

URGE Management Plan for Smith College Department of Geosciences (URGE Deliverables #8)

Our management plan is designed for implementation in the context of a small department in a small undergraduate liberal arts college. With only seven faculty, committees are not a regular part of our departmental governance. Instead, departmental policies and decisions are made by consensus among the entire Geoscience faculty, usually with one person deputized to organize and lead on each administrative topic. Our URGE management plan is therefore based on our entire Geo faculty addressing and discussing issues of equity, inclusion, and antiracism regularly as a group in formal meetings.

Immediate action items will be discussed at our monthly departmental meetings, where all faculty are invited to submit agenda items. Topics of equity and inclusion already are commonly addressed in these meetings, *e.g.* reports from our Science Center Committee on Diversity, funding and research opportunities targeted toward students in underrepresented groups, student feedback, invited speakers, etc. Broader policies, initiatives, and assessments of progress will be reviewed and discussed at our regular departmental retreats, which take place at least once per year and usually once per semester. Our department will continue to work closely with Smith College's Office of Equity and Inclusion, which has excellent staff with whom we frequently consult for information, data, advice, guidance, and accountability.

A member of our Geo faculty will volunteer to lead our work in this area as one of our formal departmental jobs. This person will serve as the "official" initial point of contact for issues related to URGE topics. In keeping with our generally egalitarian governance, however, students are encouraged to bring issues and concerns to any Geo faculty member with whom they feel comfortable. Students can also choose to bring their concerns to the department anonymously, through a college office or through a 3rd-party organization retained by the college for this purpose (EthicsPoint).

Complaints and Reporting Policy – Complaints and reporting policies are posted prominently on the Smith College and Geoscience Department websites. We also remind our Geo students of opportunities to voice their concerns or complaints via regular listening sessions with the department chair, who reports to the Geoscience faculty. Complaints and reporting policies are reviewed frequently at the college level. Our departmental policies and procedures are commonly discussed (and revised when necessary) at our regular departmental faculty meetings.

Demographic data – Demographic data are collected by the Smith College Office of Institutional Research and shared with departments by request. To respect the confidentiality of students (especially given the small sizes of many departments at Smith), demographic data are not shared publicly. However, the Department of Geosciences examines data for our department frequently (every few years), and we are using these data in development of our racial justice plan.

Policies for Working with Communities of Color – Members of the Smith Geoscience faculty conduct research projects that potentially engage with communities of color, both locally and

internationally. Our engagements with these communities have generally been friendly and positive, involving educational collaborations and social interactions with host institutions and communities abroad. We intend, however, to increase our level of research collaboration with these institutions and communities. We will review our progress at least annually in our periodic departmental faculty retreats, and this review will be recorded in our official department records.

Admissions & Hiring Policies – Admissions and hiring policies are established at the institutional level, and we believe that Smith College has a strong commitment and a viable strategy for ant-racist admissions and hiring. Departments are not involved in admissions decisions. Admissions and hiring policies are visible to the public on Smith College websites and in admissions literature and job advertisements. The department of Geosciences will continue to participate in the college's programs for recruiting prospective students from underrepresented groups, and to work closely with the Provost's Office and the Equity & Inclusion Office throughout the hiring process for new faculty and staff.

Safety Plan – As part of our URGE work, we have drafted a detailed safety plan that includes specific points related to inclusivity, personal safety, and freedom from harassment, intimidation, and other inappropriate or harmful behaviors in the classroom, lab, and field. This complements Smith College's strong statements and policies on these subjects and extends them to include specific topics of particular relevance to geologic field work. We will finalize this plan after discussing it with our offices of Equity & Inclusion and Risk Management. We will continue to adhere to our Office of Risk Management's established policies related to physical safety and potential hazards in the field (including a formal statement of risks and hazards customized to each specific trip, which must be read and acknowledged by students before they can participate).

Resource Map – Our URGE resource map is based largely on documentation that already exists on our departmental and institutional websites. We update the relevant websites on an ongoing basis and encourage our students to subscribe to our Geoscience listserv, through which we post and disseminate information on events and student opportunities (internships, jobs, funding, conferences, etc.). We have been disappointed by many students' lack of attention to the listserv and have created a new departmental Slack workspace that we hope will improve student awareness and engagement.