Title: Hiring Practices in the Division of Academic Affairs at Texas A&M University

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Abstract: In Fall 2013 three subcommittees of the Academic Affairs Climate and Diversity Committee (AACDC) at Texas A&M University conducted a review of hiring practices in the Division of Academic Affairs (non-college units reporting to the Provost). They posed 6 questions that were answered by reviewing a representative sample of the previous year’s hiring files to explore aspects of Notices of Vacancies (diversity language and length of time open), diversity of applicant pools prior to interviewing, interview question matrices, and reference check questions. This review revealed that hiring supervisors were not routinely using common diversity practices in hiring procedures, such as asking about diversity experience in interview and reference questions. To round out the hiring practice review, a supervisor survey conducted in Spring 2014 explored demographics, knowledge and experience of division supervisors, among other issues. Among other findings, the survey results indicated that 37% of supervisors in the division are within the first five years of their supervisory roles, and the majority of respondents were unaware how to access diversity make-up of applicant pools or how placement goals were assigned to NOVs. The data collected in the hiring file review and survey provided an opportunity to intervene by hosting a supervisor meeting in Summer 2014 where results of both studies were shared with supervisors (103 of the 174 supervisors in the division attended). The Division’s Equity Plan includes a follow-up review of hiring files in Fall 2016 to determine the impact of the intervention, which will also be shared with supervisors.