URGE Management Plan for CREEM

Deliverable	Existing URGE Policy or Resource?	Initial Point of Contact(s)	Link to URGE Deliverable	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes	Eiren Jacobson	Internal Link	Recommend every 2 years	Not planned	Not planned	Not relevant to our pod
Demographic Data	Yes	Théo Michelot	Internal Link	Recommend every 2 years	Not planned	Not planned	Not relevant to our pod
Policies for Working with Communities of Color	Yes	Popi Gkikopoulou	Internal Link	Recommend every 2 years	Recommended	Yes	Approval: CREEM Board
Admissions and Hiring Policies	Yes	Eiren Jacobson	Internal Link	Recommend annually	Recommended	Yes	Approval: CREEM Board and/or Maths & Stats HoS
Code of Conduct	Yes	Eiren Jacobson	Internal Link	Annually, but also after any major reported incidents	Not planned	Yes	Approval: CREEM Board
Resource Map	No		Report on Diversity Mainstreaming				

Additional considerations for each deliverable:

- **Agreement** – We would like to formalize the agreement with the CREEM board.

- **Pod Guidelines** – We would like this to turn into a long-term group with members rotating on and off as their schedules allow. We would like to expand membership to members of other Schools.

- **Complaints and Reporting Policy –** Suggest adding specific Report+ category for racism; suggest disaggregating annual reports to level of specific categories like bullying, microaggressions, etc.; suggest including information about complaints procedure in the School/CREEM handbook and/or Code of Conduct

- **Demographic Data –** Since we submitted our deliverable, the University central EDI team published a report on Diversity Mainstreaming that includes demographic data we could not find earlier: https://www.st-andrews.ac.uk/media/human-resources/equalitydiversity/StAndrews-Equality-Mainstreaming-Report-29April2021.pdf

- **Policies for Working with Communities of Color –** CREEM needs a policy for working with communities of color to be approved by the CREEM board and included in either the CREEM handbook or Code of Conduct. This is something that new hires/graduate students should be made aware of.

- **Admissions and Hiring Policies –**
  - Recommendations for PGR: More explicit evaluation rubric; Possible modifications to make the process for contacting prospective PIs easier?; Consider the impacts of self-funded students on the department
  - Recommendations for Staff: Wider advertisement at venues targeting underrepresented groups (e.g.,WISE and Equate Scotland); Include a criterion for interest and engagement with DEI efforts in the evaluation rubric; Implement a "tiebreaker" policy to hire underrepresented applicants when all else is equal; Implement policy so that single-gender shortlists trigger readvertisement; Modify the boilerplate advertisement text; hire at lower level whenever possible.

- **Code of Conduct –** We drafted a Code of Conduct but would like to invite more members of CREEM to collaborate on developing this.

- **Resource Map –** We did not create a resource map.