

URGE Management Plan for the Department of Marine Sciences

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 Process?
<b>Pod Agreement &amp; Guidelines</b>	No	Pod Members	Add to dept. DEI website	Yearly when DEI leaders change	Not planned	Yes, for new subcommittee members	Approved by pod
<b>Complaints and Reporting Policy</b>	Yes, through UNC Equal Opportunity and Compliance Policy, new for dept.	Pod Members	Add to dept. website and potential Sakai site	Recommend every 2 years	Not planned	Yes, during new student/faculty /staff orientation	Need dept. approval
<b>Demographic Data</b>	No	Pod Members/Dept culture DEI subcommittee	Internal only; potentially on dept. website for transparency/show effectiveness of our DEI efforts	Review annually	Need to plan	Not planned	Need dept. approval (who will collect data?)
<b>Policies for Working with Communities of Color</b>	No	Pod Members	Dept/lab websites	Review annually	Need to plan	Yes	Need approval and maybe outside assessment?
<b>Admissions and Hiring Policies</b>	Yes	Pod Members / Recruitment DEI subcommittee	Internal currently	Review annually	Need to plan	Yes	Need dept. approval
<b>Safety Plan</b>	Yes	Pod Members	Internal currently	Annually, but also	Need to plan	Yes	Need approval by

	(chemical/biosafety)			after any major reported incidents			dept/individual labs
<b>Resource Map</b>	No	Pod Members	Post on dept website / Sakai site	Additions on a rolling basis	Not planned	Not planned	Informal approval by graduate students/post docs?

**Additional considerations for each deliverable:**

- **Agreement & Guidelines** – Language will be adapted by current DEI committee and subcommittees.
- **Complaints and Reporting Policy** – Once established for the department, should be discussed during orientation and town hall meetings to make sure everyone is aware of the policies.
- **Demographic Data** – Still need to establish the best way to collect demographic data so that only aggregate data can be viewed and no answers could be linked in a way that might identify an individual. This may require multiple surveys with one question each. Cannot be linked to the department culture survey.
- **Policies for Working with Communities of Color** – Need to work with the faculty to inform them of the necessity of this document and how they can work with their labs to create these policies. Can submit draft for review at an upcoming DEI meeting and subsequent faculty meeting. Should be part of required training for all personnel.
- **Admissions and Hiring Policies** – Currently unclear if there is a written policy that can be made public as part of job ads. Need to meet with faculty who have been on recent hiring committees. Will also prepare a document related to undergraduate/graduate admissions – can be part of the grad recruitment DEI subcommittee. Anti-bias training should be mandatory for any individuals involved in hiring/admission decisions.
- **Safety Plan** – Specific language related to anti-racism policies should be incorporated into each lab’s current safety plans. Will require training the faculty for what this looks like and why it is important. Need to ensure all new personnel are informed of the department and lab specific plans. Need to decide on consequences if the plan is not met.
- **Resource Map** – Should be reviewed by new graduate students/post docs to see what may be missing or what would have helped ease their transition to the UNC campus/Chapel Hill area. Will be given to new students during orientation or post-docs/staff upon hiring. Could perhaps tie to a mentoring network for graduate students to help introduce them to the map. Also print a physical copy and place in a central location, such as the lounge/front office in addition to posting on the MASC website.
- **Accountability** – To ensure we meet these goals and have these policies in place, DEI subcommittees should submit an annual progress



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Marine Sciences

report. This will also help ease the transition of leadership or new members into the committees. If progress is not being made, there should be procedures in place for improving (such as providing necessary contacts or requiring more regular reports).