URGE Management Plan for UNH Leitzel Center

The following table details the LC URGE pod's plan to incorporate deliverables into our operations as we continue to assess and adapt policies and resources.

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
1. Complaints and Reporting Policy	Yes	leitzel.center@unh.edu	Available online here	Reviewed every 2 years per university policy	Programming developed by the Affirmative Action & Equity Office	Not planned	Check internal documents to ensure they provide participants with access to up-to-date reporting system.
2. Demographic Data	No	leitzel.center@unh.edu	Internal only	Recommend every 2 years	Recommended	Training/IRB collaborations will be sought to gain insight into how we can track demographic data for	IRB Approval will be required for program applicant and participants as relevant

							new programs	
3. Policies for Working with Communities of Color	No	leitzel.center@unh.edu	Currently internal	No set interval, but recommend yearly	Yes, each document should be assessed.	Yes	Check, adapt and approve policies based on Racial Risk Assessment.
4. Admissions and Hiring Policies	Yes	leitzel.center@unh.edu	Internal currently	No set interval, recommend annually	Recommended	Yes	Check
5. Safety Plan	No	leitzel.center@unh.edu	Internal currently	Annually, but also after any major reported incidents	Recommended for some programs	Should be incorporated into training.	Not yet - group discussion recommends we make that way
6. Resource Map	Under development. Some Diversity resources exist in HR.	leitzel.center@unh.edu	Post on organization website	Additions on a rolling basis; with annual review	Not planned	Recommend training and onboarding include HR resources and other resources as developed.	Approval

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Agreement** - We will regularly review these policies and resources during LC staff meetings- setting October 31st as a goal for review of links, new policies and updates.

- **Pod Guidelines** - We recommend we integrate pod guidelines into longer-term operations for the Center.

- **Complaints and Reporting Policy - updated by Sandy with deliverable**
  The UNH Leitzel Center investigated policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted. While in the process of collecting information for this deliverable, a new reporting system and webpage was launched.

  Reporting Policies and Incident Reporting:

With the recent hire of an Associate Vice President for Community, Equity and Diversity, the University of New Hampshire is in the process of change around discrimination policies and reporting, along with other efforts in the areas of diversity, equity and inclusion. There is now (as of February 23, 2021) a top-level link with a simplified Incident Reporting form with links to all the UNH policies. The launch site is: https://usnh.ethicspointvp.com/custom/usnh/forms/mgr/form_data.asp.

An accompanying FAQ further explains who will access the information and how to follow an incident as it is processed through the reporting system. Anyone can report an incident through this online form, and anonymous reports are accepted. You can also report an incident by calling the Affirmative Action & Equity Office. The AA&EO office assigns a case manager who will work with the departments and individuals to "respond to the concerns" in the report. Details on what information will be shared and with who is detailed in the FAQ document. The Incident Reporting page includes a Resources drop-down list.

Along with the top level page for Community, Equity and Diversity, the University also has a page for Affirmative Action and Equity. Through this page, community members can find a "Bias Response Protocol Pilot Executive Summary" marked as DRAFT (2018) and UNH community members (with a log-in) can find reports on incidents of discrimiation. There is no easy way to see what has changed or the current status. Campus crime statistics are sent out annually as required (Cleary Act).

Resources available to groups raising issues or proposing changes:

In 2019, UNH conducted a Climate Survey and the results are posted here but we could not locate a plan to conduct another in the future. The University's Diversity, Equity and Inclusion Strategic Initiatives are listed here. There are two groups listed under the Community, Equity and Diversity pages: University Commission on Community, Equity and Diversity (no listing of members) and the Inclusion Council (members listed). Other than the Incident Reporting and knowing the names of the Inclusion Council, there are no obvious ways to share ideas. There is a "Work in Progress" Excel spreadsheet with current DEI efforts which is organized by department or sub-organization (on the Strategic Initiatives page) which indicates that center and department level work may be a recognized way to share internal work with broader implications for the community. The Leitzel Center does not have any additional policies that supersede or are in parallel with these sites and policies.

- **Demographic Data -** Demographic data are available on the institutional research webpage, and we will use these data to guide future programming. We also will continue to work with the Institutional Review Board to optimize how we collect demographic data of program participants to ensure our programs are meeting goals of enhancing inclusive recruitment into STEM.

    - **The link(s) to demographic data at our organization are here:**

      ○ Demographic data for UNH may be found here.
      ○ Diversity data are compiled for faculty, staff and students here.

- The dive into demographic data made clear the uphill battle we have if we continue to recruit faculty, staff and students from the state or region.
  - Eighty percent of staff/faculty working on LC projects identify as white, not of Hispanic/LatinX descent. A large portion of our grant portfolio promotes STEM education in communities of high needs, including K12 districts in diverse, multicultural communities.
  - We have strived (and succeeded) to have a spectrum of diverse speakers for our center events (we typically invite one external speaker per year). We did not ask the speakers to disclose their racial and ethnic identities and therefore are not comfortable reporting them here.

- **Policies for Working with Communities of Color** - We have compiled a list of effective policies and those that needed revision. In particular, we should emphasize continuous and honest communication with flexibility to change procedures or plans when community partners feel uncomfortable. It is essential to create a safe space in which communities may speak freely with the team. We will continue to urge the Research office to develop implicit bias, anti-racist and cultural sensitivity training modules for field, laboratories, and research groups and advocate for cluster-hires for multiple diversity and equity experts with prior experience with (or skilled at starting) partnerships within HBCU, TCUs, and Latinx institutions. We will also formalize support for visiting scholars (students, teachers, partners) who identify as an under-represented group at this predominantly white institution.

- **Safety Plan -** We are actively working on developing safety plans for hosting residential programs here on campus, hosting programs and research symposia elsewhere and for field components of our programs. Currently, racial risk assessment is provided for university-reported international trips as part of the international travel registry. That is currently not in place for all domestic travel, but such information was often provided by travel agent-directed travel. With the recent disallowment of the use of travel agents for any university-sponsored travel, we are working with the research office to reinstate that policy. As there is no university-wide process for developing or approving specific Safety policies, the Leitzel Center will add anti-racist specific policies to its future programming. These new policies will include the following: fieldwork or program code of conduct, review of state laws for the location of the program activities, and review of documented racial incidents in surrounding towns. At the same time, we recognize that a Safety Plan is a work in progress and that plans must be relevant for the programming and the types of activities (lab, field, professional meetings). In addition, we will work with the Office of Research, Engagement, and Outreach to recommend a more comprehensive, university-wide set of anti-racism specific policies and associated trainings to explain the importance of these policies for all activities within this unit at UNH.

Resource Map - There are efforts underway at the university, largely led by other URGE pod members to develop a current resource map, and there is a diversity resource page provided by HR. We will be sure these materials are incorporated into the handbook we develop for onboarding new LC affiliates and members. Further, we will ensure these materials are accessible to scholars who visit campus for LC programs.