



## School of Chemistry

### EDI 21-1 Postgraduate and Postdoctoral Recruitment Policy

#### Purpose

The purpose of the policy is to insure that all future appointments are open to the widest possible gender-balanced cohort of applicants and that the School can demonstrate that all positions are filled in line with our commitment to EDI. The policy will also insure that data is gathered at all point along the recruitment process both to quantify and demonstrate the adoption and implementation of the policy and if necessary to introduce changes in policy should the need arise.

#### Context

At present there is little or no data on recruitment available to the EDI committee. Individual PIs advertise positions and fill vacancies to meet their needs without necessarily including other PIs in the review process, or insuring a broad gender balance application pool or retaining records of the shortlisting and appointment process.

#### Commitment

The School recognises that individual PIs generate the funding that make these appointments possible. In introducing this change, the School is committed to streamlining the implementation of the policy so recruitment processes run as smoothly as possible, positions are advertised to the widest possible audience, while only essential anonymised data on the process is retained for EDI purposes.

#### Implementation

The new recruitment policy is restricted to contracts with a duration of > 1yr and involves the following three stages:

##### 1. Advertising the role

PIs should develop a description of the position for advertisement purposes following approved EDI guidelines. A template with the approved language can be found at:

<https://chemistry.tcd.ie/local/policies.php>

PIs are responsible for running the developed text through textio - a gender-neutral screening software programme. All PIs will receive an email from HR providing access to textio.

The Office is responsible for placing the advert on the SoC website. The PI is responsible for advertising the role at external sites listed here: <https://chemistry.tcd.ie/local/policies.php>



## 2. Recruitment process

Ideally, there should be a minimum of 3 months between advertisement and appointment date

Ideally, a minimum of two candidates should be interviewed.

The PI and at least one other faculty member must be involved in the shortlisting and interview process.

## 3. Post Recruitment Reporting

The entire appointment process starting from the total number of applicants, shortlisting and candidate selection, including the gender balance and decision making process is to be captured via an MS Form <https://forms.office.com/r/b7XzmWYw48>. It is important that PIs fill out a form as soon as the process has completed.

PIs are required to provide the information requested in all data fields in the MS Form.

A hyperlink to the original advert should be also included in the MS Form

**PIs who have retained records of previous postgraduate and postdoc recruitments are requested to enter the relevant information (even if not complete) into an MS Form.**

**The DTLPG will contact PIs twice annually (Oct and April) to request that they advertise details on all current vacancies and as a reminder to complete the MS Forms for all roles that have recently been filled.**

## Complaints

Any PI who feels that this new policy is an impediment to the effective and timely appointment of new students and postdocs should contact the DTLPG, The Chairperson of the EDI Committee or the Head of School. The PI should identify specific elements of the policy and put forward constructive suggestions as to how the policy might be changed whilst meeting our EDI objectives.

## Version History

Version	Date	Description	Author
1.0	10/11/2021		John Boland
		Discussion at School Committee	John Boland
		Approved at School Exec	John Boland



## Impacts

Impacts are fivefold

- 1) Increased numbers of successful non-TCD appointments at PhD and postdoc level
- 2) Improved gender-balance across School cohorts
- 3) Enhanced visibility and branding of the School externally
- 4) Data on the recruitment process available to the EDI committee
- 5) Culture change: successful adoption and implementation of the policy

## How to measure impact

- 6) Year-on-year changes in the level of applications from non-TCD applicants in each cohort
- 7) The evolution of the gender balance across cohorts
- 8) Statistics on the number of appointments and the levels of compliance with the new policy
- 9) PI Survey on levels of satisfaction with policy