

URGE Management Plan for University/Organization

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	Yes (sort of)	Clare Singer, Julie Inglis	On Caltech Title IX, Caltech Hotline, and Caltech GPS DEI websites already	No review process set up, recommend every 2 years	Recommended	Some supervisors have mandatory implicit bias training, however training at orientation for everyone is recommended	Checks should be created for the outcomes of the complaint reports and if action was taken and if cases are reducing over time
Demographic Data	Yes	Andy Thompson, Clare Singer, Ted Present	Undergraduate and graduate enrollment statistics on website every year, detailed common data set report published every year by Dr. Lindsey Malcom-Piqueux but recorded only for last six	Updated every year	Currently undergoing risk assessment in an effort to increase diversity in invited speakers, faculty, postdocs, graduate, undergraduates, and summer interns	Not applicable	Checks should be installed for demographic breakdown at the department and option level, especially comparing admittance and graduation statistics to ensure retention of a diverse community

Commented [EN1]: I think if the answer is not a definitive "YES" then this should be a NO. This will garner more attention when delivered to the Division.

Commented [EN2]: Sorry I missed these meetings so my questions may be from a place of ignorance - but are these two people the official reporting officers for the Division (i.e. approved by the Chair)? And is this anonymous or not?

Commented [EN3R2]: Maybe I'm gathering now that the people listed in this column are those that made the deliverable... it might be helpful to also have a column in this form on who in the Division "officially" is responsible for knowing these policies?

			years, graduation rate breakdown also reported on website				
Policies for Working with Communities of Color	No	Gabriella Weiss, Julie English, Hemani Kalucha, Frank Pavia	Will be posted on department website	Recommend every 2 years	Yes, currently ongoing in an effort to develop a guide for how to work ethically with communities of colour	Yes, specifically inviting external DEI professionals to train students and faculty on appropriate ways to conduct fieldwork and ethical interactions with communities of colour	Need approval of department to create mandatory form and proposal for any fieldwork with communities of colour, checks and reports to make sure fieldwork was conducted appropriately, consequences determined by future committee if something went wrong
Admissions and Hiring Policies	Yes	Andy Thompson, Lily Dove,	Internal currently, admissions rubric should be public, and hiring policies made	No set interval, recommend annually	Recommended, committee has been reaching out to Lindsey and CCID	Anti-bias training and best-practices training for soliciting and evaluating applications should be required by all members of	Jobs searches and admissions conducted by the division must adhere to these policies

			available on all postings			the selection committee	
Safety Plan	No	Ted Present, Lily Dove, Eryn Eitel, Selva	Fieldwork best safety practices checklist should be available on the Division website and required to be completed by all students going into the field	Annually, but also after any major reported incidents	Should be carried out with help of the CCID	Yes. Lab safety officers should receive formal training, as well as Omsbud people. Training should include knowledge of the resource map and reporting policies	Implementation will be discussed with the faculty Fieldwork Committee and with CCID
Resource Map	No	Shaelyn Silverman, Julie Inglis	Should be post on division website and advertised within buildings so it is easy to access	Additions on a rolling basis	Not planned	No	

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Agreement** - This agreement can be adapted to outline how you will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc. TO DISCUSS
- **Pod Guidelines** - Your pod guidelines can be adapted into longer term plans/bylaws, e.g. will this turn into a committee or working group in your organization/institution, will membership/leadership rotate, etc. TO DISCUSS

- **Complaints and Reporting Policy** – not complete.
- **Demographic Data** – not complete
- **Policies for Working with Communities of Color** – not complete
- **Admissions and Hiring Policies** - The proposed changes for the hiring and admissions policies are to create a FAQ page for job applications similar to that for grad students to make the requires clear, incorporate training from the CCID for members of the search committee for both hiring and admissions on best practices for soliciting and evaluating applications, including anti-bias training, making rubric for admissions publicly available, and removing financial barriers to application (GRE, TOEFL, and application fee). We recommend posting hiring policies (as much information as possible) publicly on the jobs board for potential candidates. All job search and admissions should adhere to these new policies.
- **Safety Plan** - There is no current department wide field safety plan. This will need to be implemented. This plan will include anti-racism specific policies for both choosing field sites and for during and after the trip occurs..Training should be paired with the training for the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. This will be implemented in consulting with the CCID and faculty fieldwork committee. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.
- **Resource Map** - There is no current resource map. This map should be posted on the GPS Division website, as well as made available during orientation and advertised in buildings. Lab Safety Officers and Omsbud people should be aware of this and how to find it. As part of a proposal to hire a staff member or admit a student then HR would check that the person they report to has a plan to go through the resource map with them.