URGE
Unlearning Racism in Geoscience

MEGA Midwest Equity in Geosciences Alliance **PURDUE UNIVERSITY**

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
Examples	Yes/No?	List Pod Member(s)	On website? Internal?	Already every 2 years? Recommended every 2 years? No set interval? Annually? After an incident?	Not planned? Recommended? Yes?	Not planned? Yes? Maybe? Staff-wide?	Not relevant? List approvals and consequences
Complaints and Reporting Policy	Yes	Ali Bramson Michelle Thompson Brandon Johnson	On the website	Review every year with the proposed annual review of the code of conduct	Not relevant	No	Checked by the department head, dean, Purdue legal office and OIE
Demographic Data	Yes	Michelle Thompson	Internal	Every year	Not relevant	No	Reviewed annually by DEI committee
Policies for Working with Communities of Color	No	Ali Bramson Michelle Thompson Brandon Johnson Field Committee	Internal	Recommended review annually	Recommended	Yes	Not yet, may be worthwhile having relevant cultural centers review it
Admissions and Hiring Policies	Yes for hiring, no for	Ali Bramson Michelle Thompson	Internal	Hiring: every five years Unconscious bias: Every year recommended	Not relevant	Yes, required for hiring, recommended for	Unconscious bias training required and facilitated by the Purdue Develop an unconscious bias

	admissions	Brandon Johnson				admissions	training/holistic grad admissions seminar
Safety Plan	No	Field Committee	Internal	Recommended review annually	Recommended	No	Recommend review by the Field Committee
Resource Map	Existing but could be updated	Michelle Thompson (DEI committee)	On the website	As needed (e.g., if new resources become available, links become broken)	No	No	Not relevant

Other questions from the deliverable guideline:

Deliverable	What challenges may exist in implementing this deliverable? Will this require external feedback/approval? Can this be implemented immediately? What are the existing checks/balances/approval steps for ensuring people adhere to existing policies? Are they effective? How are existing policies enforced? How are new policies introduced? What kinds of training/informational sessions are effective and why? How will you ensure the policies and resources developed through URGE will be maintained and supported over the long term, e.g., through staff/student turnover? What's the potential impact of implementing this policy? What approval steps, checks, consequences (funds, readings, training) should be put in place?
Complaints and Reporting Policy	This already exists and we do not anticipate any challenges moving forward.
Demographic Data	We do not know how accurate the data is, or how it is collected. Might be challenging to ensure it is the best representation of our real numbers. There is some hesitancy on the part of the faculty to publicize these numbers. However, best practices indicate it is important to make this data publicly available. We will continue this discussion with faculty moving forward to hopefully post demographics of the department on DEI website or every few years as part of department strategic planning.
Policies for Working with Communities of Color	This is challenging because of the large range of activities being done in the department and different areas, communities, techniques all have their own unique cultures to be aware of so this is very much not a one-size-fits-all. Will discuss how to best implement this, which may be through the formation of a template available to the department to consider and bring awareness to these topics before working with communities of color, going into the field, etc.

Admissions and Hiring Policies	We have existing training to reduce unconscious bias in our hiring practices which is required for faculty to take every five years in order to serve on a search committee
Safety Plan	We do not currently have a safety plan, although there is motivation to develop one for the Field Committee. This would ideally require iteration between the graduate students and faculty. We have proposed developing this plan as part of the Field Trip course run every spring. Ideally, this would be approved by both the department leadership, the field committee and the DEI committee.
Resource Map	There is website for resources currently on the department website (https://www.eaps.purdue.edu/diversity/Purdue_EAPS_Resources.html) so challenges for implementing this are minimal but include ensuring that the list stays up-to-date, that links don't get broken, etc. but could be tasked to the DEI committee review and update at least annually. Our current resources page will be expanded and we don't anticipate this requiring external feedback/approval.

URGE Management Plan for IUPUI

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
Examples	Yes/No?	List Pod Member(s)	On website? Internal?	Already every 2 years? Recommended every 2 years? No set interval? Annually? After an incident?	Not planned? Recommended? Yes?	Not planned? Yes? Maybe? Staff-wide?	Not relevant? List approvals and consequences
Complaints and Reporting Policy	Yes, for campus	Cam Macris, Kathy Licht, and Ann Mitchell	On dept. Website? Also give to current and incoming students	Updated when campus updates?	Various offices consider complaints/reports specifically with respect to race. See this document.	Would be good to incorporate an explanation of this process into onboarding (faculty and staff) and orientations (students)	Not applicable
Demographic Data	Yes	Caleb Keith: cakeith@iupui.edu; Pod members?	On website: https://irds.iupui.edu/diversity/diversity-report.html	Annual (perhaps in Spring before the new round of applicants?)	Not planned?	Not planned or not applicable	Not applicable
Policies for Working with Communities of Color	No explicit policies but faculty have active collaborations	Pod members?	Provided department approval, we could have links to community partners on ES website	Living document? Add a description and link to the community partner when you start working with them?	Recommended? In practice, the community partners also have internal screening with respect to engaging other partners	Possibly highlight these partnerships in a colloquium??	Trust based: approval is likely at the community level. Communities will not engage with partners who do not have a true commitment to the collaboration.
Admissions and Hiring Policies	Yes, for campus		Currently internal	Annually?	Recommended!	Should have some discussion of these at the departmental level - how?	Approval

Safety Plan	No, but started	Ian and Kathy	Internal (Canvas) post for relevant courses. Possibly on Dept. website?	Recommend every 2 years	None required, recommendations made.	Bystander intervention training	Departmental approval/adoption
Resource Map	Yes, for campus	Numerous, see this document	On Dept. website and given to all incoming students during their orientation	Recommended every year before incoming student orientation. Get feedback from current students?	Various offices consider complaints/reports specifically with respect to race., See this document.	Yes - for those mentoring students and for incoming students	Check to ensure it's up to date

Other questions from the deliverable guideline:

Deliverable	What challenges may exist in implementing this deliverable? Will this require external feedback/approval? Can this be implemented immediately? What are the existing checks/balances/approval steps for ensuring people adhere to existing policies? Are they effective? How are existing policies enforced? How are new policies introduced? What kinds of training/informational sessions are effective and why? How will you ensure the policies and resources developed through URGE will be maintained and supported over the long term, e.g., through staff/student turnover? What's the potential impact of implementing this policy? What approval steps, checks, consequences (funds, readings, training) should be put in place?
Complaints and Reporting Policy	We can't do much to change the way this is done, as it's a campus policy. We can try to communicate the different mechanisms for reporting more clearly to our ES community
Demographic Data	This is collected and reported by campus for overall campus demographics.
Policies for Working with Communities of Color	Who are the communities ES members are working with? What are the projects that have been accomplished? What else is on tap?
Admissions and Hiring Policies	How do we ensure the department is a place that provides support for all?

| Safety Plan | Would take 1 meeting (or 2) to finalize draft to bring to faculty for discussion/vote on plan. How it is implemented would also need to be discussed. Refer to this document for other ideas. |
| Resource Map | Resources are changing and need to be updated regularly. There is no approval needed. We can transform this deliverable into a template for use in future grad student onboarding and for faculty to use in their group mentoring compacts. |

**Learn more from Albion experience in teaching/programming and Purdue on policies.

Additional prompts from the example 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 -** These are proposed modifications to the existing Reporting policy.

- **Demographic Data -** There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data.

- **Policies for Working with Communities of Color -** Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.

- **Admissions and Hiring Policies -** These are proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.

- **Safety Plan -** This is adding anti-racism specific policies to the Safety policies in the Employee Handbook. 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. 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, but this could be part of onboarding and/or orientation and incorporated into the employee handbook. The approval can be incorporated along with the admissions and hiring policy, 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.