

 Prescott College	Policy Number: 225	
	Policy Category: <i>Personnel Policies</i>	
	<i>Inclusive Hiring Practices</i>	
	Policy Summary: <i>This policy confirms the College's commitment for diversity and inclusivity in hiring.</i>	
	Approval Date: 11/1/21	Effective Date: 1/1/22
Policy Owner: <i>President</i>	Scheduled for Review: <i>Fall 2026</i>	

Policy Statement

The College will ensure the processes for job description development, job position advertising and outreach, and job candidate selection are aligned both with the College's strategic goals to increase the diversity of students and employees, as well as with relevant statute and rule.

Reason for Policy

To establish the College's commitment to inclusivity in hiring processes.

Responsibilities	
For following policy:	All employees
For enforcement of policy:	Chief Operating Officer
For oversight of policy:	Chief Operating Officer
For procedures implementing the policy:	Director, Human Resources
For notification:	Policy Librarian

- Procedures**
1. The Human Resources Director will work hiring authorities prior to posting of job advertisements to review and support the development of job descriptions that build a more diverse candidate pool and to review and support the development of advertising and outreach strategies for job announcements that reach a more diverse set of candidates.
 2. Human Resources will maintain a process that tracks applicant demographics and ensures that candidate pools are adequately diverse through the various stages of the search process. Human Resources will notify and confer with the hiring authority if an applicant pool is not adequately diverse prior to the selection of finalists so that appropriate strategies can be developed and implemented to improve candidate pool diversity.

3. All staff and faculty serving on hiring committees will complete training on equitable and inclusive hiring practices including reducing bias at all stages of the hiring process.
4. A standing committee on equity in search processes will be developed and one individual from the committee will be tasked to serve on faculty and upper level administrator search committees. All members of the committee will be trained in inclusive hiring practices.
5. Requirements for applications for faculty and high-level administrators' employment at Prescott College will be reviewed and modified to ensure equity and inclusion are at the center of the application and candidate evaluation processes. A diversity statement will be required by all applicants.
6. A template of possible interview questions, aligned with the college's commitment to racial justice, equity and inclusion, will be available to all search committees.

Revision History