

Advertising and Recruitment Checklist

School of Biology policy is to promote equality, diversity and inclusiveness in the advertisement and recruitment of all staff and postgraduate positions. This checklist is designed to ensure that as wide as possible a pool of applicants is notified of all open positions within the School, and that the advertisement and further particulars equally encourage applicants of all backgrounds to apply. Members of the School are required to complete the below checklist prior to placing an advertisement. This form should be sent to biohead@st-andrews.ac.uk together with the advertisement (see <https://www.st-andrews.ac.uk/hr/recruitment/>). All adverts and panel nominations for staff positions need to be forwarded to the HR Recruitment Team from the Head of School. Failure to do this will result in delays to posting an advert.

For all positions (including postgraduate student recruitment), have you:

Considered and minimised gender-biased wording (see for example <https://www.totaljobs.com/insidejob/gender-bias-decoder/>, <http://gender-decoder.katmatfield.com>)? ☐

Notified the selection/recruitment committee about mandatory [recruitment and selection online training](#). Immediately prior to interview all committee members should [refresh online bias training](#). One committee member should be nominated as unconscious bias observer, and provide verbal/email report of shortlisting and interview process to Director BEDI. ☐

For staff recruitment, have you:

Included in the further particulars the recommended paragraph expressing the School's commitment to equality and diversity (available below) ☐

Included both genders in interview panel and as contacts for the advertised position? (Role of the secondary contact is to increase the likelihood that all applicants feel they have someone they can approach, and reduce the likelihood that qualified potential applicants fail to apply. They would be expected to refer project questions to the principle contact.) ☐

Mentioned that flexible working and part-time working can be considered, when possible? ☐

Mentioned that caring costs up to £200 associated with interviews will be covered by the School? ☐

Planned to advertise widely using websites, lists or networks that target under-represented groups (e.g., <https://diversifyeeb.com>, @WomenInResearch, @MinoritySTEM)? Please note that School and University policy is not to allow single-sex short-lists, and to re-advertise if only a single sex applies? (Exceptions possible for positions < 2 years duration, with very low numbers of applicants, and/or when either HoS or BEDI chair confirm that the position was originally advertised sufficiently widely.) ☐

Invited BEDI chair (or rep) to observe search committee meetings for academic appointments? (This invitation is likely to be accepted only for senior positions.) ☐

Generic paragraph to be used for recruitment

The below text (in italics) should be included for all advertised posts within the School. See <https://www.st-andrews.ac.uk/hr/recruitment/> for relevant further particulars template. Place this recommended text beneath:

The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>

The University of St Andrews School of Biology was awarded the Athena SWAN Gold award in 2021 for its sustained progression, achievement and beacon activity in advancing equality and representation. The School particularly welcomes applications from those suitably qualified from all genders, all races, ethnicities and nationalities, LGBT+, all or no religion, all social class backgrounds, and all family structures. The School values equality and diversity across its workforce and offers a family friendly and supportive environment in which flexible working is encouraged; we strive to hold important meetings/seminars within core hours of 09.15 to 14.45. In addition, a broad variety of measures are currently being introduced to ensure effective career progression for everyone and to eradicate the historical lack of diversity at higher professional levels.