

URGE Management Plan for NAU DAPS (cont'd on pg 2)

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment ?	Training Rec?	Approval, Check, and/or Consequence
Complaints and Reporting Policy (Session 2)	Student Code / Title IX policies / Dept "chain of command" - other policies in CoC	Dean's Office / EAO Office / Chain of command	Online - we should add to grad handbook, website	No plan - internal policy could be reviewed yearly / every 2 yrs by EDI committee?	Not planned	Not planned	No explicit consequence for dept level policy
Demographic Data (Session 3)	Anonymized IPEDS data on race, little else. Not easy to measure retention	NAU Institutional Research and Analysis Census / EAO (Lauren Copeland-Glen)	IPEDS data public. Additional data, if collected, should be internal for privacy	No plan - Semesterly review by EDI committee to track retention?	Not planned	Not planned	No plans - how can we establish retention checks and incentives / consequences?
Policies for Working with Communities of Color (Session 4)	No policy. Interest in making land acknowledgement . Field work safety plan guidelines in proposed CoC	Land ack: Ora Marek-Martinez, Office of Native American Initiatives. Field work safety - ?	Land ack: website, CoC, presentations / publications. Field work safety plan: CoC	No plan - Every 2 years by EDI committee with CoC?	Land acks can be exclusionary - work with ONAI. Safety plan?	Recommended - field work safety / sensitivity training?	Field work safety plan must be checked by EDI committee. Violating could impact future field work approval
Admissions and Hiring Policies (Session 5)	Internal rubrics for grad / faculty hiring	GPC, Faculty search committee, HR	Faculty: internal GPC: will be posted before next round (website?)	No plan - currently up to GPC / FSC. Establish review interval?	Maybe	Recommended	Grad: not currently Faculty: Approval by chair, dean, HR
Code of Conduct (Session 6)	No existing. Draft proposed as deliverable (link, left)	May have to get approval from NAU legal	Website	No plan - Every 2 yrs by EDI committee?	Not planned	Not planned	Violating can result in report to Title IX, Dean's office, other consequences?
Resource Map (Session 7)	Some on website, also in deliverable (link, left)	EAO	Website, posters in dept?	No plan - Every 2 yrs by EDI committee?	Not planned	Not planned	Not applicable

Additional considerations for each deliverable (to elaborate on table entries):

- **Agreement** - Do we want to update the agreement with dept leadership to outline a regular basis for meeting to discuss progress on these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, EAO, ONAI, etc?
- **Pod Guidelines** - Pod guidelines can be adapted into longer term bylaws for our group. We can also edit them into suggested guidelines for hosting inclusive conversations, having an inclusive lab, or add to CoC.
- **Complaints and Reporting Policy** - The CoC contains the NAU policies and current informal “chain of command” approach to reporting in our dept. Work with EAO to decide 1) Whether to implement a dept level form for complaints / reporting, 2) Where this form would be hosted, 3) Who would have access to view it, 4) Determine how records of reports will be stored, and 5) Outline a course of action for possible reports (e.g., which are mandatory reports to Title IX, if student provides contact information how long will it take to receive a response and by who, etc).
- **Demographic Data** - URGE members already had a chat with Lauren Copeland-Glen from Equity and Access Office (EAO) about the possibility of collecting more demographic data. She recommended using the publicly available IPEDS data because how you collect demographic info can open more avenues for discrimination.
 - Exit interviews: The Chair is open to resuming undergrad exit interviews and will solicit feedback on questions we can ask (e.g., how do we gauge how our anti-racism efforts are doing without pressuring the student to reveal information they are not comfortable with?). How do we ensure that this information is kept anonymous (challenging in a small dept), while also recording it as useful data to measure our progress? Maybe the Chair could write a memo summarizing exit interviews? This could also be a topic of conversation with EAO. Should this also apply to graduate students (both those who leave early and those who graduate, if they are willing) and does this require a separate set of questions?
 - Faculty support: At the faculty level, there is room to improve support and retention efforts. One idea was to encourage more participation in the NAU-wide faculty mentoring program by STEM faculty which would support new hires. Are there other ways to support current faculty retention?
- **Policies for Working with Communities of Color** - Develop departmental land acknowledgement(s) that can be

put on the website, included in publications that use telescopes, etc. Should be developed in partnership with the Office of Native American Initiatives and our department already has a relationship with Ora Marek-Martinez who is helping with AST201: Indigenous Astronomy curriculum. We also need to finish the field work safety plan in CoC which should include considerations for supporting BIPOC in the field.

- **Admissions and Hiring Policies** - Hiring and retention are already action items for the EDI committee for 2021. This includes audits of the hiring practices. Should include recommendations about how to diversify faculty within the HR-approved faculty hiring procedure. Should also evaluate the graduate hiring process / rubric for sources of bias. Should also involve communication with the EAO to understand how other departments are working on these within the NAU / AZ legal framework.
- **Code of Conduct (CoC)** - Seek more input / feedback on the existing draft from all levels. What is the plan for incorporating feedback / implementing it? Can we get input / advice from EAO early and will we need to run it by NAU legal? Can this be an EDI committee action item?
- **Resource Map** - Convert resources deliverable into a “living document”. Post it on the departmental website with the ability to provide feedback (new resources or edits to existing resources mentioned). Who will do this and who will review feedback / update the resource list?