

# URGE

## Unlearning Racism in Geoscience



**Applied Physics Laboratory**  
UNIVERSITY of WASHINGTON

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### Deliverable

Develop and publish a resource map specific to your pod (lab, university, organization) The initial draft 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/).

### Overview

This resource map for the Applied Physics Lab identifies services, organizations, structures, and funding that can provide support for our members.

### University Policies

The university is a large employer and has a complicated HR system, these are important links for employees to understand their position at APL and the policies that apply.

- [Types of University Personnel](#)
- [Professional Staff](#)
- [Academic Personnel](#)
- [Check for updates to policies](#)
- [University of Washington Diversity Blueprint](#) (UW's stated goals for 2017-2021)

### University Level Support

- [Faculty & Staff Resources](#) - List of links for groups and university departments that support accessibility, diversity, social justice, underrepresented minorities
- [Affinity Groups](#) - faculty/staff groups to build community within UW for under-represented minorities (URM)
- [Counseling Center](#) - the counseling services are only offered for UW students, but the webpage includes lots of great information and links about mental health (Example: [Useful Links](#))

### University Reporting Options

- [UW SafeCampus](#)
  - Violence Prevention and Response Training
  - 24 hour hotline (206-685-7233) to discuss any concerns about unsafe occurrences you have experienced or observed in person or online, including but

not limited to self-harm, harassment, threats, violence, neglect of a minor, sexual or relationship harassment or violence.

- [UW Reporting Bias Incidents](#)
  - Report all incidents of bias or suspected bias using the UW's bias reporting tool, which was created in partnership with the Office of Minority Affairs and Diversity, the Office of Student Life and the president's Race & Equity Initiative.
- [UW Ombuds Office](#)
  - The Ombud is a neutral party to assist in resolving conflicts within the university. It is confidential and flexible in how it can assist.
- Union Advocates
  - Academic Student Employees (RAs, TAs, Tutors, Graders, Trainees and Fellows) and Post-Docs are represented by the [UAW Local 4121](#). Employees falling into these categories can join the union and gain access to union representation in disputes. State employees are covered by the [Washington Federation of State Employees](#). [SEIU Local 925](#) represents nearly 8,000 workers on campus, including clerical staff. [Inlandboatmen's Union of the Pacific](#) represents ship crew members.

### **Applied Physics Lab Organization Style**

APL has a distributed organization structure, with a small upper management group in the Director's Office and each department having a chair or head. There are regular meetings including the Director and the department heads to discuss organization-level concerns and actions. Broadly, each department has autonomy in how it is internally organized. Collaboration occurs across departments on projects. Work styles, communication expectations, and working hours can vary greatly from project to project, and need to be established by each team that works together, and between each employee and their department head.

The Director's Office includes:

- Human Resources
- Recruitment
- IT
- Security

### **APL Intranet and Policies**

APL has an intranet with organization specific resources, an individual log-in will be created for new employees during orientation. Some important resources on the intranet:

- [APL Policies](#)
- [APL Human Resources](#)
  - New Employee Onboard Checklist for Hiring Managers
    - Introductions across departments
  - New Employee Safety Orientation
  - Harassment Awareness
  - Compensation Methods

### **APL Reporting Options**

- Department Head
- Human Resources

### **APL Training and Internal Research Funds (as of 2021)**

- Contact your department head to discuss funding for training, conferences. This is at the APL Director's discretion.
- IR&D - There is a small amount of internal funding available for research. Once a year there is an open period for proposals (usually spring) - look for the AllHands e-mail announcing the open period. (apply on APL Intranet)
- APL Engineering Council - provides start-up funds for new engineering and technician staff and can assist with computers, software, training, tools. Each department has a representative on the council - the rep submits requests to the council. In the fourth quarter of each fiscal year, these funds can be used for existing staff to gain new skills or new equipment.
- The UW Office of Research has a fund for supporting DEI new hires (salary, start up funds, etc).

### **APL Committees (Contact Info TBD)**

- Women's Advisory Board
- Diversity, Equity, Inclusion Group
- Early Career PI Group
- Seataalk Group (harassment prevention and general sea-going issues)

### **APL Community Building Opportunities**

- Monday Coffee Exchange
- Monthly Early Career PI Group happy hour
- Sporadic TGIF events and holiday party

### **APL Mentoring System**

- Formalized mentoring system is being established as of 2021

### **Core work resources**

- [LabCal](#)
  - Reservation system for APL rooms, vessels, facilities, etc.
- [Engineering Resources](#)
  - The Ocean Engineering Department provides high-quality, cost-effective, and timely engineering and field support to APL-UW and other UW units, the U.S. Navy, and other scientific institutions.
- [Machine Shop](#)
- [Equipment Pool](#)
- [Vessels](#)
- [Vehicles](#)
- [Harris Hydraulics Laboratory](#) (jointly operated by CEE, ME, and APL)

## **Campus Technical and Research Support**

- [UW Library System](#)
  - [Provides access](#) to an excellent variety of journals and texts, including partnerships with other academic libraries
  - [UW research librarians are available](#) to help UW researchers find new texts and resources
- [UW eScience Institute](#) assists researchers to learn and apply new data science tools and methods in research and grant proposals.
- UW [Center for Environmental Visualization](#) can work with a researcher to produce high-quality visualizations for print and online.

## **Community support and mental health resources**

- [UW CareLink](#) offers limited free counselling and legal services
- [UW resources for child care](#) and family support
  - UW has on-site child care
  - UW has employee and student discounts with off-site child care organizations
  - UW provides significant resources to parents through the listserv [parenting@uw.edu](mailto:parenting@uw.edu)
  - The UW has a location on campus that houses the [Center for Child & Family Well-Being](#)
    - The CCFWB provides a resource library, classes, research to support parent and child development.
    - The CCFWB also provides support for mindfulness, well-being, anti-racism.

## **Professional development resources**

- [UW PODS](#) has many professional training opportunities

## **Outreach resources**

- The APL DEI Group has offered training at least once to employees on how to work with undergrad interns.
- Existing outreach programs
  - Polar Science Weekend at Pacific Science Center (Harry Stern is contact, [harry@apl.washington.edu](mailto:harry@apl.washington.edu))