

## **IIE-OCS Recommendations for Hiring Practices**

*The following recommendations were submitted by the Faculty Committee on Inclusion and Intercultural Excellence – Off-Campus Study (IIE-OCS) to the Wells College faculty at its monthly meeting in April 2018 for review.*

To reflect the commitment of Wells College to inclusion and intercultural excellence, the members of the faculty IIE-OCS committee and the staff IIE committee offer the following recommendations for hiring practices for staff and faculty positions.

1. All members of a search committee will receive training prior to the start of the hiring process that addresses issues of inclusion and diversity.
2. The Wells College inclusion and diversity statement that is currently used in position announcements will be updated to specifically and actively acknowledge and encourage the application of individuals from under-represented groups.  
*For example, 'It is the policy of Wells College to provide equal employment, educational, and social opportunities for all persons, without regard to race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation, or genetic information.' (adapted from Old Dominion University's statement).*
3. Each search committee will include one member who is trained in inclusion and diversity advocacy.  
*At least one member of each committee will be trained and responsible for assessing the progress of an ongoing search regarding inclusion and diversity.*
4. Each search committee will generate a diversity plan at the outset of creating a position.  
*This plan includes a list of places where position will be posted, names of individuals who will be contacted regarding the position (e.g., colleagues at other institutions (see recommendation 5.)), means by which diversity of applicant pool will be assessed, etc.*
5. Search committees will pursue personalized networking to increase applicant pool recruiting applicants  
*This method has proved to be one of the most successful ways of recruiting applicants from under-represented groups.*
6. Chairs of hiring committees will have access to demographic data of applicants in order to assess the current applicant pool.  
*These data may inform a committee's decision to re-run the announcement and/or run the announcement in a different location in order to improve diversity within the pool of applicants.*
7. During the interview process, members of the hiring committee will employ methods that have been demonstrated to minimize bias.

*For example, all candidates for a particular position get asked the same interview questions.*

8. Dedicated funding will be provided to support the advertising of positions in a manner that promotes inclusion and diversity.

*For example, the purchase of Diversity Packets offered by Higher Ed Jobs for every position.*

9. The Provost will present aggregate information on diversity hiring every semester.

10. The current employment application software will be adjusted to be more amenable to the hiring of faculty and staff and/or improve how applicant data is collected and compiled, or it will be replaced by software that meets these aims.

*The current software is difficult to navigate by both applicants and hiring committees.*

Respectfully submitted,  
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IIE-OCS