

## URGE Management Plan for University/Organization - Deliverable

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	Equal Opportunity Programs	Online complaint form	Already reviewed every 3 years	Not planned	Yes, link provided online	Approval, check, consequence
Demographic Data	Yes: Resource	Pod Member(s) or online	Factbook or UofSC website	Every 2 years	Recommended	Not planned	Check Surveys
Policies for Working with Communities of Color	Yes	Office of student conduct, employer, or EOP	Post on organization website	Updated last: 2013	Yes	Yes	Approval, check, and Consequence
Admissions and Hiring Policies	Yes	Admissions committee and Office of the Provost	Online	Annually	Recommended	No direct information	Approval, check
Safety Plan	Yes	Office of Diversity, Equity, and inclusion or EOP	On UofSC website	No set interval, Updates whenever regulations change	Not planned	Yes	Approval, check
Resource Map	Compilation of several resources	Pod Member(s)	Created by pod members, online	Depends on the policy/resource	Not planned	Training options available	Didn't see anything, but it depends on the resource too.

### Additional considerations for each deliverable:

- **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.
- **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.
- **Complaints and Reporting Policy** - Reporting complaints are available on the EOP website with descriptions on complaints and reporting procedures. First the EOP investigates the complaint, then if it is faculty or staff then the report goes to HR for final decision. If it is a student then the Office of Student Conduct evaluates the complaint. The EOP has a non-retaliation policy where the person making the complaint is protected against retaliation. Consequences depending on the reported individual are listed and include warning, probation, expulsion, suspension, etc.
- **Demographic Data** - Difficulty finding separated demographics between faculty/staff and graduate students. There is a necessity for data specifying gender, nationality, ethnicity and other identities to be made public and easy to find. Although data is posted online every two years, the last update is stated from 2018.
- **Policies for Working with Communities of Color** - UofSC's "Non-discrimination and non-harassment Policy" number STAF 6.24, works to create an environment free of discrimination towards race, gender, religion, ethnicity, age, disability, etc.
- **Admissions and Hiring Policies** - The Equal Opportunity and Affirmative Action policy is updated at the beginning of every. Training is available for supervisors on promoting equal opportunity and affirmative action. Consequences are handled through the EOP office by submission of complaint. There are no set consequences if employers do not reach requirements of diverse hiring.
- **Safety Plan** - It's suggested that students have a conversation with faculty and advisors regarding the associated risks so that they're better prepared. Faculty should be responsible for following the code of conduct and serving as an example to their students.
- **Resource Map** - A compilation of resources including outreach opportunities, mental health services, core work information, and professional development resources with different stipulations and periods/methods of review put together by the members of the URGE Pod. Training options available such as the *Carolina Intercultural training* as well as the other components in the Resource map. Some sections may not have training..