

Recommendations To EC related to Recruitment/Hiring/Onboarding

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Background

In October-November, 2021, Susan Breakenridge (Assistant Dean for Business & Human Resources), Victor Jones (Director of Diversity, Equity, Inclusion, and Accessibility), Kelli Trei (current Equal Opportunity Officer and Executive Committee Liaison and member of the Task Force for Research Support), Aneitre Johnson (Academic Search Coordinator), and Jake MacGregor (Organization Development & Training Coordinator) met to review and respond to the recent [Task Force for Research Support Final Report](#) regarding enhancing recruitment (Sections I.a-d, pp. 8-12). The following outlines our responses to the Task Force recommendations. This group also reviewed several resources to generate additional suggestions and best practices that support DEIA in Recruitment/Hiring/Onboarding.

Regarding the Task Force for Research Support Final Report recommendations

The following are the Task Force's recommendations regarding enhancing recruitment (Sections I.a-d, pp. 8-12) and this group's response.

1a. Enhance Recruitment

- 1) Establish consistent definition of diversity for library job ads, communication and documentation
Response: A definition is already on the ads - PROPOSE to have the URL added to the end of the ads - <https://www.library.illinois.edu/geninfo/deia/>
- 2) Create boilerplate language for job ads that provides overview of research support and frames the research component of library faculty and AP positions.
Response: We support this. However, we recommend that EC should generate the boilerplate language in consultation with L-CAP.
- 3) Incorporate candidate diversity statement as part of the application materials
Response: PROPOSE that this NOT be pursued at this time. Rationale - it could introduce significant subjectivity into the search process that could potentially reduce rather than increase equity and inclusion.
- 4) Include evidence of activities that support diversity and inclusion for potential candidates
Response: We support this. However, we recommend that EC should define what evidence of activities supporting diversity and inclusion they would like to see for faculty and AP candidates.
- 5) Enhance recruitment of library student assistant into information science and GAs as viable candidates for openings.
Response: We support the intention behind this but believe more groundwork needs to be laid first to develop an overall career pipeline prior to a recruitment push. Victor has begun initial work, in concert with Library committees and employees, to begin strengthening relationships with the cultural centers and identifying specific areas for which the Library can partner on programs supporting student diversity. As part of this effort, Victor will be able to help with

building interest and recruiting for student positions. An opportunity to increase the GA BIPOC population, we need to consider developing more online opportunities. Many BIPOC students are online only.

Ib. Enhance interview process –

- 1) Provide candidate phone interview questions in advance
Response: PROPOSE that we require all searches regardless of employee classification adopt this practice and that it is immediately implemented.
- 2) Provide opportunity for informal discussions around research between candidates and appropriate faculty/APs
Response: We support this. However, we recommend that EC (in consultation with L-CAP) should determine what these informal discussion about research between candidates and appropriate faculty/APs would look like (i.e., parameters, how appropriate faculty/APs are determined, etc.)
- 3) Incorporate diversity and inclusion into job talk topics –
Response: We support this; however, we propose that search committees are required to include a specific DEIA question [to be determined] during the search committee final interviews. In addition recommend the search committees consult with the Director of DEIA about incorporating DEIA topics into the job presentations.

Ic. Strengthen onboarding –

- 1) Negotiate OY year for new hires when possible to allow for building research skills.
Response: From an HR perspective, this would be up to the supervisor/unit head.
- 2) Enhance onboarding process to a. establish mutually agreeable expectations for research time (candidate and unit head), b. provide “tour” of resources available to support researchers, c. provide opportunities for informal discussion with other faculty about research at Illinois and/or pair new hires with potential co-authors(s)
Response: We support this. However we recommend that EC works with the AUL for Academic Affairs and L-CAP to define and develop this process and resources.
- 3) Develop a Roadmap for Success for tenure track faculty at all levels
Response: We support this. However, we recommend that EC develops the *Roadmap for Success for tenure track faculty at all levels in conjunction with the AUL for Academic Affairs.*
- 4) Establish a fund to support new researchers’ development opportunities such as workshops, bootcamps, etc.
Response: We support this but it is not within our purview to make funding decisions, we recommend that EC works with the AUL for Academic Affairs.
- 5) Create a *Research Skills Self-Assessment* tool and *Research Skills Development Plan* template for researchers
Response: We support this. However, we recommend that EC develops this tool and template for tenure track faculty at all levels in conjunction with the AUL for Academic Affairs.

Id. Implement Residency Program

Response: Director for DEIA Victor Jones is working on re-implementing the residency program.

Other Proposals to support DEIA in Recruitment/Hiring Onboarding

1. Position description
 - a. Under position requirements -- **Propose that Search Committees be judicious about ‘requirements’** and leverage Preferred Requirements when possible. For example, are

requirements needed upon entry OR could they be learned/developed on the job? And this also relates to the level that positions are brought in at.

- b. **Years of Experience – Propose that Search Committees avoid years of experience requirements when possible and instead try to capture the relevant knowledge, skills, or abilities. Furthermore, the search committee should articulate in initial search plan about what type of experience will be counted toward any experience requirements. Is GA work or non-librarian title work included in ‘professional experience?’**
 - c. **Propose that all position descriptions have general language in them about DEIA or specific language IF it is applicable**
Example on Assoc Dir – Fiscal Operation position description includes “Provides support for Library and University DEIA initiatives”
 - d. **Propose that all position descriptions be reviewed in a ‘gender decoder’ to confirm language is potentially not putting off populations of potential candidates.**
 - e. **Propose that Library HR explore the option to include language in position descriptions/advertisement related to the ‘potential’ for remote/hybrid work.**
 - f. **Propose a minimum or starting salary on all positions.**
2. Interview Process
- a. **Propose offering pre-interview orientation calls for Faculty, AP and CS Open range candidates for SECOND round interviews– This would be done by the Search Coordinator (Aneitre Johnson) and/or others in Library HR but NOT the search committee.**