

Orientation Meeting IEE Hiring 18 Feb 2025

Note that this meeting will be recorded. The recording and the evaluation sheet will be made available after the application deadline.

Inclusive meeting guidelines

In the interest of creating an inclusive environment, I suggest that we try to:

- hear out everyone who wants to speak up and acknowledge their viewpoint, also if we disagree with it. "Yes, and..."
- regulate our own speaking time and keep our contributions concise, leaving space for others to speak.
- remain aware that we are all (subconsciously) more likely to interrupt a person of color or a woman than other participants of this discussion.

Goals of the meeting

Inform about

- process
- timeline
- rights and duties

Answer questions

Confidentiality & Trust

We ask you to keep strict confidentiality of

- any applicant information and documents
- any discussion content including today (!)
- any evaluation materials and score sheets (until after the selection, or unless otherwise agreed)

We ask you to

- strictly follow the proposed order of evaluations
- remain aware of your biases and be courageous to call out potential biases of others
- evaluate strictly **by yourself** without input from others (including other discussion group members)

How does the process work?

Application deadline (1 March 2025)

Faculty Commission decides who to invite (May 2025)

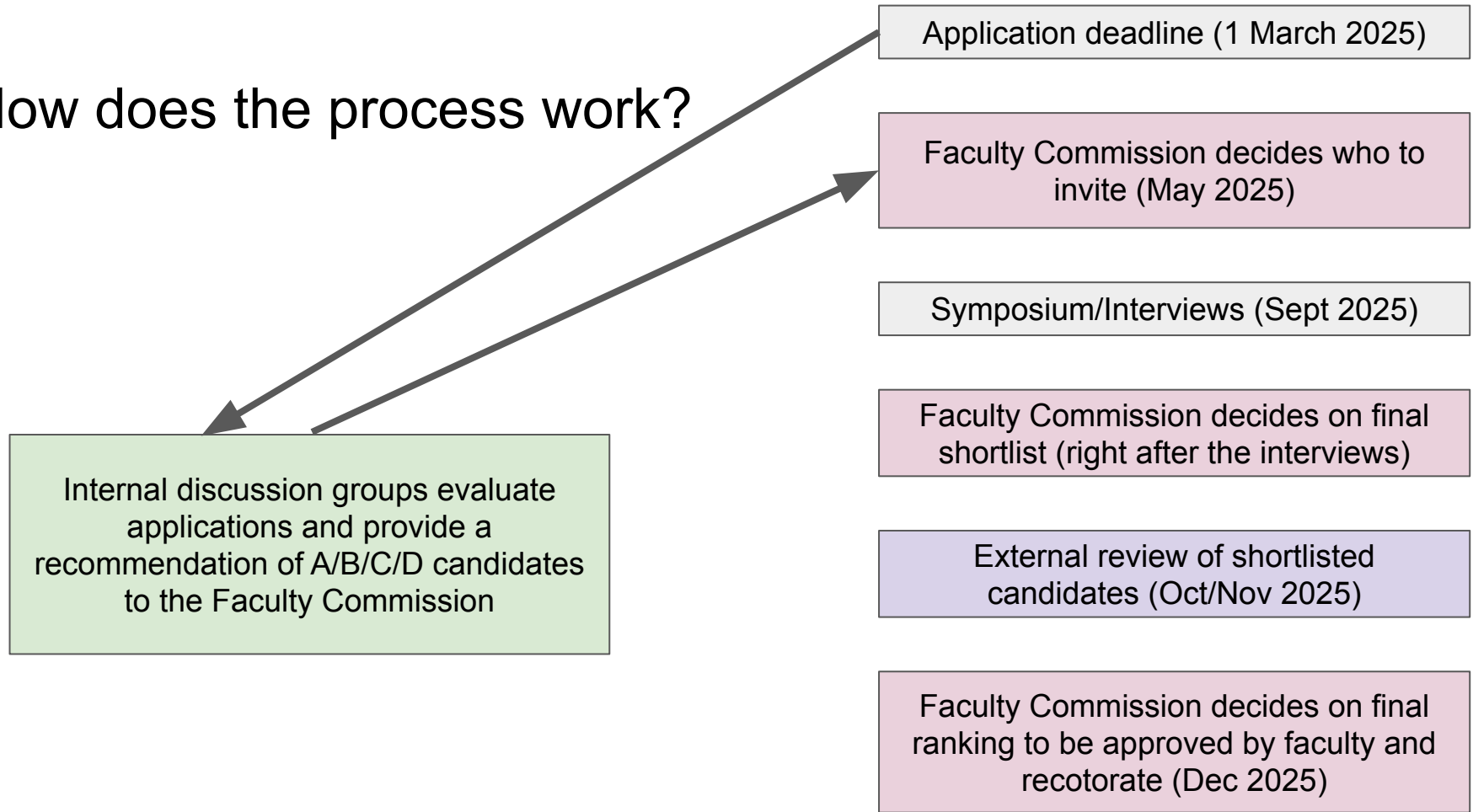
Symposium/Interviews (Sept 2025)

Faculty Commission decides on final shortlist (right after the interviews)

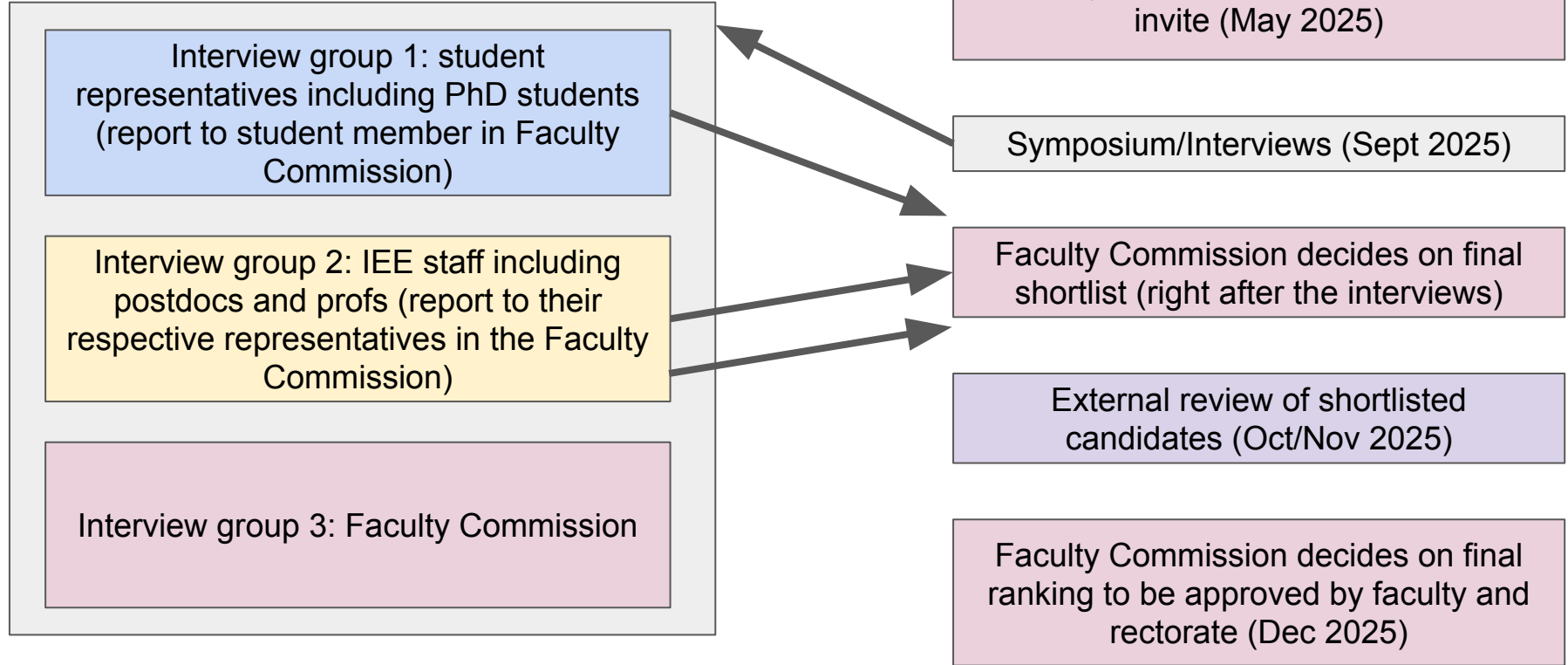
External review of shortlisted candidates (Oct/Nov 2025)

Faculty Commission decides on final ranking to be approved by faculty and recotorate (Dec 2025)

How does the process work?



How does the process work?



Different from internal discussion groups!

Timeline

See separate document

Conflicts of interest

See separate document

1st stage of evaluation: internal discussion groups

Each application is individually reviewed by at least 3 persons according to a specific evaluation rubric. Grades A-D.

At the discussion meeting, applications which did not unanimously receive B or lower are discussed one by one, until a group of A candidates, recommended for interviewing, is identified.

All internal discussion group members have the same voting rights during this process.

Individual evaluation procedure

1. Individual evaluation successively in three categories (start evaluating group 2 only after finishing evaluation of group 1, etc.)
 - a. Persons with education and/or position in countries categorized as providing little academic/economic opportunities (referred to as GS for simplicity)
 - b. Among non-GS candidates: women & persons with self-disclosed non-binary gender identity
 - c. Among non-GS candidates: men & non-disclosed gender identity
2. Process goal: we want all three groups to be represented on our A list
3. There will be a field in the candidate evaluation table clearly highlighting the candidates' self-identification/minority status as a reminder to the evaluators. During the discussions, we will pay close attention to whether additional dimensions of minority status are represented in the short list (e.g., disability, LGBTQ, PoC,...).

Pledge

We want our A list to reflect our goal to overcome especially intersectional discrimination. The proposed grouping in b) only takes two major axes of discrimination into account: economic opportunity/privilege and gender. It ignores their interaction (i.e. gender discrimination in the GS). We further know that racialization is an equally strong axis of discrimination that interacts with both other axes, and all of these interact with additional axes. Through our DEI training and additional explicit discussion with the IEE and faculty hiring committees we develop and maintain comprehensive awareness of the manyfold discrimination experience of certain demographic groups that arises from this (think of a “disabled” Black person with non-binary gender identity born and raised in the GS). We strive to recognize applicants that are impacted by such intersectional discrimination and we accept the responsibility to make committees aware of these cases.

Individual evaluation sheet

No quantitative criteria! See [DORA](#), [CoARA](#), and [betterscience.ch](#).

All categories are important but the average does not necessarily reflect the overall grade.

Aim for an even(-ish) distribution of A-D grades (automatic counter at the bottom of the evaluation sheet).

We ask you to submit all your notes in the evaluation sheet; only the indicated first columns will be shared with the discussion group.

At the discussion, we will ask you to verbally contribute your arguments noted down in the sheet to support your suggested ratings of the candidates.

Challenges

Constantly remind yourself of your biases

Evaluate based on career stage and opportunities

Consider "[net academic age](#)" of applicants

Be brave to leave specific comments - your personal view is essential! (Also, this will help you remember your arguments at the discussion meetings)

Plan time to review the applications thoroughly

Data Security

Applications will be made available in read-only format.

Do not save any confidential information in cloud storage other than in the University's OneDrive Cloud! This is strictly illegal.

You will be asked to submit your evaluation sheets via OneDrive File Requests.