

URGE

Unlearning Racism in Geoscience



URGE Management Plan for Cornell University EAS 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.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	1. Reporting policy guidance documents- Yes 2. Consequences policy - Unknown / does not exist. "It is dealt with on a case by case basis"	Jaleigh Pier, Paula Burgi	1. Potential: -Intranet -Grad student handbook 2. Does not exist	Annually	1. Yes	1. Suggested: training on how to report for Chair, DGS, DUS, Departmental Leader for Diversity and Inclusion	Consequences in place, but it's not clear what they are

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Demographic Data	Exists for most groups (e.g., undergrads, faculty, staff, etc.) at the University level. Only graduate-level information available for EAS department. Unknown what data is collected within EAS.	Paula Burgi, Flavio Lehner	Intranet?	Return to this during summer 2021 meeting	Not planned	Possible: Training for staff on how to collect demographic data (emphasis on knowing what is allowed under university rules)	N/A
Policies for Working with Communities of Color	No	Nicole Fernandez, Megan Holycross	Publish on intranet along with other recommendations for fieldwork/travel	Review at same interval as fieldwork safety plan (annually)	Yes	Yes, training for applicable faculty/staff/students	Approval; recommend instituting consequences for not following guidance

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<p>Admissions and Hiring Policies</p>	<p>Faculty Hiring - yes</p> <p>Postdoc hiring- no</p> <p>Grad student admissions- yes</p> <p>Staff hiring- yes</p> <p>Undergrad admissions- N/A</p> <p>Undergraduate research / TA - No</p>	<p>Peter Hitchcock, Flavio Lehner</p>	<p>Faculty Hiring - EAS intranet (not currently)</p> <p>Postdoc hiring- does not exist</p> <p>Grad student admissions- EAS intranet (not currently)</p> <p>Staff hiring- EAS intranet (not currently)</p> <p>Undergrad admissions- N/A</p> <p>Undergraduate research / TA - EAS intranet (not currently)</p>	<p>No set interval, recommend annually</p>	<p>Recommended</p>	<p>Yes</p> <p>-Training exists for faculty hiring; recommend for hiring committee</p> <p>- Training recommended for graduate admissions committee and all faculty with graduate students</p>	<p>Approval; recommend instituting consequences for not following guidance</p>
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Safety Plan	Yes for general safety. No for URM specific policy considerations.	Douglas Hamilton, Kyle Brill	Post to EAS Intranet.	Annually for links and campus/dept. policy updates. Immediately following any major reported incidents	Recommended	Yes	Approval; recommend instituting consequences for not following guidance
Resource Map	No	Jaleigh Pier, Douglas Hamilton	Posted to EAS Intranet; Plan to hand out to new students/staff/faculty; Plan to be included in start of academic year newsletter	Semester basis; resources should be added continuously as needed. Editable hard copy will live with Erin (Department Communications Specialist) to be updated as needed.	Not planned	No, not staff-wide but only with HR	N/A

Additional considerations for each deliverable:

- **Complaints and Reporting Policy -**
 - Actions for URGE pod members:

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- Follow up with additional conversation about timing for this and all other deliverables
 - Suggestions for EAS dept:
 - Invite a speaker to talk with us at the department level about these issues/chain of reporting
 - Notes
 - Implicit question: are these policies adequate? What level of incident is appropriate to report using these processes
 - One challenge to implementing this policy is that we were not able to find concrete consequences for those that report; consequences were described in purposefully vague language. Is there a need to create consequences/sanctions?
 - Approval may be needed to put in, ex., grad student handbook
 - Also linked to in the resource map.
- **Demographic Data -**
 - Actions for URGE pod members:
 - Follow up with department leadership and figure out how/if department demographic data are collected
 - Look into training for staff about collecting demographic info
 - Generally advocate for *analyzing and using* the data, not just collecting it
 - Suggestions for EAS dept.:
 - Generally suggest collecting data relevant for specific DEI objectives / programs
 - Encourage creating a “state-of-the-department” report (within legal boundaries for a small department)
 - Notes:
 - Staff was (and still is) overloaded, and we were not able to get detailed information about how demographic data is collected within our department
 - Encourage transparency about what is collected, even if it’s not available publicly

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- Significant amounts of data are available in various dashboards at the university level, but lack of departmental granularity and temporal comprehensiveness make it difficult for a group of Cornell students and even faculty to easily track progress and measure success.
- We believe that more data is available than we were able to access (or clarify access restrictions for) in the time we had, and we intend to achieve a more complete assessment during summer 2021.
- Easier access to department level data and generally more efforts to collect and collate longer and more standardized data records would be desirable.
- We acknowledge that, like many departments, our small size makes it difficult to maintain anonymity when collecting demographic information. However, we suggest that it is important to collect the data, even if access to the data is restricted.

- **Policies for Working with Communities of Color**

- Actions for URGE pod:
 - Think about working with communities of color during conversations about fieldwork safety
 - Possibly partner with institutions who already do this well to learn how
- Since we don't have a lot of experience - find some resources to share as a starting point
 - Multicultural Center, downtown Ithaca (<http://www.multiculturalresourcecenter.org/>)
- Notes:
 - Not a lot of experience in this group

- **Admissions and Hiring Policies -**

- Suggested places of potential improvement within dept. Policy:
 - Postdoc hiring
 - Hiring undergrad TAs and Research Assistants - entirely PI/faculty choice
 - Collect and share data for all hiring categories, where possible
 - For positions with group interviews (ex., some postdocs) - provide rubric for necessary qualification

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- Actions for URGE pod members:
 - Follow up about staff hiring policies
 - Keep thinking about postdoc, undergrad researcher, and staff hiring
 - Gather resources for people who are *doing* hiring to attract more applicants and more diversity
 - Put hiring policies on the intranet
- Notes:
 - There are many points of entry to department have different policies (admissions/ hiring, etc) - but they *all* matter
 - Work study students (for example students working on projects at PRI, hired by PRI)
 - Northeast Climate Center
- **Safety Plan -**
 - Actions already taken:
 - This URGE deliverable has been handed to an official department committee, who will create and get approval for a revised EAS Guidelines for Safe, Accessible, and Inclusive Fieldwork document by start of fall semester
 - ONLY the field work part, not lab safety or campus safety
 - Suggestions for department:
 - Consider lab safety and campus safety
- **Resource Map -**
 - Suggestions:
 - Editable version will be maintained by EAS Department Communications Specialist
 - Non-editable version will be available on Department intranet
 - How often to revise?
 - Suggest creating a committee / IDEEAS action team of several people (across all hierarchical levels faculty/staff/student/postdoc etc) to revise it regularly (every 3 months, or start of each semester)
 - Possible format: once a semester retreat to meet up and work on it