

This is a draft Resource Map for the Earth and Environmental Sciences Pod at Cardiff University. This was adapted from the “Sample Ph.D. Mentoring Plan” developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/). Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

This resource map is designed to help communicate expectations and signpost to resources for staff and students in our School. This information will be revised and expanded appropriately, and will be published in our School handbook. We will also distribute Cardiff University’s “Strengthening Race Equality” Resource Guide to all staff and students.

- Mentoring
 - All new hires/PGR students are able to have a mentor, and are able to change their mentor if the relationship is not working. Line managers should check individuals have a good mentor-mentee relationship, and are able to help individuals find new mentors if required. The School will work towards promoting the benefits of mentorship for all staff more widely.
 - Mentors and line managers/supervisors can help advise on Individual/Group meeting expectations (e.g., interval/frequency, journal articles, presentations, socializing, time management, reviewing manuscripts, revising manuscripts/dealing with rejection, careers, current events, media requests)
 - PGRs have regular progress review meetings with their supervisors and their review panel convenor. A transparent and supportive progression policy is in place to support students in completing a successful PhD dissertation. Details can be found in the PGR Handbook.
 - New hires complete a probationary period in which they are supported to achieve mutually agreed objectives.
 - All non-probationary staff have annual PDR meetings, in which they develop mutually agreed objectives aligned with their long-term career plan, and determine any additional support required to achieve these objectives.
- Core work resources
 - Code-of-conduct – (also published in the School Handbook) addresses inclusivity and diversity, mental health, publications or outputs, social media use, working hours, and vacation
 - Communication expectations are also set out in the School’s code of conduct. School members are encouraged to email within working hours.
 - Reporting Policy is set out in our code of conduct. There are several routes, including an EDI specific route through the EDI committee: .
- Community support and mental health resources

- New hires can contact the School for advice on finding accommodation. Cardiff University has a policy to assist with moving expenses, details are available on the University Intranet.
- Details of Cardiff University services can be found on the intranet. In Summary:
- The School has an EDI Officer: Dr Roo Perkins, Pan He, Claire Earlie.
- The School has dignity at work champions: Prof Steve Barker, Dr Rhoda Ballinger, Dr Claire Earlie
- Counseling and psychological services are available through Care First:

Contact Care First 24 hours a day, seven days a week, if you need support. Care First is our employee assistance programme, providing a free confidential helpline and support for staff, and access to face-to-face or telephone counselling.

Freephone: +44 (0)80 017 4319

Or from outside the UK, call: +44 (0)14 5262 3243

The service is completely confidential. No information which could lead to your identification will be given to the University unless you provide your explicit permission to do so. Exceptions to this are where the safety of yourself or others is threatened.

- Cardiff University has initiatives, projects and interventions to enable views and stories of minoritised staff and students to be seen and heard:

Vice-Chancellor's EDI Advisory Board
 #itooamcardiff
 Race Equality Steering Group

<https://intranet.cardiff.ac.uk/students/study/equality-diversity-and-inclusion/how-we-are-inclusive/race/get-involved>

- Line managers / supervisors may encourage and assist making connections to someone who may understand their experience (e.g., Black male counselor for a Black male student).
- Our School handbook will signpost a range of cohorts, organisations and social clubs with common identities and/or interested both within the School/University and external organisations. These include but are not limited to:

Within the University:

BME+ Book Club Café

BAME Staff Network

Tackling race equality discussion panel which meets 3 times per year

Race equality student working group

External to the University:

Black in Geoscience
Geolatinas
blackgeographers.com
@blackgeogorg

Cardiff University student societies can be found at:
<https://www.cardiffstudents.com/activities/societies/>

- Most societies mentioned above (e.g. BAME staff network) have their own calendar of events and mailing lists.
- We recognise the value of participating in conferences and workshops organised by societies such as GeoLatinas for example, and the School can provide financial support for these activities on a case by case basis.
- Skillset support resources
 - Skills / experiences required for work/coursework are discussed with supervisors / line managers. The School/University pays for any training required for individual to complete their objectives. The School/University also supports individuals in their broader professional development, and supervisors / line managers may encourage PGRS / staff to take advantage of courses that are on offer through the University, and through the Doctoral Training Academies.
 - Training courses are listed on the University's CORE portal, and through the Doctoral Academy. These are varied and include discipline specific / academic skills, and interpersonal / personal development skills e.g.:
 - Teaching/pedagogy
 - Project management/budgeting
 - Media training
 - Proposal writing
 - Public speaking
 - Networking
 - Design/drafting of figures using Adobe Suite/Python/ArcGIS
 - There are opportunities for undergraduate students to experience research, these include the University's CUROP scheme:
<https://www.cardiff.ac.uk/study/undergraduate/why-study-with-us-as-an-undergraduate/research-opportunities>
 - The School handbook will explain how undergraduate students may search for additional less formal research opportunities, to ensure they are available to all.
 - Paid PGR Placements are available through some of the doctoral training programs.
 - We are currently exploring membership of Cowrie Foundation:
<https://cowriescholarshipfoundation.org.uk/>

- The School of Earth and Environmental Sciences hosts several departmental seminars, and provide presentation opportunities for staff and PGRs. It is also common practice for staff and PGRs to trial a conference presentation within their research group for feedback in a supportive environment. Our School has strong links with Bremen University, and research seminars are shared between the two institutions. All School members are invited to chat with external speakers to help build professional networks.
- Outreach resources
 - The School fully recognises outreach and EDI efforts in workload model
 - The handbook will provide a point of contact for staff/students to get advice on Information on honoraria and establishing/charging speaker fees.
 - The School is exploring possibility of paying staff/students for EDI training events
 - The School is considering how to better embed EDI training in its undergraduate curriculum, and how to improve EDI training for PGRs and staff.