This is the management plan for incorporating URGE deliverables into policies and resources of the Department of Geological and Environmental Sciences at Appalachian State University, including future development, assessment and finalization.

Deliverable	Existing Policy or Resource?	New 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	No	Awaiting Dept. Approval	All Faculty/Staff	On website pending department approval	Every 2 years	Future work	Fac/Staff briefing	Dept. Fac/Staff
Demographic Data	No	New	IRAP website or Dr. Carmichael for speaker data	IRAP, internal	Every 2 years	Future work	Fac/Staff briefing	Not applicable
Policies for Working with Communities of Color	No	Awaiting Dept. Approval	All Faculty/Staff	Internal	Every 2 years	Future work	Fac/Staff briefing	Dept. Fac/Staff, University approved
Admissions and Hiring Policies	State mandated	State mandated	All Faculty/Staff	HR portal	By upper admin	Not applicable	Already required for search committee chairs	HR
Safety Plan	Yes	Modified to include URGE deliverable	All Faculty/Staff	Internal	Annually, but also after any major reported incidents	Future work	Fac/Staff briefing	Dept. Fac/Staff
Resource Map	No	Awaiting approval	All Faculty/Staff	On website	Every 2 years	Not applicable	Fac/Staff briefing	Dept. Fac/Staff
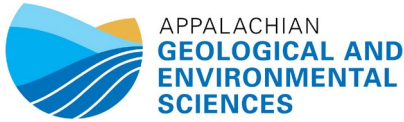
The Policy/Management Plan created by the URGE Pod is a recommendation that will be submitted to the Department's Faculty and Staff for consideration. Departmental approval will be required for any modifications or implementations.

The goals of the Policy/Management Plan are as follows:
- Increase diversity among departmental students, faculty and staff
- Improve departmental support and resources for historically underrepresented students, faculty and staff

Policies and resources will be made available in the following locations:
- **Department Web Site** (https://earth.appstate.edu): will host the Complaints and Reporting Policy and the Resource Map
- **Internal Hosting** (Departmental Google Drive): will host Demographic Data, Policies for working with communities of color, and a boilerplate Safety Plan (to be modified for individual courses as appropriate)
- Individualized Safety Plan documents will be included in departmental field course materials
- Hiring policies are already available at https://hr.appstate.edu/search-committees; graduate admissions are not part of our program (GES is an undergraduate program)

**Provide individuals with policy information and/or relevant training at appropriate times:**
- The Safety Plan will be provided to all students during their required field study courses.
- A poster-sized flow chart for the Reporting Policy will be posted in the URL (undergraduate research lab) and outside of main office.
- Link to the flow chart for reporting policy to be provided in all GES syllabi or posted on ASULearn (course management system)

Consider what approval steps, checks, and/or consequences (e.g., access to funds, assigned readings, training) should be put in place
- Briefings in faculty meetings and provided on departmental Google Drive
- Departmental discussion on consequences prior to implementation. Things to discuss: field safety, lab safety, stigma about inexperience around more experienced students.
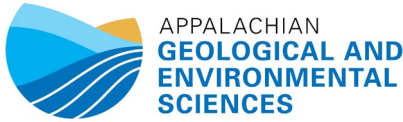
Summary of List of URGE Deliverables, and planned implementation

- **Agreement** - This agreement outlined our meeting between the URGE pod and the College of Arts and Sciences. We plan to continue this dialog between the department and the college to implement anti-racist policies, and to ask for the college's support in increasing faculty and student diversity.

- **Pod Guidelines** - URGE pod guidelines will be adapted into longer term plans/bylaws for a future departmental DEI committee. Committee membership will rotate annually, and include administrators and students (membership may fluctuate, depending on the topics addressed by the committee).

- **Complaints and Reporting Policy -** Prior to creation of the URGE Reporting Policy deliverable, none such guidance existed at the university aside from Title IX complaints. Our reporting policy is the first of its kind (to our knowledge) at Appalachian State University. This policy will be revisited/revised every two years.

- **Demographic Data -** Demographic data is already collected by Institutional Research and Planning (IRAP), for both the university and the department. Speaker data has been collected since 2014 and will continue to be collected and analyzed. Demographic analysis will be updated every two years.

- **Policies for Working with Communities of Color -** Our policy on working with communities of color will need to be revised with input from faculty members whom this would directly affect. Training is needed (via discussion in faculty meetings) to increase faculty awareness about working with communities of color.

- **Admissions and Hiring Policies -** All hiring is done through https://hr.appstate.edu/search-committees and all rules are enforced by the university and the UNC system as a whole. As we do not have a graduate program, graduate admissions policies are not relevant to our department.

- **Safety Plan –** We formed a more equitable document that highlights field and classroom safety guidelines and expectations. Training is needed (via discussion in faculty meetings and classrooms) to increase departmental awareness and student expectations. Specifically, we highlight the importance of field/lab partners and what to do in specific social encounters, field work encounters, etc.

- **Resource Map -** Student or faculty-specific resource maps will be provided in the following locations:
  - A student-specific resource map will be provided on the following places on the website
    - https://earth.appstate.edu/prospective-students (new sub-page to be created with "How to feel at home in AGES" or something similar)
    - https://earth.appstate.edu/current-students (new sub-page to be created called "Getting involved and finding your community")
  - A faculty/staff specific resource map will be provided on the following places on the website
    - https://earth.appstate.edu/faculty-staff (will be linked next to ASU faculty handbook, Departmental Promotion & Tenure guidelines)