

DYOUVILLE UNIVERSITY

Policy Title: Diversity, Equity, and Inclusion in hiring

Responsible Unit: D'Youville University, DYU-COM

Adoption Date: April 17, 2023

Last Review Date: Jan 8, 2024

Next Review Date: April 17, 2027

D'Youville University is firmly committed to Diversity, Equity, and Inclusion and it provides equality of opportunity to all persons in respect to employment and to admission of students. D'Youville does not discriminate on the basis of race, religion, color, sex, gender, gender identity, age, creed, marital status, sexual orientation, veteran status, national or ethnic origin in administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. It continues to be the policy of D'Youville not to discriminate on the basis of disability.

No person is denied admission, employment or access solely because of any physical, mental, or medical impairment, which is unrelated to the ability to engage in activities involved in the education requirements or occupation for which applications have been made. Please see **D'Youville's Non-Discrimination Policy** for more specific information related to nondiscrimination and Title IX.

The proposed DYU-COM is already a member of the DYU DEI Committee which is an important committee in the university, and has been attending meetings, activities and conferences organized by the committee. This will be an important committee that new faculty and staff will be encouraged to participate in.

D'Youville University recognizes the following definitions for Diversity, Equity, and Inclusion.

Definitions:

Diversity: Characteristics of an individual's identity, including race, color, religion, national or other origin, marital status, age, sex, gender identity, sexual orientation, military status, predisposing genetic characteristics, ability, domestic violence victim status, or arrest or conviction record, or such other characteristics recognized by law.

Equity: The quality of being fair and impartial.

Inclusion: the practice of providing equal access to opportunities and resources.

DEI Policy Procedures for Employment:

Recruitment

a. Minimally, job postings should include both the mission statement and affirmations of non-discrimination. Even further, job descriptions ought to include information and/or criteria that explicitly support diversity, equity, and mission.

For Example:

Experience working with diverse populations and an ability to contribute to diversity, equity and inclusion efforts on campus.

Experience working in similar mission-driven organizations and/or an ability to contribute to D'Youville's mission.

Efforts should be made to ensure that job descriptions and postings are shared with sites and professional organizations that attract and recruit diverse candidates.

Search Committee

- a. As much possible, create a diverse hiring committee that includes individuals from underrepresented groups and across various departments.
- b. It is important to remember that all qualified applicants should be encouraged to apply, and would be free from discrimination based on race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.
- c. The Search Committee Chair will provide the hiring committee with this policy and encourage members to utilize resources and strategies outlined below, regarding discrimination and unconscious bias.

Screening & Interview

- a. Before engaging in the screening process, all members of the committee should have reviewed at least one anti-bias resource and be familiar with the strategies for minimizing bias listed below.
- b. All candidates that are considered finalists are provided with the Mission & Identity Resource.

c. Each candidate interviewed in person is asked one question related to diversity, equity and inclusion as well as one question related to mission. See examples provided below.

Hiring

a. When assessing whether an applicant is aligned with an inclusive and mission-driven culture, a candidate should:

- Demonstrate a broader understanding of social identity characteristics.
- Demonstrate an appreciation for D'Youville's mission and heritage and/or a willingness to delve deeper into it.
- Demonstrate self-awareness, relative to their own cultural perspective, identity, biases, power, privilege, etc.
- Demonstrate a willingness to support mission and the efforts of diversity, inclusion, and equity on campus.
- Integrate mission, equity, inclusion, and diversity concepts into their responses to questions without being prompted.
- Use inclusive language.

When extending an offer, provide a hiring letter that affirms D'Youville's commitment to a diverse, equitable, and mission-driven culture.

NOTE: Faculty searches should also consult any guidelines and policies established by the Dean of the DYU-COM and/or particular academic division.

RESOURCES:

For more guidance, refer to WISELI's Searching for Excellence and Diversity® Guide (pp.28-32) or A Toolkit for Recruiting and Hiring a More Diverse Workforce from the University of California, Berkeley (pp.6-7).

Legal Considerations and Interview Question Guidelines compiled by **Northwestern University**

Unconscious Bias:

Online Resources for Limiting Unconscious Bias will be made available to the proposed COM faculty and staff. For example:

- Implicit Association Test: Non-profit organization founded by researchers from the University of Washington, Harvard University, and the University of Virginia.
- Unconscious Bias: What to DO About It in the Search and Recruitment Process: A Research Presentation for Search Committees in Academic Medicine from the Association of American Medical Colleges.
- Implicit Bias Videos: American Bar Association

Strategies for Minimizing the Impact of Bias in Recruitment (Adapted from WISELI's Searching for Excellence and Diversity® Guide)

- Establish procedural rules for the search committee and interview process.
- Establish clear and consistent evaluation criteria and rubrics prior to the interview process
- Create gender neutral job descriptions that carefully consider the ways in which language around skills and qualifications might unknowingly deter certain groups from applying
- Focus on each candidate as an individual and evaluate their entire application package.
- Use inclusion rather than exclusion strategies when reviewing applicants and making decisions.
- Encourage others to call out incidents of bias.
- Agree to a set of standardized interview questions for all candidates. Be able to defend each decision.

Examples of Interview Questions for Diversity & Equity

- Please describe your previous experience working with and/or serving diverse populations or individuals with identities other than your own.
- How can you, in your role, contribute to a more inclusive and equitable environment?
- How would you define “inclusive” from a professional perspective?
- What does “diversity” an “equity” mean to you?
- Please describe your previous experience working with and/or serving diverse populations or individuals with identities other than your own.

Examples of Mission-Related Interview Questions

- What appeals to you about our mission?
- How does our institution’s mission and heritage, as outlined in the Mission & Identity Resource, align with your personal values or professional aspirations?
- How can you, in your role, contribute to the mission of D’Youville University?