URGE Management Plan for Colgate/Ithaca Pod

This should be a plan to incorporate deliverables into your organization as you continue to develop, assess, and finalize policies and resources. You may want to adjust the format of this for more comprehensive plans, but this covers the essentials.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Existing Policy or Resource?</th>
<th>Initial Point of Contact(s)</th>
<th>Where It Is or Will Be Posted</th>
<th>Review/Update Interval</th>
<th>Racial Risk Assessment?</th>
<th>Training Recommended?</th>
<th>Approval, Check, and/or Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaints and Reporting Policy</td>
<td>CU: Yes but it's messy and in transition. IC: Yes and it's less messy.</td>
<td>CU: Maura Tumulty / Lyn Rugg / Ani Maitra IC: Bias Impact reporting form</td>
<td>CU: In lots of places across the website IC: On website</td>
<td>CU: “over next year” being consolidated IC: Unclear</td>
<td>Needed Resource</td>
<td>CU: Unclear; might have to do at departmental level IC: Yes, annually</td>
<td>Not relevant</td>
</tr>
<tr>
<td>Demographic Data</td>
<td>No</td>
<td>Neil Albert/Registrar</td>
<td>Dept Website(s)</td>
<td>Annually</td>
<td></td>
<td></td>
<td>Report out to Dept Annually Include in Dept Reports to Admin?</td>
</tr>
<tr>
<td>Policies for Working with Communities of Color</td>
<td>No</td>
<td>CU: Alana Cultural Center Off campus specifically linked to each community</td>
<td>Individual lab group responsibility; posted with docs for that group</td>
<td>On campus annually Off campus as needed</td>
<td>Recommended</td>
<td>Yes; discussion among individual lab groups</td>
<td>Lab group director’s responsibility</td>
</tr>
<tr>
<td>Admissions and Hiring Policies</td>
<td>Yes</td>
<td>Admissions /Gary Ross Hiring/ Ani Maitra &amp; Lynn Rugg</td>
<td>CU: website</td>
<td>CU: unclear</td>
<td>CU Hiring: recommended</td>
<td>CU Hiring: Yes, in both short and longer term planning within our Hiring: Department Chair</td>
<td></td>
</tr>
</tbody>
</table>
### Safety Plan

- **No**
- Faculty member/department (with input/oversight from Office of Equity & Diversity)
- Draft currently in revision with feedback from Colgate University’s Office of Diversity & Equity
- Annually
- Recommended
- Onboarding of new faculty
- Discussion with all faculty before GEOL 320/120 field courses
- Approval by spring 2022 (implemented in summer 2022 field courses (320/120) and field programs

### Resource Map

- **No**
- JL/AT
- Dept. Websites/Syllabi/Handouts/Posters
- Annual? Or partner with graphics team?
- Feedback would be helpful from senior students—what do you wish you knew about before you started?
- No
- Approval by POD

### Ithaca/Colgate Deliverables:

1. [Pod deliverables page URGE](#)
2. Essential documents from URGE:
   a. [Pod guidelines](#)
   b. [Reporting structure](#)
   c. [Demographic data](#)
   d. [Policies for working with communities of color](#)
   e. [Safety plan](#)
3. Strategic plan

f. Resource map