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

This is what was found by the Earth & Marine Science pod at UNCW 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>?**

*Text in standard job ads: "At the University of North Carolina at Wilmington (UNCW), our culture reflects our values of inclusion, diversity, globalization, ethics and integrity and innovation and we are committed to providing equality of educational and employment opportunity for all persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. UNCW believes that embracing the unique contributions of our faculty, staff and students is critical to our success and paramount in being recognized for our global mindset."*

*Short ads may include: "UNCW actively fosters a diverse and inclusive working and learning environment and is an equal opportunity employer. Qualified individuals from all racial, ethnic, or other minority groups, veterans, and individuals with disabilities are strongly encouraged to apply."*

<https://uncw.edu/generalcounsel/ltequalopportunity.html>

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

*Job ads are sent to the following locations automatically but dept also gets \$\$ to submit to targeted sources (for EOS this might be AGU, GSA, AAPG, etc):*

- *Chronicle of Higher Ed*
- *Indeed*
- *HERC (Higher Education Recruitment Consortium)*
- *HigherEdJobs*

<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).



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- *NCWorks*
- *Diverse: Issues in Higher Education*
- *Mailing lists, for example, the earth science job list [es\\_jobs\\_net@mailman.ucar.edu](mailto:es_jobs_net@mailman.ucar.edu)*

*Other strategies include meeting with potential candidates at society meetings (AGU, GSA, etc)  
Each committee member must send ad to 3 contacts (this must be recorded)  
University also now using Graystone (outsourcing ads).*

- **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?**

*The following materials as an Adobe PDF document including:*

- 1. Cover Letter*
- 2. Curriculum Vita*
- 3. Combined unofficial Graduate Transcripts*
- 4. Statement of Teaching Philosophy describing teaching and research interests including a list of potential course offerings and plan for actively engaging students in field-based research*
- 5. Statement of Research Interest*
- 6. Statement of Diversity and inclusion addressing how issues of diversity shape the applicant's working practices, past and planned (NB: we discussed at our pod meeting with Dr. Donyell Roseboro, Chief Diversity Officer, how to best evaluate these statements. This conversation is ongoing)*  
*Note that letters of application without the requested components will not meet the application requirements.*

*Please include the following: A letter of interest, statements of teaching and research interests, a curriculum vitae, and contact information (including e-mail addresses) for three professional references. Please address diversity/inclusiveness in your teaching and/or research statements. All materials must be uploaded to the application portal. No emailed, faxed, or mailed materials will be accepted. Adobe PDF or Word documents are required. Letters of reference and academic transcripts will be requested of those candidates who are included in our short-list or invited to interview.*

*All committee members undergo University training that reflects legal requirements associated with the hiring process. All aspects of hiring other than qualifications-based discussion and decisions are handled outside of the department by trained legal and HR staff.*



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- **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?**

*Committee members initially review (acceptable/not acceptable – generally based on adequate degree for position (i.e. are they allowed/ appropriate background for the topic of interest (in many cases must have appropriate degree to teach subject)*

*- Committee members score/rank applicants (may use a rubric, depends on position, generally involves the parts of the application – teaching, research, service)*

*-Prior to any moving of applicants forward, HR does an EEO check and sends back a list of names to reconsider but we have no clue what/how they decide this list. We discussed this with our Chief Diversity Officer, Dr. Donyell Roseboro, but we have not reached a conclusion.*

*In the department, we focus on the qualifications presented in the application only.*

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

*-Depends on position but generally made up of faculty and staff in our department for position in our department*

*-Positions in the college have more diverse committees consisting of a mix of dept/chair, and other positions that would be interacting with the hire (HR, provost, etc)*

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

*Not to our knowledge*

- **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>?**

*-We have departmental and university-wide mentors for new hires. Not sure there are mentor programs to “groom” someone to eventually hire*

*-There is no official partner hire for tenure-track. In one recent hire, candidate was told that department would be happy to help their partner look for opportunities and make local connections but nothing specific to the university and nothing concrete. This varies considerably across the university and depending on the position. Administrative positions may have greater flexibility and different rules than academic positions.*