

Deidentification instructions for MSU posting 833998: Specialist – Teacher - Continuing

Instructions:

Please submit de-identified versions of your cover letter, CV, and teaching & DEI&B statements for this job posting. In order to de-identify your materials, **please do one of the following:**

- 1) Search and replace your last name on each of the documents with the word “Candidate” or “Last Name”. Similarly search and replace your first name with the word “The” or “First Name”.
- 2) Print out your materials, use a marker to redact the name, then scan and upload the scanned versions of the documents.
- 3) Place black boxes over each occurrence of your name in your materials and then save a PDF version of the documents such that your name can no longer be read.

Rationale:

There is a solid body of literature that implicit biases weigh significantly on decisions associated with hiring. There is evidence that de-identified materials can help minimize some of the biases that hiring committees tend to exhibit, leading to more equitable hiring outcomes. This de-identification process is a step that we are taking to try to minimize biases in the initial screening of candidates. Although we recognize that simply removing names from the materials does not truly anonymize those materials (a quick search of any publication or presentation could likely identify the candidate) it does help avoid the implicit biases that stereotypical names or gender assumptions might induce in the reviewers of the candidates.



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In our candidate evaluation process, we have also committed to avoid asking candidates to present themselves on any video interview. Again, we are aware of the implicit biases that can arise based on the appearance of a candidate or their surroundings. However, we do recognize the importance that non-verbal feedback can play for candidates in understanding how their responses are being received, so we plan to have the search committee share their own video stream during any first-round interviews.

For any candidates involved in interviews, we will ask for a set of more traditionally identified material. Candidates will be expected to be able to provide such materials within 2 business days of the request.