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Hiring and Admissions Policies for the Department of Earth and Atmospheric Sciences  
at Indiana University Bloomington

This is what was found by IU Earth and Atmospheric Pod at Indiana University on Faculty Hiring and Graduate Admissions Policies, as well as what the pod would propose to change and improve. **Recommendations are highlighted.** The final two sections are still under construction.

- **What EEO (Equal Employment Opportunity) statement<sup>1</sup> is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available<sup>2</sup>?**

Graduate Admissions

- The graduate school at Indiana University outlines recruitment and initiatives on its diversity website: [link](#)
- Individual lab groups may also have inclusion statements on their websites, but we would like to see this more often.

Faculty Hiring

- All job postings have this statement included: “The College of Arts and Sciences is committed to building and supporting a diverse, inclusive, and equitable community of students and scholars. Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status.”

Staff and undergraduate admissions are largely outside the influence of our department, so we do not address them further in this document.

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

Graduate Admissions

- Link to graduate admissions page: [link](#)

<sup>1</sup> R. Kelley, 10 Samples of an Effective EEO Statement, [blog.ongig.com/diversity-and-inclusion/eoo-statement-samples](http://blog.ongig.com/diversity-and-inclusion/eoo-statement-samples), (2017).

<sup>2</sup> <https://careers.who.edu/opportunities/diversity-inclusion/>

<sup>3</sup> K. Cobb, #GRExit Resources, <https://doi.org/10.6084/m9.figshare.13215461.v1>, (2020).

<sup>4</sup> J. Posselt, Inside Graduate Admissions: Merit, Diversity, and Faculty Gatekeeping, <https://www.jstor.org/stable/j.ctvjghw8s>, (2016).

<sup>5</sup> <https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html>

<sup>6</sup> K. Griffin, J. Bennett, T. York, Leveraging Promising Practices, Washington DC: Aspire Alliance, (2020).



## Unlearning Racism in Geoscience

- Graduate positions are not advertised beyond an advisor-by-advisor basis. Faculty may also circulate ads by posting on social media or job boards or spread word of a vacancy through private communication.
- We recommend participation in more outreach initiatives in our institution and our local community. Long-term efforts could build a pool of applicants to recruit from.

### Faculty Hiring

- An example of the most recent lecturer position posting can be found here: [link](#)
  - Language in job postings, and where they are posted is somewhat restricted by the College of Arts and Sciences policy and position rank.
  - In general, posting for faculty jobs are solicited to these categories:
    - Discipline-specific sites
    - Publication posts not used as much as they used to be
    - Automatically-harvested by some sites (e.i. Indeed)
    - Department social media
- **What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores<sup>3</sup>/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**

### Graduate Admissions

Our department requires applicants to submit the following:

- Minimum overall GPA of 3.0
- Minimum GPA of 3.0 in Earth and Atmospheric Sciences (if applicable)
- 3 letters of recommendation from academic sources supporting admission
- Research-focused personal statement. This statement is particularly important for students applying for the Ph.D. degree, as it should include evidence of research fit with specific faculty in the Department of Earth and Atmospheric Sciences.

We recommend that the website for graduate admissions be updated to be less focused on recruiting people with field experience, and shift that towards recruiting people to be part of an inclusive community.

### Faculty Hiring

Requirements for each job posting are different, but the most recent position required to following:

- “Applications should include a letter of application, CV, teaching portfolio, a personal statement that expounds your commitment to diversity and inclusion, and the names and contact information for three references.”



## Unlearning Racism in Geoscience

- We've discussed barriers requiring extra parts (teaching portfolio, d+i statement, etc.) might impose
- **How are applicants/applications evaluated? Is that process and/or rubric<sup>4,5</sup> public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?**

### Graduate Admissions

- Admission into our department's masters or PhD programs are processed by the Committee for Graduate Studies, with guidance from individual advisors. In evaluating required materials, applicants are graded on a rubric. **We recommend making this rubric publicly available on the admissions website.**

#### Rubric (scored 1-5):

- |  |                                       |
|--|---------------------------------------|
| • Intellectual Potential               | • Teaching potential                  |
| • Ability to plan and conduct research | • Motivation for graduate study       |
| • Creativity and originality           | • Writing Ability                     |
| • Knowledge in chosen field            | • Oral expression                     |
| • Ability to work independently        | • Lab skills                          |
| • Ability to work on a team            | • Integrity                           |
| • Ability to overcome obstacles        | • Dependability                       |
| • Self-confidence                      | • Professional promise                |
| • Emotional maturity                   | • Overall potential for graduate work |

### Faculty Hiring

- Generally, there is a hiring committee tasked with deciding how candidates are evaluated, but that depends on the position being hired for.
- In the case of a tenure-track position, a faculty vote and permission from College of Arts and Sciences administration is also involved.
- **Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?**

### Graduate Admissions

- Graduate admissions are regularly evaluated by the College of Arts and Sciences, but not by consultants external to Indiana University.
- Processes can be changed every year by the committee for graduate admissions



## Unlearning Racism in Geoscience

### Faculty Hiring

- Faculty hiring is mandated and approved by the College of Arts and Sciences, and not by consultants external to Indiana University.
- A diversity training course is required for hiring committee members
  
- **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
  - Committee for Graduate Admissions
  - Faculty Hiring Committees
  
- **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”<sup>6</sup>?**
  - Previously considered
  - Adopted
  - Planned