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# Updated Hiring Guidelines and Strategies

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# The Role of Diversity, Equity and Inclusion in the Search and Hiring Process

ND Mission

Catholic Social Teaching

Federal Regulations

Accreditation

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# Resistance to DEI in search processes

## Examples:

“I am fully in favor of diversity, but I don’t want to sacrifice quality for diversity.”

“We have to focus on hiring the ‘best.’”

“Campuses are so focused on diversifying their faculties that heterosexual white males have no chance,” or “Recruiting women and minority faculty diminishes opportunities for white male faculty.”

“The scarcity of faculty of color in the sciences means that few are available, those who are available are in high demand, and we can’t compete.”

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# How can we mitigate implicit bias in hiring?

During the selection process...

- Review all files.

- Look for strengths.

- Rely on evidence.

- Avoid elitism.

- Spend adequate time on each applicant.

- Avoid subjecting candidates to different criteria.

- Ensure consistency of evaluations by using standard forms & questions.

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# How can we mitigate implicit bias?

Use a rubric to evaluate candidates

Please rate the candidate on each of the following:

	excellent	good	neutral	fair	poor	unable to judge
Potential for (Evidence of) scholarly impact						
Potential for (Evidence of) research productivity						
Potential for (Evidence of) research funding						
Potential for (Evidence of) collaboration						
Fit with department's priorities						
Ability to make positive contribution to department's climate						
Potential (Demonstrated ability) to attract and supervise graduate students						
Potential (Demonstrated ability) to teach and supervise undergraduates						
Potential (Demonstrated ability) to be a conscientious university community member						

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# Updated Standards for Search and Hiring Committees

## **Major Updates:**

Training will be required for faculty serving on a search committee (every 4 years)

A checklist has been developed to guide the submission of required forms

Strategies and tools have been incorporated in the guide to assist committees throughout the process

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# Guidelines Review-Checklist

Review updated hiring guidelines.

Draft a position description that addresses diversity objectives and includes a definitive close date.

Seek Assistant Provost for Academic Diversity and Inclusion, (APDI) review of the position description.

Form the search committee.

Submit recruitment plan

Create a candidate assessment rubric based on the position description.

Post the position to Interfolio and Provost faculty positions website at: <https://facultypositions.nd.edu/submit-a-job/>.

Committee should request a pool review prior to the close of the job posting.

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# Guidelines Review Continued

## **Review of Total Applicant Pool:**

On the close date contact the APDI. Within 2–3 business days the APDI compares the applicant pool to the benchmark and informs the Search Committee Chair whether the applicant pool is sufficiently representative. Save email for hiring packet.

If the applicant pool is not sufficiently representative, the committee should work with the APDI to gain strategies for expand the search.

The search committee applies a disposition code to those not selected for the longlist.

Once position has closed, the description should be removed from Interfolio and the faculty positions page.

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# Guidelines Review Continued

**Review of “long List[1]:** Search Committee selects the candidates for the “longlist,” and provides the APDI with a list of the “longlist “applicants. The APDI reviews the list and informs the Search Committee Chair whether the longlist is sufficiently representative. Save email for hiring packet.

The search committee applies a disposition code to those not selected to the shortlist.

**Review of short list[2]:** Search Committee selects the candidates for the “shortlist,” designates those applicants in Interfolio and provides the APDI with a list of the applicants. The APDI reviews the shortlist and informs the Search Committee Chair whether the shortlist is sufficiently representative. Save email for hiring packet.

The Search Committee selects finalist for the campus interviews.

At the conclusion of the search the Search Committee Chair summarize the search in the [search process form](#), which is forwarded to the Department Chair, Dean and the APDI. The completed form is maintained for the hiring packet.

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# Notre Dame University EEO Statements

At the University of Notre Dame, we are guided both by the letter and spirit of the laws described below, as well as by our belief in the value of diversity to our Catholic community.

The University of Notre Dame is dedicated to equal employment opportunity and to the implementation of positive programs designed to ensure the prevention of any discriminatory practices, either intentional or inadvertent, with respect to race, color, national or ethnic origin, disability, veteran status, age, or sex.

Office of Institutional Equity- <https://equity.nd.edu/>

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# Legal Considerations

Topic	Questions NOT to ask	Permissible questions
Age	Age, birth date, date of graduation	Expected completion date of PhD degree requirements
Citizenship	Whether candidate is a US citizen Place of birth of applicant or close relatives	Whether candidate is eligible to work in the US
Disabilities	Any question about a candidate's health, medical condition, or illness Any question that is for the purpose of eliciting information about a disability	How candidate would perform the job
Marital and family status	Questions about marital status, child care, children, pregnancy, or future plans with respect to these matters	Candidate may be provided with available information regarding Notre Dame's family policies and services and may be referred to appropriate campus resources (Office of the Provost, Office of Human Resources)
Race and ethnicity	Any question about candidate's race, national origin, ethnicity, or (unless job- related) languages spoken	None
<b>Religion</b>	<b>Questions about religious affiliation</b>	<b>None- Notre Dame is a special case</b>
Sex, gender identity, gender expression	Questions about maiden name or any question pertaining to only one sex	None
Sexual orientation	Questions about sexuality	None

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# Discussion

Questions/Feedback

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