

REDI RECOMMENDATIONS ON DEPARTMENT ADMINISTRATIVE PRACTICES

These recommendations are advanced with the aim of promoting transparency, equity, and diversity around recruitment and hiring practices within the CPS Department.

Advertising

1. Make the language of job postings neutral for gender, ethnicity or background. Tools such as [Gender Decoder](#) may be used to achieve this.
2. Promote job postings widely within and outside the Department. Consider this list¹ of possible platforms on which to advertise job postings - actively expand and diversify the applicant pool.
3. Be intentional about the language of job postings to include candidates who have qualifications or experience acquired in non-traditional ways to ensure diversity in background, experience, and research.
4. Establish job criteria in advance of job posting, based on the skills and qualifications required to do the job, and preferably in consultation with the Inclusion Office of the Faculty of Medicine.

Search/Recruitment Committees

5. Ensure representation from all sectors² of the Department on search committees; consult individuals with diverse perspectives during the hiring process when everyone cannot be included on the search committee.
6. Prior to the start of the hiring process, ensure that hiring committee members complete EDI training, including training on gendered language and stereotype awareness and awareness on own unconscious and implicit biases.

Screening and Interviewing

7. Where possible, use a standardized assessment rubric. *Rubric should be available to all applicants at the time of application, and used by all members of the search committee to assess the applicants.*
8. Reflect upon and revise search committee practices to improve equity, diversity, and inclusiveness based on the experiences of leading institutions such as the Department of Molecular Biophysics and Biochemistry at Yale University¹

Step 1: Application procedure - applicants provide 4 anonymized statements; (a) past research contributions, (b) research vision, (c) teaching statement, (d) EDI statement.

Step 2: Administrative checks to make sure applications are anonymous.

Step 3: Read and evaluate research statements and teaching statement according to rubric (cut applicants).

Step 4: Read and evaluate EDI statement according to rubric (cut applicants).

Step 5: Invite applicants to submit a full CV and reference letters (cut applicants).

Step 6: Invite for a scripted online meeting (cut applicants).

Step 7: Invitation for a full interview.

¹ <https://mbb.yale.edu/about-us/mbb-2020-2021-faculty-hiring-best-practices>

9. To inform quality review and ongoing improvement of hiring process, collect data regarding the source or platform on which applicants first encountered CPS job postings.

Hiring and Onboarding

10. Add EDI Training to the required list³ of training for all all incoming faculty and staff as part of onboarding.

Departmental Admin Processes

11. Add EDI questions on staff reviews and faculty one-on-one meetings with Department Head.
12. Start conducting exit interviews for departing faculty, staff and students to interrogate their EDI experiences (or lack of) during their association with the Department.
13. Include EDI questions on student evaluations (see Teaching Recommendations).
14. Introduce more opportunities for faculty, staff and student to network and interact in informal settings (e.g. social events) to promote togetherness and meaningful human connections.
15. Conduct regular 'temperature checks' of the status of EDI issues within the Department (e.g. abbreviated ISAT surveys).

¹List of platforms that should be considered for CPS Department job postings

- Twitter
- LinkedIn
- UBC Departmental websites
- Scientific/Professional journals
- Federation of Medical Women of Canada
- Women in Medicine Magazine
- CIHR Fellowships
- NSERC Fellowships
- Health Care Job Board
- Canadian Research Institute for the Advancement of Women (CRIAOW)
- Canadian Journal of Native Studies
- Senior Women Academic Administrators
- Affiliation of Multicultural Societies and Service Agencies of BC
- Canadian Centre for Diversity and Inclusion
- Indigenous Works

² Proposed membership of representative hiring committees in the Department.

- Members from the professoriate stream and educational leadership stream;
- Members in different ranks (eg, junior faculty vs senior faculty, etc.);
- Members in leadership roles within or outside of the departments/schools (eg, program directors, division heads, etc.);
- Members in affiliated research centres/institutes;
- Members from distributed sites;
- Members from health authorities if applicable;
- Learners/trainees/staff representative;
- Members from other departments/schools as appropriate.
- HR representative

³ Current training required for onboarding of faculty and staff to the CPS Department

- Preventing and Addressing Workplace Bullying and Harassment Training
- New Worker Safety Orientation
- Privacy & Information Security - Fundamentals Part 1

- Workplace Violence Prevention Training
- Welcome to UBC Orientation
- Safety Supervision at UBC\
- Preventing COVID-19 Infection in the Workplace
- Privacy & Information Security - Fundamentals Part 2
 - Employment Equity & Inclusion Survey