Information for the Diversity Representative

Faculty of Science, Radboud University

As of September 1st 2023 one member of the Appointment Advisory Committee (BAC) is assigned to serve as a Diversity Representative (DR) to ensure that a diverse, fair and equitable search is conducted. The DR acts as a full member of the BAC and is designated from the majority in terms of gender in the BAC and cannot also be the chair. Furthermore the DR should have prior experience in taking seat in a BAC. While it is expected that all search committee members consider diversity, equity and inclusion, the DR serves as an advocate for best practices as well as a resource to their colleagues.

The general responsibility of the DR is to monitor that the complete procedure, from drafting the vacancy text to submitting the final report to the faculty board, is followed according to the diversity policy of the faculty by

- Reading the vacancy text critically to make sure that it is attractive to a diverse range of candidates.
- Ensuring that committee discussions take place about potential unconscious biases that may impact the outcome of the search
- Offering strategies on countering such biases so that each stage of the process takes place in line with the commitment to diversity and inclusion in mind.
- Addressing any situation that is not in line with an inclusive and unbiased procedure.
- Ensuring that there is a section in the final report on the measures taken to attract applications from women and from other underrepresented groups and to reduce the potential effects of unconscious bias throughout the whole process.

A first step towards ensuring fairness in the evaluation process is to recognize that implicit biases, attitudes and other influences not related to the qualifications of the candidate can influence our evaluations of them. A well structured process is an important tool to achieve objective candidate criteria and to limit the potential effects of unconscious bias.

The following checklist indicates key points at each step of the process the DR should pay special attention to:

1. Preparation

- ☐ 4-5 essential requirements are distilled based on the candidate profile.
- ☐ The requirements are objective and testable, with clear distinction between what is required and what is preferred, and where there is room for development.
- ☐ The assessment criteria are clear and agreed upon by all BAC members.

2. Vacancy Text

- ☐ The vacancy text is written in an inclusive style.
- ☐ The requirements are in accordance with the criteria decided upon in step 1.
- ☐ The vacancy text gives clear information about expectations and what the candidate has to submit specifically (e.g. number of pages, etc..)

3. Advertising

- ☐ The vacancy text is broadly distributed, including soliciting applications from women and scientists from underrepresented groups.
- ☐ The communication is bias free (e.g. when addressing potential candidates personally, the focus is on their scholarly professional experience, and not their identity).
- ☐ The distribution channels and names for final report are collected.

4. Making the Short List

- ☐ The demographic diversity of the initial applicant list represents the diversity in the field.
- ☐ An evaluation matrix based on the predefined criteria is used to evaluate candidates and forms the starting point of the discussion on how to rate the candidates.
- ☐ The shortlist is made using objective and predefined criteria, taking effects of bias on the CV of underrepresented groups and the true research time into account.
- ☐ The shortlist represents the initial applicant list in terms of diversity.

5. Managing the Visit

- ☐ The schedule is communicated well in advance.
- ☐ Candidates are informed about the audience to be expected during the talks.
- ☐ Candidates are asked whether they need special accommodations, and if required, accommodations are arranged.
- ☐ Candidates have the scheduled opportunity to meet a diverse group of people.

6. Interview

- ☐ All candidates are asked the same set of pre-defined questions during the interview.
- ☐ No non-job-related questions are asked during interview.
- ☐ Possible doubts are addressed openly during the interview so that candidates can respond to them.
- ☐ Care is taken to avoid doubt-raisers (such as only asking female candidates about their contribution to a scientific publication, or questioning the commitment of candidates with family responsibilities).

7. Choosing the Candidate

- ☐ Doubt raisers are avoided and/or addressed.
- ☐ The discussion is limited to before-hand agreed upon criteria and no additional criteria are added in the course of the process.
- ☐ An evaluation matrix is used to assess the candidate which is filled in by each committee member independently. The evaluation matrix forms the starting point of the discussion on how to rate the candidates.
- ☐ The final ranking is made according to objective criteria, using the before-hand most decisive criterium in case there is a tie.

If you have any questions or concerns, please contact Heidrun Huber (Policy officer for Research and Diversity, Faculty of Science), heidrun.huber@ru.nl