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## **URGE Pod Work Management Plan**

### **Session 8 URGE Deliverable**

Deliverable - Management Plan Education is essential but action is also imperative for achieving the objectives of URGE. Therefore, each topic is paired with concrete deliverables for the individual pods to develop, draft, and share. This deliverable is a management plan for incorporating URGE deliverables. The deliverables that your pod drafted throughout the sessions of URGE build on one another and are sometimes interwoven with existing policies. Some policies outlined in the deliverables will already be in place within your organization but may need to be improved (e.g., hiring/admissions policies), whereas others may require creating new structures and procedures (e.g., policies for working with communities of color). Please return to each deliverable to strategize on how to propose changes or adopt new policies in ways that will increase the probability that the drafted policies will be effectively used and updated at appropriate times. Additionally, plan to use a Racial Equity Impact Assessment 4 where appropriate to determine the implications of adopting policies or taking actions. As you revisit your deliverables, you may be tempted to continue to develop your drafts with the knowledge gained through additional readings and discussions. Don't worry - we will get to this later. For now, we want to ensure that pursuit of perfection does not stand in the way of action. So, this deliverable is a plan to ensure that policies and resources are adopted, implemented, enforced, and improved.

Consider the current structure and procedures of your organization, institution, company, department, or lab and discuss the following:

- What challenges may exist in implementing each deliverable? Which ones will require external feedback / approval? Which can be implemented immediately?
- What checks and balances / approval steps currently exist for ensuring that people adhere to policies that are already in place? (e.g., approval process for reimbursable travel) Are they effective? How are the existing policies enforced?
- How are new policies introduced? What kinds of training or 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?

The management plan is an opportunity to lay out how the work you have done on your deliverables can be incorporated and put to use in your organization or institution. At the very least, your management plan should:

- Indicate if this is a new policy/resource or modification to an existing policy/resource
- Assess the potential impact of implementing the policy
- Note where the policies and resources will be made publicly available (e.g., in policy booklets, on department/institution websites, etc)
- Provide individuals with policy information and/or relevant training at appropriate times
- Consider what approval steps, checks, and/or consequences (e.g., access to funds, assigned readings, training) should be put in place
- Recommend an appropriate interval for reviewing and updating policies and resources Pods should upload their management plan to the URGE website by 5/14/21. We also encourage pods to post on their organization’s website, and share over social media (#URGEoscience & tag @URGEoscience). Sharing deliverables will propagate ideas, foster discussion, and ensure accountability.

#### URGE Management Plan for University/Organization - Deliverable 8

This table 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.

<b>Deliverable</b>	<b>Existing Policy or Resource?</b>	<b>Initial Point of Contact(s)</b>	<b>Where It Is or Will Be Posted</b>	<b>Review/Update Interval</b>	<b>Racial Risk Assessment?</b>	<b>Training Recommended?</b>	<b>Timetable, Approval, Check, and/or Consequence</b>
Complaints and Reporting Policy	Yes	Title IX coordinator or public safety	On website already ( <a href="#">here</a> & <a href="#">here</a> )	Annually by IX Coordinator		Increase awareness of policy and complaint procedures	NA
Demographic Data	NA	Brad Litchfield, Inst Res	Not posted	Will seek specific data about retention of BIPOC students		Guidance to interpret demographic data about our	Data req'd June '21; analysis summer '21; discussed in

				in Bio & GEMS		dept student retention my b beeded	depts fall '21
Policies for Working with Communities of Color	NA	NA	NA	NA	NA	NA	NA
Admissions and Hiring Policies	Univ goal to incr diversity of faculty & staff; Search committee training	HR, Dean	Univ intentions are posted on website and in job ads			Training is required of all search committee members to fill any position	GEMS P&T criteria revisions draft: summer '21
Safety Plan	No (informal only/liability waiver)	Pod members	<u>Started here</u>	The pod will continue to make edits until complete		Possible training for students and faculty to handle difficult situations?	Drafted summer '21; reviewed by depts fall '21
Resource Map	No (informal only)	Pod members	<u>Started here</u>	The pod will continue to make edits until complete			Consolidate & share resources for BIPOC students su/fall '21

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** - Because of the small size wof our institution, complaints should be reported at the institutional level to the following: Department of Public Safety; Robert Stoto, Title IX Coordinator/Vice President for Human

Resources & Affirmative Action; Tom Johnson, Title IX Compliance Officer; Cindy Threatt, Associate Vice President for Student Affairs and Dean of Students

We suggested including diversity statement and reporting procedures in Canvas course shell; this is being worked on by the CLAS dean's office. Our department colleagues can also be encouraged to include a diversity statement and reporting procedures in our syllabi.

- **Demographic Data** - We are interested to learn about retention of BIPOC students in our 2 departments; the data may help us with next conversations in full depts.
- **Policies for Working with Communities of Color** - N/A
- **Admissions and Hiring Policies** -.It is not know when GEMS can hire another FT faculty but can look for opportunities to hire BIPOC adjuncts when positions open up; Pod members will encourage their departments to develop and publish on webpages some sort of DEI statement; also add land acknowledgements; P&T criteria will be revised to include indicators of value of DEI work in one or more of the 3 areas assessed during promotion evaluations
- **Safety Plan** - Our goal is to create a general set of guidelines/trainings for both students and faculty to ensure students feel physically safe as well as emotionally/mentally safe, respected, and supported in their roles as undergraduate researchers.
- **Resource Map** -.Our next work here would be to better communicate opportunities for BIPOC students; and facilitate access to materials students may not have resources for as well as conversations among students completing research.

Pod members found this deliverable the most difficult to complete given the categories included in the table above. Our goals are to explore all the recommendations made in each of the deliverables relevant for our institution by engaging more members of respective departments. We've already met with our Dean and the Executive Director for the Center for Diversity and Inclusion and have theory support for our next work. Staying engaged in next steps with URGE may help us revisit the intent of Deliverable 8.