



The University of Georgia
Department of Marine Sciences
Hiring and Admissions Policies and Procedures

Disclaimer: This is what was found by the Marine Sciences Pod at The University of Georgia on Hiring and/or Admissions Policies. In separate sections outlined in red are where we have put suggestions.

Admissions Policies and Procedures

What EEO (Equal Employment Opportunity) statement is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available?

No statement found on the graduate application website but there is a statement on the offer letter.

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

No advertisements seen on graduate application website, but it is mentioned on the website to contact potential advisers to determine if there is an opening in their lab.

Sara sent out this informal google spreadsheet earlier this year though about open MS/PhD positions available for Fall 2021.

<https://docs.google.com/spreadsheets/d/1INarus2zbsYkkQFCrWPS-U2L1Ey4hL2WuBnSp72L1P0/edit#gid=1076480778>

What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?

Application requirements:

1. UGA Graduate School Online Application
2. Pay graduate application fee
3. Unofficial transcripts for all colleges attended. Official transcripts are only required for applicants who are offered admissions
4. Foreign student credentials (if applicable)
5. Official TOEFL scores (if applicable)
6. Three letters of recommendation
7. CV/Resume
8. Statement of Purpose
9. Online supplemental Marine Sciences

“**GRE scores are not required, we encourage you to report them if you have take the test”

Anything that costs money, like an application fee or official transcripts, is a financial barrier for low-income students. There is a process to waive the fee, but that is also an extra time barrier created for those students. The time they take to fill out the paperwork on waiving the fee means less time spent on current research, classes, writing, volunteering, etc. And they likely need to do this process for several schools creating an even greater time barrier. Thankfully, the dept has foregone the GRE requirement which costs ~\$200 just to take the test and ~\$30 to send to each school after 4.

How are applicants/applications evaluated? Is that process and/or rubric public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?

According to Daniela, this is done mostly via the prospective PI. The student will have reached out to the PI or vice versa, and the PI recommends the student to the committee. There is no rubric, the student is evaluated based on a holistic approach.

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

Current Graduate Affairs Committee
Renato Castelao, Graduate Coordinator
Jay Brandes
Adam Greer
William Miller
Mary Ann Moran
Dan Ohnemus
Amanda Spivak
Daniela Di Iorio (ex officio)

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

It has not.

“Setting extremely high bars on GRE scores and college prestige, however, disproportionately excludes the very populations whom university websites and mission statements claim they wish to attract— and who are already underrepresented in many fields at the levels of doctoral education and the professoriate.” - **Merit Beyond the Mirror, Julie R. Posselt**

“They expressed concerns about the additional mentoring investment that might be required.” - **Merit Beyond the Mirror, Julie R. Posselt**

“The perceived costs of admitting more diverse cohorts, a lack of awareness about compelling alternatives to affirmative action, satisfaction with the way things are, privilege and personal distancing from equity- related issues, and a changing sociopolitical context each stand as barriers to change.” - **Merit Beyond the Mirror, Julie R. Posselt**

What can be done to make admissions more equitable?

- Recognize that by the graduate level, POC and low-income students have had considerably less opportunities than their white, high-income counterparts. They likely will not have the same metrics (GPA, research/extracurricular experience, etc.) than those with opportunity.
- Recognize that students that had less opportunity will need more help (in the form of money, time, mentoring) entering and throughout graduate school. As Julie Posselt pointed out in her paper, the main things that stand as barriers to better inclusion are perceived costs of admittance, satisfaction with the way things are, concerns about additional mentoring they will need, and setting extremely high standards.
- If there is a metric standard to graduate admissions, lower it or drop it altogether.
- School/program subsidize application fees for everyone.
- School/program fund student recruitment travel completely upfront instead of on a reimbursement basis.
- Ultimately, this is a systemic issue that needs systemic solutions: better funded k-12 schools, better paid teachers, more training for teachers, smaller classroom size, active learning education. These practices will lead to more equitable admissions in the long-term but not things we can directly change in the short-term.

Hiring Policies and Procedures

What EEO (Equal Employment Opportunity) statement is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available?

Example: *The Skidaway Institute of Oceanography/University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.*

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

Before advertisement is posted (these steps are specific to faculty hiring):

1. Department head creates a search committee.
2. Committee goes through faculty search training
3. Department head creates a rubric for position
4. Job posting is created and gets passed through upper university administration for approval (HR, EEO, etc.)

Once job posting is approved:

Faculty/staff/postdocs positions posted to UGAJobs? Link: <https://www.ugajobsearch.com/>
Posting is also automatically posted on Inside HigherEd and Insight into Diversity websites.
Additional postings (based on what Daniela told us): Shared with colleagues, journals, organizations supporting underrepresented groups, etc.

How are applicants/applications evaluated? Is that process and/or rubric public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?

There is no formal documentation of the policies and procedures from within the Department of Marine Sciences specific to the hiring process. Some information can be found in the Department By-Laws (linked below). The Department Head makes use of the UGA Faculty Search & Hire Process Checklist. In this checklist there are references to the following policy manuals:

For faculty search follow: [UGA Academic Affairs Policy Manual, 1.08-Recruitment of Faculty](#)

Follow UGA Affirmative Action Guidelines available online at <https://eoo.uga.edu/>.
Offer of Employment follow [USG Policy 8.3.3.1 on Intrasystem Recruitment of principal administrators and faculty](#) from other USG institutions, prior to offer of employment.

Templates for UGA Faculty offer letter

Hiring Proposal: [Faculty Appointment Procedures](#), [hiring proposal document checklist](#)

A rubric is created based on the faculty position that is going to be advertised (see sample from Daniela). Each rubric is specific to the position available and is not public.

Required materials from candidates include three external letters of recommendation, CV, and official transcripts for highest degree earned.

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

The selection committee is made up of the Department Head and a committee of 5 faculty. This committee is created by DH and is different for each hiring round. In doing so DH aims to create a diverse committee with equal amounts of men and women, all ranks of faculty positions (assistant, associate, full professor), and faculty from different racial/ethnic backgrounds.

During the selection process a variety of people in the department interact with the candidates various times.

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

Outside consultants have not been considered during 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”?

Our department has implemented:
Dual career support/partner hires

Implementation of the following would improve diversity, equity and inclusion during the faculty hiring process in our department:

- Long-term outreach/recruitment efforts: What are ways that the Department of Marine Sciences can foster relationships with young scholars to create a diverse, inclusive applicant pool in the future?
 - Making connections at conferences, building relationships with invited guests for department seminars, outreach efforts with other schools and colleges in the state of Georgia and beyond.
 - We recognize that being able to attend a scientific conference is also a privilege and there are potential barriers for low-income students and young science professionals who can't afford to attend such an event.

