URGE Management Plan for the GPHS Pod at the University of Nevada Reno

*Modified from the URGE Session 8 Management Plan Example Document

**Note that the below statements are summaries and more comprehensive proposed modifications can be found on the deliverables page

Agreement – This should be revisited particularly regarding collaborative efforts, which were not instituted during this curriculum.

Pod Guidelines – Pod plans to continue meeting after a ~2 week break. Pod guidelines will be adjusted with each version of a proposed continued committee that will likely evolve based on program needs. To be revisited once/semester.

Complaints and Reporting Policy - Proposed modifications to the existing Reporting policy...

  - Increase clarity of who can be contacted
  - Is it possible to include examples?

Demographic Data – Proposed modifications…

  - There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data. The GPHS DEI committee has committed to working on this effort.

Policies for Working with Communities of Color – Proposed modifications…

  - Right now very few policies, this should be a priority in the next DEI Committee meeting (scheduled for May) and collaborative efforts should be highlighted and expanded
  - Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself.
  - Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.

Admissions and Hiring Policies – Proposed modifications....

  - More transparent policies (as much information as possible) publicly on the jobs board and personal faculty websites for potential candidates.
  - Anti-bias training for job hiring/implementation
  - Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.
Safety Plan – Proposed modifications…

- Policy that can be altered for specific purposes of lab groups
- Training should be paired with the training for this and other deliverables (i.e. Policies for Working with Communities of Color)
- Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.

Resource Map – Proposed modifications…

- A lot of resources on UNR website, few on GPHS (should be linked to specific pages)
- Create a visual of resources for students
- Maintain/update resources
- Part of onboarding and/or orientation and incorporated into the employee handbook.
- Approval can be incorporated along with the admissions and hiring policy, as part of a proposal to hire a staff member or admit a student then HR would check that the person they report to has a plan to go through the resource map with them.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Existing Policy or Resource within GPHS?</th>
<th>Existing Policy or Resource within UNR?</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>No</td>
<td>Yes</td>
<td>UNR – on website</td>
<td>Annual</td>
<td>Not planned</td>
<td>Not planned</td>
<td>Not relevant to our pod</td>
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<tr>
<td>Demographic Data</td>
<td>No</td>
<td>Yes (ish)</td>
<td>UNR – external website, will recommend</td>
<td>Recommend every 2 years</td>
<td>Recommended</td>
<td>Not planned</td>
<td>Check</td>
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<tr>
<td>Policies for Working with Communities of Color</td>
<td>No</td>
<td>No</td>
<td>GPHS – will be placed on website</td>
<td>Recommend annually</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval and Consequence</td>
</tr>
<tr>
<td>Admissions and Hiring Policies</td>
<td>Yes</td>
<td>Yes</td>
<td>GPHS - Internal currently, will be placed on website</td>
<td>No set interval, recommend annually</td>
<td>Recommended</td>
<td>Maybe</td>
<td>Approval</td>
</tr>
<tr>
<td>Safety Plan</td>
<td>No</td>
<td>No</td>
<td>GPHS – will be placed on website/ encouraged for individual faculty</td>
<td>Annually, but also after any major reported incidents</td>
<td>Recommended</td>
<td>Yes</td>
<td>Approval and Consequence</td>
</tr>
<tr>
<td>Resource Map</td>
<td>No</td>
<td>No</td>
<td>UNR – will recommend GPHS – will be placed on website</td>
<td>Additions on a rolling basis</td>
<td>Not planned</td>
<td>No, not staff-wide but only with HR</td>
<td>Approval</td>
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</tbody>
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