



## Hiring and/or Admissions Policies for University of California Riverside

This is what was found by UCR UGRAD POD University of California Riverside 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) 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>?
  - Big companies such as Facebook have their statements publicly available
  - <https://compliance.ucr.edu/equal-opportunity-and-affirmative-actionpolicies>
  - Member of the University Innovation Alliance
    - UCR is the top university for social mobility
    - They state that they are committed to diversifying the workspace (race, sexual orientation, color, religion, sex, age, origin, disability, marital status, veterans)
      - Often state that they will always be committed to diversity and inclusion
      - Prohibits harassment of any type
- Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?
  - Advertisements posted on the UCR website, linkedin, UCR handshake, Career Center
- 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?
  - 3 Letters of recommendations, minimum undergraduate GPA of 3.0 (may vary according to program), GRE (biophysics), TOEFL, Statement of Purpose, Personal History Statement, Relevant experience, application fee (\$105-150)
  - We did not find any barriers with the requirements
    - Waiver for application fee

- Only one program required GRE scores
- We did not find any problematic questions within the applications
- 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: GPA, equivalent bachelor's degree
  - Undergraduate: UCR will calculate their academic index score
    - Could not find much information on how applicants are evaluated but we found requirements for applicants
- Who is on selection committees and who makes the final decisions? Who interacts with the applicants?
  - Graduate Council: academic integrity
  - Undergraduate: Contact Counselor
    - GradSIS: admissions committee, designed to give departments an option to route the application to the admissions committee for review
    - Not much information can be found on who interacts with applicants and who is on the selection committees
- Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?
  - We were not able to find information on evaluations and if there is information available it is not easily accessible
- 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>?
  - Graduate Student Mentoring Program
  - <https://cnasgrad.ucr.edu/cusp> : one on one career development mentoring from UCR faculty member
  - [https://smi.ucr.edu/participants/mentor\\_teachers](https://smi.ucr.edu/participants/mentor_teachers) : teacher-teacher mentoring
  - UCR has many mentoring programs within undergraduate and graduate programs but we were not able to find programs relating to hiring