

SAEM DEI Hiring Strategies

The following outlines required language, best practices, and examples of how to improve our DEI practices related to hiring in SAEM departments. These practices and examples are taken from current practices put in place by a variety of our areas.

Position Descriptions (required)

Goal: Create consistent expectations of all staff in SAEM departments related to service, teamwork, diversity, equity and inclusion. Serves as a basis to engage all staff in creating an inclusive culture.

Action: Replace current customer service block in every PD with the one below by the end of Fall 2021.

Credit: Based on work done by Career and Advising Center (based on resources from ACPA and NACE)

Duty/Responsibility No:			Statement of duty/responsibility: Commitment to Service, Teamwork, Diversity, Equity, and Inclusion
Percent of Time:		Continuous	
For ADA compliance, see instructions. Responsibility is: (Please check one)			
x	Essential	Secondary	
<p>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</p> <p>Based on our shared SAEM values:</p> <ul style="list-style-type: none"> • Express genuine gratitude and appreciation for our colleagues' daily efforts. • Communicate honestly, respectfully, and directly while welcoming feedback and dialogue. • Invite broad perspectives and experiences for inclusive decision making and planning; pausing efficiency and embracing dialogue. • Consciously welcome and respect visitors and all members of our NDSU community. • Promote a community of belonging, recognizing unique differences as strengths of the community. • Work towards understanding of others and self. • Actively contribute to inclusive and equitable practices that influence individual and systemic change. • Identify opportunities to eliminate barriers resulting from individual and systemic inequities and biases. 			

Position Announcements

Descriptive Paragraphs (optional):

Consider using language like the following examples when writing the description candidates will read.

“This position will actively promote equity and inclusion while using wellbeing and belongingness as frameworks of their work.”

“This position must also show compassionate leadership in areas of diversity and inclusion, to ensure a diverse living environment where all feel welcome and safe.”

“This is a highly collaborative position. An understanding of diversity and inclusion is essential.”

Include this version of the non-discrimination policy (required):

NDSU welcomes candidates from underrepresented groups and does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Include the NDSU land acknowledgement (required):

We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

Minimum Requirements (required):

Given the nature of our environment, inclusion and diversity skills are essential for any staff position. While exact wording won't fit for every search, here are some wording examples.

"Demonstrated commitment to promoting equity and inclusion in the workplace and in the student body."

"Demonstrated experience providing inclusive service to a diverse set of customers."

"Demonstrated understanding of the importance of diversity and inclusion."

Preferred Requirements (optional):

When a strong DEI skillset is required for a position, you might consider adding a preferred qualification. Here are a couple of examples.

"Advanced experience in the areas of diversity, equity, and inclusion."

"Demonstrated success supervising a diverse team."

"Demonstrated success creating inclusive programs/environments."

Search Committee Training

Angela Fowler will conduct search committee training for SAEM Leadership Team. The team will then determine if adjustments are needed to the training and whether or not to require for all search committee team members in SAEM.

Benefits Experienced

These small adjustments have the benefits of:

- Attracting more diverse pools of candidates.
- Narrowing the pool when candidates don't address the minimum qualification.
- Ensuring at least a minimal commitment in all qualified candidates.
- Adding a related preferred qualification helps candidates with deeper experience rise.