

## School of Physics Gender Equity Hiring Policy – Final Draft

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Approver: SoP Academic Staff Committee (ASC)



### 1. Objective

The objectives of this policy are to:

- a. Ensure equity and transparency in the recruitment of female staff to reach a greater gender diversity in the department.
- b. Appoint greater than 50% female staff into future continuing positions within the School of Physics. This includes the 7 positions already planned for in the next 18 months
- c. Set targets and strategies to reach a more gender diverse population of SoP staff and students.
- d. Align with the University of Melbourne's Equity and Diversity framework and Recruitment and Appointment Policy.

### 2. Scope

This policy applies to the hiring of new staff at the School of Physics and the members of the department involved in the employment process.

### 3. Policy

- a. Subsequent (from 2017) recruitment of continuing staff as part of the School of Physics workforce plan will be considered within a cohort rather than on an individual basis with respect to diversity.
- b. In the event that diversity targets are not being met subsequent positions will be identified as female only appointments.
- c. Potential candidates (defined as meeting the critical criteria of the position description) to be interviewed must include at least two females<sup>1</sup>.
- d. In the situation where only one or no female potential candidates apply, the HoD, supervisor and appointment committee will identify female potential candidates to apply prior to the continuation of the recruitment process.
- e. Diversity targets to be set at greater than 50% female appointments with review at the end of 2018.

### 4. Roles and Responsibilities

- a. The Equity and Diversity chair is responsible for disseminating the policy and informing the SoP members.
- b. The E&D chair and HoD are responsible for ensuring the policy is enacted and responding to issues concerning staffing appointments.
- c. Hiring committees will consult with the E&D committee regarding the diversity of the candidates.
- d. The E&D chair is responsible for maintaining and updating the SoP Gender Equity Hiring Policy.

5. Definitions and Abbreviations

- a. SoP – School of Physics, corresponds to the facilities and staff and students unless explicitly defined.
- b. E&D – Equity and Diversity Committee
- c. HoD – Head of Department
- d. ASC – Academic Staff Committee
- e. Potential candidate – meets the critical criteria of the position description as advertised.

6. References

<sup>1</sup> Stefanie K. Johnson, David R. Hekman, Elsa T. Chan *If There's Only One Woman in Your Candidate Pool, There's Statistically No Chance She'll Be Hired*, Harvard Business Review, 2016 <https://hbr.org/2016/04/if-theres-only-one-woman-in-your-candidate-pool-theres-statistically-no-chance-shell-be-hired>