Management Plan, URGE Deliverable
University of Tennessee in the Department of Earth & Planetary Sciences

The following table summarizes the URGE pod’s RECOMMENDATIONS for posting or distributing the deliverable information, as well as recommendations for review and updating frequency, conducting racial risk assessments, training and/or familiarization, and parties to oversee the activities and/or tasks.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Existing Policy or Resource?</th>
<th>Where It Is Information, or Will It Be Posted?</th>
<th>Review/Update Interval</th>
<th>Racial Risk Assessment?</th>
<th>Recommended Training or Familiarization?</th>
<th>Responsible Parties to Oversee Activities</th>
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</thead>
<tbody>
<tr>
<td>Complaints and Reporting Policy</td>
<td>Yes, as university policies for bias and other problem reporting</td>
<td>University websites already, although need to make policy and flow of information clear on department website; EPS anonymous reporting tool describes reporting</td>
<td>Review every year, or when new university policy changes occur; review EPS anonymous reports</td>
<td>Not planned, but recommended (e.g., consider consequences for reporting)</td>
<td>Training not needed, by familiarization with new students, staff, and faculty should</td>
<td>Department Head &amp; Associate Head, with Chair of Diversity Council and DGS</td>
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<tr>
<td>Demographic Data</td>
<td>Yes, mostly as university data</td>
<td>Most of the information is available on university websites and is compiled periodically for programmatic reviews</td>
<td>Recommend annual review</td>
<td>Recommend, in the context of changing demographics, retention; in line with Diversity Action Plan (DAP)</td>
<td>Diversity Council reporting with DAP annually; report to faculty &amp; department</td>
<td>Diversity Council, with Department Head &amp; Associate Head, reviewed with Executive Committee, or with UPC, and/or GAPC</td>
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<tr>
<td>Policies for Working with Communities of Color</td>
<td>No; consider long-term goal of generating departmental policies</td>
<td>Exists only as pod deliverable; should provide information as a guidance document on the department’s Diversity web page</td>
<td>Recommend annual review and update, which may result in policy development</td>
<td>Yes; guidance document and resources could provide; can be part of DAP, which could develop into policy</td>
<td>Familiarization of resources recommended during faculty meetings (at least once a semester) and with students</td>
<td>Department Head; Diversity Council</td>
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<tr>
<td>Admissions and Hiring Policies</td>
<td>Yes, as university policies</td>
<td>University websites already; provide deliverable for &quot;best practices&quot; to recruit, hire, &amp; retain diverse departmental members</td>
<td>Faculty per search; STRIDE training for everyone; GAPC for graduate admissions</td>
<td>Yes, as part of STRIDE training; recommend GAPC review annually during admissions</td>
<td>STRIDE Training; other university resources to assess bias and improve holistic hiring and admissions practices</td>
<td>Department Head; chairs of search committees (for faculty searches); Director of Graduate Studies</td>
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<tr>
<td>Safety Plan</td>
<td>Yes, Environmental Health &amp; Safety provides physical travel safety; No, racial risk assessment for on-campus and off-campus activities needed</td>
<td>Exists only as pod deliverable; should provide information as a guidance document on the department’s Diversity web page</td>
<td>Recommend annual review and update</td>
<td>Yes, which the deliverable and resources could provide</td>
<td>Familiarization of resources recommended during faculty meetings (at least once a semester) and with students</td>
<td>Department Head, Director of Graduate Studies, Undergraduate Program Committee, with Diversity Council; PIs and field trip leaders</td>
</tr>
<tr>
<td>Resource Map</td>
<td>No</td>
<td>Exists only as pod deliverable; should provide information as a guidance document on the EPS’s Diversity web page</td>
<td>Recommend annual review and update</td>
<td>Yes, deliverable could provide; can be part of DAP</td>
<td>Familiarization recommended during faculty meetings (at least once a semester) and with students</td>
<td>Department Head, Director of Graduate Studies, Undergraduate Program Committee, with Diversity Council</td>
</tr>
</tbody>
</table>
2021-2022 Post-URGE Action Items

In order of priority and timing:

- Introduce Safety Plan guidance and recommendations to faculty during a Summer 2021 faculty meeting, in preparation for updating Graduate Student Handbook by August 2021 (first week of classes). This action item is imperative because of potential safety risks experienced by students recently due to financing inadequacies during field and/or conference trips. These concerns also extend to potential socioeconomic, power-dynamic, and racially-sensitive issues.

- Create & post flowchart and/or guidelines for Complaints and Reporting Policies on EPS website.

- Develop, edit, and post the following guidance documents to EPS’s Diversity web page, listed in order of priority:
  - Safety Plan
  - Resource Map
  - Policies for Working with Communities of Color

- Add explanations for the following deliverable and guidance document resources to the New Graduate Student Orientation by August 2021:
  - Complaints and Reporting Policies
  - Safety Plan
  - Resource Map
  - Policies for Working with Communities of Color

- Familiarize faculty with the following guidance materials (introduce one per faculty meeting through Fall 2021):
  - Complaints and Reporting Policies
  - Resource Map
  - Policies for Working with Communities of Color

- Recruit new URGE pod leaders and membership from within EPS and perhaps other departments (dependent on future structure of URGE after May 2021).