URGE
Unlearning Racism in Geoscience

URGE Management Plan for Miami University Department of Earth & Environmental Science

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s) (ideally at least 2 pod members each)	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 - University-wide	Maija Sipola	On MU website	Already reviewed annually	Yes	Onboarding for new students, staff, faculty	Repeated reports filed initiates review of individual, training
Demographic Data	No	Rae Sanchez Liz Widom	Will be internal	Recommend every 2 years	Yes	No	Annual check on data collection
Policies for Working with Communities of Color	No	Maija Sipola	Will be internal, tentatively available on department website	Recommend annually	Yes	Yes	Policies reviewed before research and educational travel
Admissions and Hiring Policies	Yes	Maija Sipola	Internal currently	No set interval, recommend annually	Yes	Maybe	Annual review of hiring and admissions processes
Safety Plan	No	Claire McLeod	Will be on department website	Annually, but also after any major reported incidents	Yes	Yes	Share with participants in pre-trip materials
Resource Map	No	Liannie Velazquez	Will be on department website, student handbook	Additions on a rolling basis	No	Onboarding for new students (in development)	

Additional considerations for each deliverable:

- **Agreement** - We do not have detailed plans yet for the process of approaching administration, but foresee that the next steps will involve meeting with our departmental DEI committee (over half of whom are in this URGE pod) and the College of Arts and Science Director of Diversity, Equity, Inclusion, and Belonging. We anticipate that many of the policy changes can be made within our department, pending modification and approval by all faculty. We are discussing continuing regular pod meetings, and/or splitting meetings into two types: policy-focused work meetings, and social support/broader discussion meetings. We are also discussing establishing a graduate student government that can be formally involved in job candidate reviews, admissions decisions, responses to incident reporting, policy development, and policy review.

- **Pod Guidelines** - We may need to establish guidelines and expectations for continued work within the pods, such as procedures for leadership on policy reviews (students as well as faculty), a rotating list of assigned policy workshopping to diversify input and share the labor, and protections for members who are not in power positions. The earlier guidelines we established were more applicable to group discussions than to group work.

- **Complaints and Reporting Policy -** Currently, the only complaints and reporting policies that apply to our department are those that are university-wide. We are planning to develop our own and include links to that information on our departmental website. It is particularly important to develop our own reporting policies and procedures that, while congruent with University policy, is more immediately accessible and applicable to field situations.

- **Demographic Data -** Details on the types of data to be collected, and how those data will be used, is still under discussion. Currently, only the demographic data for students who complete our programs are tracked; it may be useful to see the demographic data for students who withdraw from our programs or change majors.

- **Policies for Working with Communities of Color -** Training for faculty and staff will be necessary for implementation and review of this policy. This policy can be implemented by building into the travel approval process; to be approved, faculty, staff, and students must read the policy.

- **Admissions and Hiring Policies -** We will establish rubrics to rate faculty job candidates and prospective graduate students more equitably, and ensure that prospective graduate students who hold degrees from Miami University are evaluated by the same metrics as others. Additionally, the review process for prospective MS students can be broadened to include more faculty.

- **Safety Plan -** Training will be implemented to ensure all faculty and graduate students understand the responsibilities outlined in safety plans, including refresher of the complaints and incident reporting policies. The safety plan policy and procedures will be reviewed early in the planning process for off-campus trips such as field trips, field camp, study away programs, and research excursions, and a safety plan developed for each trip that reflects the localities visited. As soon as possible, a Racial Risk Assessment will be applied to the suggested

localities within the trip. It is recommended that trips involving students allow for students to be involved early in this risk assessment and safety plan process, as they will be able to bring up concerns early when other accommodations can be made.

- **Resource Map -** There is no current resource map for the department, but this is in development, as well as a new graduate student onboarding course (led by C. McLeod and departmental DEI Committee) and will be included in an updated graduate student handbook. Our department is relatively small and hiring is infrequent, so at this time priority is developing resource maps that are most applicable to students, not faculty/staff.