

## **Presbyterian College Diversity Recruitment and Hiring Policy**

Presbyterian College is an Equal Opportunity Employer. The College seeks to hire the most qualified candidate and does not discriminate against any legally protected class. The College also recognizes, as set forth in its Diversity Aspirational Statement, that “a diversity of human experiences and viewpoints in our learning community strengthens the educational experience of all members of the PC community.” Accordingly, the College seeks to “recruit, hire, and retain an increased number of faculty and staff with diverse backgrounds from the United States and abroad.”

In furtherance of these commitments to Equal Opportunity and diversity, this Diversity Recruitment and Hiring Policy establishes the following best practices to govern faculty and staff recruitment and hiring efforts.

1. **Composition and Training of the Search Committee; Training of the Hiring Manager.**

For positions requiring a search committee, the committee should, to the greatest extent feasible, be a diverse committee comprising faculty, staff, and/or administrators who bring multiple perspectives and an openness to new ideas. The Vice President of Human Resources and Title IX or his/her designee (the “Vice President of Human Resources”) should ensure that committee members are aware of the College’s diversity efforts and needs, as well as the College’s statements and policies on diversity.

For positions where a single hiring manager oversees the search, the Vice President of Human Resources should ensure that the hiring manager is aware of the College’s diversity efforts and needs, as well as the College’s statements and policies on diversity.

2. **Drafting the Position Announcement.** The search committee or hiring manager should (i) determine the essential responsibilities for the position; (ii) define the position as broadly as possible while still meeting the needs of the department or division; (iii) determine the knowledge and skills required, and in the case of a committee, reach consensus prior to beginning a search; (iv) clarify essential and preferred criteria, and in the case of a committee, reach consensus regarding how qualifications will be weighted; and (v) develop a position description and job announcement that accurately represent the responsibilities and expectations associated with the position.

The job announcement should be critically analyzed to ensure that it is geared towards inclusiveness and will enhance the diversity of the faculty and staff. Language in the announcement should be assertive in encouraging diverse groups to apply. In general, the job announcement should be written as broadly as possible so that it does not unnecessarily exclude a wide range of candidates.

3. **Publicizing the Position.** The search committee or hiring manager, in coordination with the Vice President of Human Resources, should work to ensure that a wide variety of appropriate outlets are identified in which to place the announcement and otherwise publicize the announcement. These efforts may include the following:

- a. Advertisement in specialty journals, organizations, and job posting websites, such as those targeted to women, minorities, and persons with disabilities. The Vice

President for Human Resources should maintain a database of such outlets, and should work with the search committee to identify others that may be applicable for a given search.

- b. Consult relevant candidate databases (such as women and minority graduate and postdoctoral fellowship holders) to identify potential candidates.
  - c. Contact colleagues elsewhere for suggestions of promising minority, women, and other candidates. For faculty hires, search committee chairs may want to send letters to chairs of departments in the relevant field, inviting them to forward the position announcement to their colleagues and to advanced graduate students. These contact letters should invite suggestions of candidates who may be underrepresented in the field.
  - d. Seek candidates who may be competitive for the search but are at less highly-ranked or different types of institutions.
  - e. Identify alumni from underrepresented groups in academia and industry, and contact them to evaluate interest in the position.
4. **Evaluation of a Candidate's Commitment to Diversity.** For faculty and officer level positions, as part of the initial application (or for those candidates under consideration for initial interviews), the candidate should be asked to submit a "Statement on Contributions to Diversity." This statement is intended to highlight the candidate's experience with, and interest in, the dimensions of diversity, a comfort level discussing issues of diversity, and an understanding of the challenges faced by certain groups, including elimination of barriers to full participation and advancement. The statement can also highlight how the candidate creates a welcoming environment for all students, address inclusive classroom strategies, outline efforts to engage persons with disabilities, discuss mentoring and professional development of underrepresented students, describe research focused on underserved communities, delineate professional or scientific associations or meetings that aim to increase diversity or address the needs of underrepresented students, staff, or faculty, and outline other research and service activities that remove barriers and increase participation of a diverse student body.

For all other staff positions, the candidate should be asked in the interview process about his or her understanding of and demonstrated commitment to diversity and inclusion efforts.

5. **Tracking Impact of this Policy; Modification and Revision.** The Vice President of Human Resources shall, to the extent feasible, preserve statistics concerning the racial and gender demographics of candidates (i) extended phone interviews and (ii) extended in-person interviews. These statistics shall be evaluated at least every two years, in conjunction with a review of this policy by a committee (hereinafter referred to as the *Review Committee*) consisting of the President of the College, the Director of Diversity and Inclusion and the Vice President of Human Resources and such others as they may determine are needed for the review. In the event that these statistics in the aggregate do not reflect that a diverse group of candidates is being considered for open positions, the *Review Committee* shall propose revisions to this policy designed to assist the College in furthering its commitments to diversity.