

# UC SANTA BARBARA

# Earth Science

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

\*This session overlapped with our university spring break, so this submitted deliverable is a draft and we have a Google doc that is more of a living document as we work to evaluate our hiring and admissions policies

This is what was found by UCSB Earth Science at UC Santa Barbara on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve.

- **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>?**

Yes, we do have a statement; all advertisements have to go through Equal Opportunity and Discrimination Prevention (EODP) Office (**we need to check with a staff member in our department**). UCSB has institutional statements.

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

**Need to ask our staff member who handles this.** Used to publish in journals at least, send out to colleagues, a lot of informal distribution. Also post in URM publications. UCSB Earth Science is part of the AGU Bridge Program.

- **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?**

For a graduate student application, letters of recommendation, transcripts, application fees, and GRE scores were required (not in 2020-21), but the department is considering removing the GRE requirement and will likely remove it in the near future.

Policies for faculty hires in bylaws are incomplete. Standard practice is to require a CV and some statements (**need to check with staff member who handles this**). Once a candidate is short-listed, letters of recommendation are requested.

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

- **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?**

For graduate school admissions, the process and admissions requirements are listed on the Earth Science department's website under "[Graduate Student Admissions](#)." An admissions rubric was instituted this year. Preference may be given to students applying to work with more junior faculty members in order to grow the newer labs.

For faculty hires, publication rate and fit for position are major criteria for evaluating applicants. Short-listed candidates are usually "known quantities," e.g., people who are collaborators or students of collaborators, or have ties to the department. Persuasiveness of letters and reputation of recommenders play a major role. This introduces bias in favor of candidates whose letter writers' are eloquent in written English. We do not presently have a rubric for faculty hiring but it is being discussed in part of the faculty's strategic plan.

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

Graduate admissions committee is chaired by the graduate advisor. Other members of the committee span the disciplines represented in our department, with an eye toward diversity.

For faculty hires, the department is currently in the progress of revising these selection by-laws. Up until now, it has been the Chair's discretion to name who is on the selection committee. The search committee is usually led by someone who has expertise in the field. Other members represent other aspects of the department, and younger faculty may be asked to participate more on search committees since the decision will probably affect their careers more than other faculty. The search committee brings their recommendations and ranks to the rest of the faculty who will vote whether or not to accept the search committee's recommendation, otherwise will vote to overturn the committee's recommendation (e.g., if the committee's opinion was at odds with how the candidate came across to the rest of the department, if the committee didn't weigh certain attributes like mentoring or teaching abilities as heavily as the rest of the department). Or if the committee is very divided, the rest of the department is asked to weigh in. All faculty members get a vote in hiring decisions, including non-tenured professors.

All students and faculty are invited and given opportunities to interact with applicants, both graduate and faculty levels.

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

We have not involved consultants in our hiring practices. The process for changing these processes is through discussion and consensus among faculty.

- **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>?**

The UC does do partner hires. Regarding the objectives listed in “Leveraging Promising Practices,” the department is actively rethinking hiring and recruitment strategies and expanding the definition of valuable work to DEI initiatives. DEI work is not explicitly required for promotion at the University level. The department does have considerable discretion in what to weigh in its packages, and DEI work does supplement a candidate’s application and will only help a person’s case. The department is weighing different advising strategies (e.g., pairs of advisors or more for a single student) to help with recruitment and retention as well.