

CAHSS Procedures for Ensuring DEI in the Hiring Process

The goal is to ensure effective engagement of everyone, and not having DEI be an add-on, but authentically inherent in where we are going – how we are developing and improving our scholarship, creativity, and curriculum – to meet current and future needs.

Note: These procedures always necessarily look different depending on the department or school and the particular opening, timing, and situation. Everything is always a work in progress and we continue to work on improving processes and implementation. These were developed through cross consultation with chairs and directors sharing best practices in their departments, and then building a consistent framework, getting input from ODEI and HRIC, and working out shared understandings.

1. Formation of position – critical first step
 - a. May involve revising/renewing curriculum, areas of research covered
 - b. Subspecialties differ, make this part of whole department evolution
 - c. Not just about composition. Always working to improve department, and DEI is always a consideration in doing that
 - d. Dean talks with chair about all of this, department as whole identifies what they want and need; the breadth and needs across teaching and research, etc. (Not always workable to change specialty – sometimes departments just need a person in an area – small departments can have limited flexibility in what specialty can be hired given needs of the students...but always discuss)
2. Recruitment
 - a. Better general ad – focused and attractive. Denver is a good place to live. DU is genuinely committed to both diversity and the change that comes with this.
 - b. Multiple venues
 - c. Networks
 - d. Inclusion of IE statement in application (and real consideration of it in the review)
3. Formation of search committees
 - a. DEI gadfly role on committee, e.g.
 - b. Composition of committee matters
4. Training of search committees
 - a. Regular type – once/year

- b. ODEI additional support depending on issues in specific search
5. Short list of 8-12 candidates
- a. Reflection: Any qualitative or quantitative evidence of bias? Committee and chair reflection on process at this point. Adding candidates at this point easier and better than later
 - b. Try for more inclusive search at this point - online shortlist interviews preferred (increases breadth of pool, access, evens playing field, and increases breadth of DU faculty engagement)
 - 1. Not in a hotel room (we've increased funding to support non-hotel room options when interviews are at conferences)
 - 2. However, best to avoid "just at a conference" given that this limits pool based on financial means and perhaps subdiscipline. Online interviews expand pool and participation on both sides.
 - c. Lots of care with questions, and with inclusion of information
 - 1. Departmental engagement at this point, not just search committee? Expand voices engaged in search as possible. Will differ by department and search.
6. Campus interviews
- a. We added support to get to three per department vs. two
 - b. Decanal approval for interview list with information on process up to then
 - c. Dean has conversation with chair if necessary, needs clarification, any questions or concerns (and to find out practices that have worked well to share with others)
7. Interview
- a. All candidates get list of affinity groups and option to meet – make no assumptions of what candidate wants or how they identify
 - b. All meet with ODEI
 - c. All talk with associate dean or dean– resources for all faculty, information about culture, ask question they may not want to ask department
8. Offer
- a. Justification – why this person, why this ranking of candidates, etc.
 - b. Information on criteria, vote, considerations.
 - c. Depending on the above, dean will talk with chairs/directors to learn more
 - d. Make sure candidates have what they need to do their work here
 - e. IRISE has provided support here in a variety of ways – this helps both materially and in the signaling of institutional support and a community of scholars with similar interests