

VSCS Recruitment and Selection Procedure: Diversity, Equity, and Inclusion Considerations

Board of Trustees – August 3, 2022

Purpose

- Consistent and standard process across the system for staff hiring
- Published procedure for applicants and search committee members
- Incorporate elements of the Board's Diversity Statement and DEI pillars
 - Emphasize need for diversity recruiting efforts
 - Recognize and take steps to address inherent bias in candidate selection
 - Develop a more inclusive process for candidates
 - Leverage data for informed decision-making

DEI Considerations: Pillars

Diversify applicant pool

- Jobs posted externally must have a recruitment plan that include efforts to diversity applicant pool.
- Postings include diversity statement and application question regarding demonstrated DEI commitment
- Plan for VSC Employment page that provides more information to prospective applicants, including benefits and links to DEI resources (community and internal).

Address implicit bias

- Each search committee member is enrolled in implicit bias training.
- Search committee develops criteria matrix based on job description and assesses candidates against criteria only
- Recommendations based on selection criteria

Inclusivity

- Questions sent to candidates ahead of interview
- Use of Zoom “live captioning” during candidate interviews
- Follow-up with candidates

Data-informed

- Procedure defines Diversity, Equity and Inclusion per VSCS definitions.
- Adverse impact calculations used for large applicant pools
- New hire and IPEDs data

Continuous Improvement

- This procedure is a starting point; it will need to be improved on an on-going basis
- DEISJ equity advocates: needs consideration

Incorporating DEISJ into Job Descriptions

Competencies	<ul style="list-style-type: none">• Knowledge, Skills and Abilities included in all VTSU job descriptions• KSA's include DEI competencies
Education	<ul style="list-style-type: none">• Consideration of minimum education requirements• Broaden requirements with respect to majors
Experience	<ul style="list-style-type: none">• Mindful of "Preferred" experience• Consideration of realistic and applicable experience requirements
Language	<ul style="list-style-type: none">• Gender-neutral language

Thanks and acknowledgement to:

DEISJ Committee

The NVU Diversity & Inclusion Task Force's "Guide to Diverse, Equitable,
and Inclusive Hiring Practices"