

Search Expectations – Diversity, Equity and Inclusion

Process and Expectations: Intentional rigor and discipline in our talent acquisition and recruiting processes are necessary to attract top diverse talent. To that end, the following will be required of all searches for all UMaine/UMM faculty, salaried staff and administrator positions:*

1. Search Strategy

- Part of maximizing the potential for building an increasingly diverse workforce relates to sourcing candidates from a variety of field-relevant, diverse pools. This is called developing a diverse sourcing strategy.
- Each request to fill (RTF) in HireTouch will require a clear and definitive search strategy summary that identifies the outreach and advertising that will be conducted. As these RTFs are routed for approval, subsequent leaders will be responsible for review and approval of the search strategy as a component of the RTF.
- Search descriptions should use inclusive language and seek individuals committed to diversity and inclusion.
- In preparing job descriptions or announcements, search committees should be mindful of “required” versus “preferred or desired” qualifications and not making those requirements overly narrow; rather, we must demonstrate inclusiveness. Applicants may have experiences and knowledge that are unique and valued that do not fit within a narrowly defined set of selection criteria.

2. Outreach

- In preparing the search strategy, Human Resources will share with the search chair available data from the Affirmative Action Plan (AAP) and other sources where available regarding diversity of the labor market for the specific position. This data will help inform targeted outreach.
- The AAP data will be most inclusive when conducting a national search. For searches that historically tend to be more local or regional in nature, the AAP labor market data will be influenced by the diversity existing within that geography. Expanded geographical outreach may be necessary in order to generate diverse applicant pools.
- All searches will be required to include at least two advertisements, postings or other outreach to organizations or groups focused on underrepresented populations, including within the specific discipline.
- The search strategy should also identify efforts for networking and outreach directly to individuals, not by name but as a summary of the approach being taken.
- Efficacy of advertising and networking outreach in generating qualified applicants needs to be monitored during the search and adjustments made as

necessary, including but not limited to additional outreach, extending the search timeline, and, if necessary, failing and restarting the search.

3. Applicant Pool Review/Checkpoint

- Once a position has reached its targeted application deadline and before the committee begins review of the applicants, Human Resources will provide the search chair an applicant pool diversity report. If the pool diversity does not represent the labor market diversity as identified in the Affirmative Action Plan, other data sources, or any higher level goal of representation, the application deadline will be extended and additional targeted outreach will be required prior to beginning committee review of applicants. Any exception to this expectation will require dean or cabinet-level approval. Note that for faculty positions, all exceptions require EVPAA & Provost approval.

4. Search Committee Readiness

- The search committee composition will represent diversity of gender, race, and other aspects of diversity. Members from outside the department, and possibly outside the university, should be added as necessary to enhance the diversity of the committee. This needs to be accomplished without overtaxing any individual's service in such efforts. Ultimately, enhancing everyone's awareness of diverse experiences and perspectives will make all search committees increasingly effective at ensuring that all applicants are given due consideration.
- All search committee members must participate in bias training prior to beginning applicant screening. This training may be up to six months prior to the beginning of the search. Search chairs are encouraged to utilize additional resources available from HR and EO in order to engage the committee in open dialogue and build awareness of implicit and explicit bias, and ways to mitigate its impact. *(Note: The EO office currently offers search committee briefings twice monthly. The sessions are open to anyone who is participating in a search committee.)*

Attracting and Retaining: One element of our efforts to attract and retain diverse talent is the spouse/partner accommodation program. When a request to fill (RTF) is initiated in HireTouch (HT), Human Resources will contact the search chair and dean/cognizant member of the cabinet to review prospective candidates in the spouse/partner accommodation program who possess qualifications for the position.

Summary: Our ultimate goal is to build the most talented workforce possible, a goal that we will be able to best accomplish through continued diversification. This talent acquisition effort is one

component of a much broader DEI focus and strategy, and will be further shaped by the assessment, recommendations, and work of the President's DEI Council and others.

**Similar though slightly different approaches will be deployed for hourly positions due to the nature of those searches, which generally, but not exclusively, draw from a more regional market compared to national searches, and where union contract provisions differ. Temporary positions may also follow different approaches given the nature of those roles.*

For questions or assistance, please contact your Human Resources Partner or the Human Resources department at 207.581.1581 or hr-um@maine.edu

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