

## Draft Standard Operating Procedure for Post-Doctoral Fellow Hiring

The Office of Institutional Equity (OIE) requires that post-doctoral positions be advertised in places likely to be seen by a large, diverse pool of potential applicants. To achieve this while minimizing the financial impacts to research groups, the following actions are prescribed.

1. Position Posting: All post-doctoral appointee openings should proceed through an open search that is advertised as widely as practical.
  - a. The search may be conducted online only; printed advertisement is not required.
  - b. Any such advertisement must include the prescribed text in section 2.
  - c. Sufficiently broad electronic advertisement is required.
    - i. The Higher Education Recruitment Consortium (HERC, <https://www.hercjobs.org>) is an academic recruiting service; IU faculty may post positions here free of charge.
      1. Jobs can be posted to HERC automatically at the time of their creation by selecting the "Post to HERC" option on the eDoc.
      2. HERC jobs are cross-posted to sites described here: <https://member.hercjobs.org/recruitment/jobs/jobs-options>
    - ii. Additionally, post-doc positions should be posted on the job boards of appropriate Professional Organization websites. Many of these are free to members of the organizations. Posting to websites catering to candidates from more diverse backgrounds strongly encouraged (e.g. women, minorities, veterans, and those with disabilities).
      1. [Chemjobber](#) blog does count according to Office of Institutional Equity (6/1/2020)
    - iii. Posting to fee-driven websites (e.g. ACS Chemistry jobs, Chron. of Higher Ed, Science Careers, tedjobs.com etc.) or academic journals is encouraged, but not paid for by the University.
    - iv. A copy of the advertisement generated in steps c.i and c.ii will be circulated to a list of Chairs of Departments curated by the Chemistry Chair's Office.
    - v. Steps 1.c.1 and 1.c.2 OR 1.c.3 are REQUIRED to meet the minimum standard for advertising a post-doc position by OIE. They may require other steps as well.
2. Position Creation Procedures
  - a. Recruitment plan must be vetted by the Office of Institutional Equity and the Office of the Vice Provost for Faculty and Academic Affairs. This is accomplished by the submission of the Vacancy eDoc. Be sure to include ALL forms of advertising you intend to use (including informal methods like conference postings and emails to colleagues). *OIE wants as broad a net as possible cast wants feedback on which media are most effective.*

- i. Vacancy eDoc created BEFORE position is posted to PeopleAdmin. The information required for completing this eDoc prior to routing for Campus approvals:
    1. expected start and term;
    2. a description of duties and required skills/expertise;
    3. minimum education requirements;
    4. proposed salary (must be at least minimum \$40,400 (FY20));
    5. best consideration date;
    6. contact information;
    7. IU's equal opportunity statement<sup>1</sup>;
    8. position number (provided by Chemistry HR Coordinator);
    9. account number to pay for salary & fringe benefits (39.31% FY2020);
    10. A list of Professional Organization websites, personal contacts, electronic publications, etc. that will be utilized for advertising the position.
    11. Any such advertisement must include the AA/EEO/ND statement<sup>1</sup> found at <https://equity.iu.edu/affirmative-action/index.html> under "Required language"
  - ii. It is appropriate to indicate the types of visas that will/won't be supported for this position.
  - iii. Check the "post to HERC" option on the creation eDoc to advertise the position nationally. Select HERC keywords for the position.
3. All applicants must apply to open post-doctoral positions through <https://jobs.iu.edu/>.
    - a. Postings must remain open for a minimum of 2 weeks prior to beginning the interview process
    - b. Faculty may invite candidates to apply, but they cannot bypass posting the position and no applicant may bypass application through jobs.iu.edu.
    - c. Faculty must screen applicants through the PeopleAdmin Faculty tracking system on one.iu.edu.
  4. Interviews – Prior to interviewing candidates, an Interview Request eDoc must be submitted with a list of the names of candidates being interviewed.
    - a. Faculty or Department HR professional are expected to enter interview and site visit information into PeopleAdmin.
      - i. It is expected that multiple candidates will be interviewed by phone/Skype for any position when possible.
      - ii. This information can be provided to the Human Resources coordinator for entry into PeopleAdmin as well.
    - b. Note: Administration may suggest a broader interview pool
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5. **All postage, advertising, visa application, and travel expenses are borne by the faculty research group.**
6. Waivers from any of these requirements requires approval from the Dean and are discouraged. Any waiver of these requirements (e.g. specific candidate named in grant application, current graduate student transitioning to a post-doc position within a group, etc.) **MUST** be requested through the Chemistry Chair's office and approved (via Waiver eDoc) **prior** to submitting the offer letter request.
7. Offer Request eDoc – the offer letter for the chosen candidate must be attached to this eDoc, then routed for campus approvals.

Rationale: Post-doctoral appointees are vital members of research groups. There is a well-documented deficiency in post-doctoral appointee hiring practices that discriminates against groups traditionally underrepresented in STEM. A June 17, 2019 Chronicle of Higher Ed advice article (<https://www.chronicle.com/article/How-the-Opaque-Way-We-Hire/246475>) explored this issue from many angles. Post-doctoral fellow candidates must be identified and recruited in a manner consistent with best practices for Equity and Diversity while being timely and cost-effective for all involved. We as a department acknowledge our need and desire to become a more diverse and equitable location for top-tier post-doctoral trainees and we should aggressively search for talented candidates. Qualified candidates informally recruited should be strong enough to stand out in an open search. Finally, since a nationwide online recruitment can be conducted at minimal cost to the faculty member (no print advertisement required), there is little reason not to use this method for identifying talent.

<sup>1</sup> Prescribed IU's Affirmative Action/Equal Opportunity/Non-Discrimination statement for *ALL* position postings as of 7/6/2021:

“Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status.”