

College of Education and Human Development

Internal Hiring Guidelines

Equity Hiring Plan

Purpose: To develop a protocol for hiring staff members to enhance equity and increase the opportunity to generate a diverse applicant pool. This plan should be consistent with the existing faculty hiring plan.

Once a position becomes vacant and the hiring supervisor (HS) with approval from the Department Head and/or Assistant Dean for Finance have determined that the position should be filled will contact the Equity Administrator (EA) to begin the hiring process.

1) Position Descriptions

The EA will review positions prior to posting to ensure that preferred qualifications include climate, diversity, equity and inclusion. Certain higher level positions may include these qualifications as required;

2) Posting the Positions

- a) The EA will work with the HS once the position is ready to post to ensure that wording expressing CEHD's strong commitment to an inclusive work environment is included. Posting should include "The College of Education and Human Development is committed to an inclusive, welcoming, supportive work environment for individuals representing a wide range of diversity of backgrounds, philosophies, cultures and individual differences".
- b) EA will work with HS to determine optimal places to post position that will reach applicants who may not visit the TAMU Hiring Website;
- c) Relocation costs will be allowed up to \$2,000 with Dean/Department Head approval based on distance of move.

3) Search Committee

- a) Once the position is posted, the EA will work with the HS to ensure that a diverse search committee by gender and ethnicity are represented. HS must have approval from EA before proceeding with the selection. There should be approximately five committee members for each search;
- b) The EA will assign Hiring Supervisor training to all members of the search committee.

4) Interview Questions

Interview questions will be reviewed by EA to ensure that questions asked will help demonstrate the applicants experience and/or interests related to organizational climate, diversity, equity and/or inclusion;

5) Reference Checks

Questions on reference checks should include the applicant's contribution to organizational climate.