URGE Management Plan for CU Boulder/INSTAAR

As we modify this example document, we changed the font color to orange so we know what has been done.

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.

We made progress on all of the deliverables this semester, but there is still a long way to go to create new policies, guidelines or best practices across our research groups, INSTAAR and CU Boulder.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s) - Who led it within the Pod	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, CU policy. link	Sidney Bush Kathy Welch Joel Singley	University resources linked on INSTAAR JEDI page	Determined by University	No	This is part of the OIEC training that is required for new people, but only renewed every 5 years	Not relevant to our pod
Demographic Data	Student demographic data available	Joel Singley	various	annual	Needed	Not planned	
Policies for Working with	No	Hallie Adams Kathy Welch	No plans yet. Survey	Recommend annually	Needed	Not planned, but this is needed.	

Communities of Color		Margaret Digiorno	conducted. More work needed.				
Admissions and Hiring Policies	Yes	Mike Gooseff Holly Barnard Kathy Welch	Varies by department				
Safety Plan	In development	Christa Torrens Kathy Welch	Draft within our pod, continue to develop this	Should be reviewed frequently.	Needed		
Resource Map	Yes	Anna Wright	Available on RIO and linked on INSTAAR website	We will continue to add to this over time.			

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.

- **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 of incidents is handled by CU Boulder OIEC. We list this and other options for confidential resources on our Session 2 deliverable such as this: CU Office of Victim Assistance LINK

- **Demographic Data -** Demographic data for students is collected by the university. Demographic data is available both for CU as a whole and individual units, but this information is rarely displayed in prominent ways (i.e., department/program admissions or overview pages)

- **Policies for Working with Communities of Color -** We conducted a survey at INSTAAR and reflected on our personal experiences. It was clear that we needed to establish guidelines.

- **Admissions and Hiring Policies -**

- **Safety Plan -** INSTAAR is currently drafting a new Code of Conduct, which includes a field safety plan. This will probably take the form of a template for each research group to consider depending on the type of field and lab work conducted and potential safety issues. It will include a wide range of field safety topics, but with greater emphasis on DEI. A few pod members plan to continue to work on the Safety Plan for INSTAAR during the Summer 2021.

- **Resource Map -** INSTAAR is developing a mentoring program for new INSTAAR members (newSTAARS). This program will start in the Fall of 2021.   This program aims to create a welcoming community atmosphere for all new members. We worked with INSTAAR leadership on the JEDI task force and provided input into the INSTAAR Diversity webpage. The Research and Innovation Office (RIO) at CU Boulder hosts a page with campus and community resources and this is shared on the INSTAAR website.