the function highly specialized? Is the incumbent hired for his/her expertise or ability to perform the function? The need for special expertise is an indication of an essential function.

C. Does the position exist, at least in part, to perform the function? If so, the function is more likely to be essential.

D. How much time is spent performing the function and how often? Note that even functions performed 10% of the time could be essential if they are required on a regular basis.

E. Would elimination of the function fundamentally alter the job? If so, the function is more likely to be essential.

F. What are the consequences of not requiring the incumbent to perform the function? If they are significant, the function is more likely to be essential.

G. Are there a limited number of employees among whom the performance of the function could be distributed if the incumbent could not perform it? If so, it is more likely to be essential.

Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?

1. All jobs posted on Carnegie Museums of Pittsburgh job search portal. In the case of the Rea postdoc, the ad was shared with eligible curators to post/share where they see fit. Beyond that, ad posting is up to the hiring manager to post on subject-specific job boards and email listservs. Directors are usually found via search firm.
2. Rea posting was shared using the following resources:
 - [Earth Science Jobs listserv](#) (run by Earth Science Womens Network, ESWN)
 - [Eco-Evo jobs google spreadsheet](#) (crowdsourced job lists in ecology & evolution, broadly defined)
 - [Earth & Environmental Science Jobs google spreadsheet](#) (crowdsourced job lists in Earth and environmental science, broadly defined)
 - Twitter (Mason, Ainsley, and Carla, with tags for @BlkInGeoscience, @GeoLatinas, @earth_jobs)
 - Botanical Society of America
 - Society of Herbarium Curators
 - International Association for Plant Taxonomy
 - Eco Log
 - Mineralogical Society of America
 - Society of Museum Mineral Professionals
 - Young Minerals Collectors



Unlearning Racism in Geoscience

3. Recent Museum Director position used headhunting/search firm to identify potential candidates.

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?

Rea postdoc requirements:

1. Cover letter
2. CV
3. Research proposal
4. Names/contact information of 3 references (no up front letters required)

Curator of Minerals & Earth Sciences:

1. Cover letter
2. CV

Director of Exhibits:

Museum Director:

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?

For director of exhibits (and maybe museum director) this was the approach:

We follow advice of experts, using in part the approach promoted by GapJumpers.me For example, we hired a search firm with a dedication to finding diverse candidate pools. We then redacted names and names of colleges from the applications, wherever a specific formal training threshold is stated in position ads, we offer the alternative of demonstrated equivalent experience without a degree. We remind everyone of data showing that when people are rushed in the review process unconscious bias rises significantly. We concentrate on positive aspects of people's applications rather than establishing minimal criteria.

Should we have a science & research policy to create rubrics before hiring?



Unlearning Racism in Geoscience

Who is on selection committees and who makes the final decisions? Who interacts with the applicants?

Curator searches always have an external (non-CMNH) subject expert. Supervisors are always on the committee, supervisees are never on the committee. Both formal and informal interactions with staff occur and include staff that are not on the selection committee.

Collection manager searches are run within sections, so vary based on the section and section head's decision.

Case study: Herps collection manager search - 3 members on selection committee (section head, person currently in the position, head of collections). Section head made final decisions but all three people conducted interviews and discussed candidates.

Hiring postdocs/temporary grant-funded positions - up to individuals w/ the funds to decide if there is a committee.

Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?

There hasn't been any outside evaluation of our hiring process and there is not currently any written policy for changing the hiring process.

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?

These strategies are somewhat limited by funding, as many of our positions are individually fundraised for and there aren't a lot of extra funds to support additional hires. Part-time/temporary hires have occurred when the funds exist.

Note from Jen: I have never had enough money to hire more than 1 person at a time, so no cohort hiring, and have not had sufficient funds to hire partners. I have always tried to help out the partners of my post-docs, by putting them in touch with relevant people, and for one of them, the connections were successful. I have tried to mentor all my hires appropriately by discussing their career goals with them, and trying to work with them towards advancing towards those goals while they have been here.