
Hiring and/or Admissions Policies for Midwestern State University

This is what was found by the Kimbell School of Geosciences Pod at Midwestern State University on Hiring Policies, as well as what the pod would propose to change and improve. We did not have time to discuss admissions policies as a pod. Instead, we will have a departmental discussion including the grad coordinator at the end of the semester.

- **EEO (Equal Employment Opportunity) statements¹ are included in standard job advertisements.**
- **Advertisements are currently posted to: GSA, AGU, Indeed, HigherEd jobs. They are also posted on the school's website.**
 - **Next time we will include SACNAS and NABG. HR has budgeted money for specific targeted advertisements.**
- **The initial application consists of cover letters, CV, teaching and research statements. We do not require letters of recommendation up front.**
 - **During the initial interview process, all candidates are offered the same questions at the beginning. The questions are pre-screened by HR so not to be problematic.**
 - **Most questions are sent to the candidate beforehand.**
- **A rubric is used to assess the candidates. This rubric is publicly available on our website but not easy to find.**
- **Some recommendations to fix our evaluation process include:**
 - **Creating better, more specific rubric. This will need to be approved by HR.**
 - **Intercultural Development training and “Calibration exercises”.**
 - **Make sure a representative external to the committee is involved from the beginning to evaluate equity of search.**
 - **Requiring bias training for search committees.**
 - **A larger goal is to urge the university to increase lead time to hiring and put a long-term hiring plan in place. This would allow more targeted searches and longer time to process applications.**

¹ R. Kelley, 10 Samples of an Effective EEO Statement, blog.ongig.com/diversity-and-inclusion/eoo-statement-samples, (2017).

² <https://careers.who.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).

- **The selection committees consist of the department faculty.**
 - **The final decision down to departments.**
 - **The search committee mainly interacts with the candidates, however there is the potential for outside members, students, other faculty to interact with the candidate.**

- **Our hiring and/or admissions process has not been evaluated by outside consultants**
 - **To change the process, we would need to start planning early to talk to HR ahead of time**

- **Due to size constraints, our university has not implemented strategies like cohort hiring, dual career support and partner hires. We do have new faculty mentoring.**