Deliverable 8. URGE Management Plan for the Department of Natural Resources and the Environment, University of New Hampshire

The aim of this document is to determine how to incorporate deliverables into the Department of Natural Resources and the Environment at the University of New Hampshire as we continue to develop, assess, and finalize policies and resources. This document has three sections:

I. A tabulated overview outlining metrics for institutionalizing the deliverables,
II. Longer descriptions of each deliverable including:
      (1) the purpose of each document,
      (2) Status of the document at time of submission, and
      (3) Next steps/action items, and
      (4) the Timeline for action, and
III. A section to drop ideas of other documents we wish we had and/or would like to create.

We feel that we made great strides this spring in creating these documents. Our next step is to bring these to our department so we can get buy in on these ideas. In order for these to get adopted, they will need to be approved by the department. More importantly, we would like input and to bring others the URGE materials so we can use this as a launch for broader learning. As such, it will likely take us over the summer (and truly fall because the faculty is not required (or paid) to do summer meetings, although the URGE DEI committee has committed to do so) in order to have these be adopted as departmental policy and norms.

I. Tabulated overview outlining metrics for institutionalizing the deliverables:

Guiding prompts:

- 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.

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?	What Approval, Check, and/or Consequence should be in place
Complaints and Reporting Policy	Yes	Pod Member(s)	Internal currently	Unsure, as it is an institutional policy	Not planned	Not planned	Consequences are outlined per uni policy
Demographic Data	No	Pod Member(s)	Internal currently	Recommend every 2 years	Recommended	NREN admin (i.e. Wendy)	This is hard to assess at this point.
Policies for Working with Communities of Color	No	Pod Member(s)	Internal currently	Recommend annually	Recommended	Recommend	This is hard to assess at this point. We would like to get department buy in.
Admissions and Hiring Policies	Yes, but not always articulated at graduate admissions level	Pod Member(s)	Internal currently	Recommend departmental review now/ future frequency TBD	Recommended	Recommend	This is hard to assess at this point. We would like to get department buy in.
Safety Plan	No	Pod Member(s)	Internal currently	Recommend departmental review now/ future frequency TBD	Recommended	Recommend	This is hard to assess at this point. We would like to get department buy in.
Resource Map	No	Pod Member(s)	Internal currently	Recommend additions on a rolling basis	Not planned	Not planned	These are uni-wide resources.

II. Descriptions, status, and action items for each deliverable:

- **Agreement** and **Pod Guidelines**-

  Purpose of the document: These documents aim to lay out the terms for our pod.

  Status of the document at time of submission: complete

  Next steps/action items: none, but should be reviewed as part of the committee culture on an annual basis

- **Complaints and Reporting Policy** -

  Purpose of the document: This document outlines the procedures in place for reporting incidents of bias, hate, discrimination and/or harassment. It goes over who can report anonymously and roles of mandatory reporters. It gives links for the online reporting system and also has information for in person reporting options. It also has information about the consequences of reporting and resources for people who are victims of bias, hate, discrimination and/or harassment.

  Status of the document at time of submission: Seems relatively complete, although we didn't know if there are procedures in place for people/groups who want to raise issues about the policy or propose changes. So, we should figure that out. In addition, we could perhaps add links to the organizations people can go to for support. If I were to use this document in the event I faced or observed a reportable act, I might find the organization confusing and non-linear.

  Next steps/action items:

  - Figure out whether there are procedures in place for people/groups who want to raise issues about the policy or propose changes.
  - add links to the organizations people can go to for support.
  - Organize document as more of a how to guide for reporters

  Timeline: TBD with group

  Additional considerations (elaborate on table entries):

- **Demographic Data** -

  Purpose of the document: The purpose of this document was to summarize the available data at UNH on the racial and ethnic demographics of undergraduate and graduate students, and faculty. We outline data both at the university-level as well as for our individual department (NREN). Links are provided to where publicly-available data on UNH racial and ethnic demographics can be found, as

well as links to our University's statements on diversity, equity and inclusion values and goals for increasing representation.

Status of the document at time of submission: Complete

Next steps/action items: UNH has a "Strategic Initiatives" document which lists concrete values and goals related to DEI initiatives at UNH; however, the document does not include information about how progress towards these goals will be measured. In the process of completing this deliverable, we also noticed that there were no data available at the university or department levels on the racial/ethnic demographics of past invited speakers. We began conversations around implementing measurable goals towards increasing the racial/ethnic diversity of applicant pools during faculty hiring, and have identified issues around increasing recruitment & retention of BIPOC faculty and students to/at UNH that we would like to continue discussing in future meetings.

Timeline: TBD with group

Additional considerations (elaborate on table entries):

- **Policies for Working with Communities of Color**

  Purpose of the document: The purpose of this deliverable is to describe policies and plans for working with communities of color.

  Status of the document at time of submission: Complete

  Next steps/action items: Transparency of our policies and deficiencies, determine mechanisms that promote collaboration, supportive and inclusive environments, safety

  Timeline: TBD with group

  Additional considerations (elaborate on table entries):

- **Admissions and Hiring Policies**

  Purpose of the document: Describing status quo of admission and hiring processes/procedures. Highlight some potential opportunities for change in admission and hiring policies/practices.

  Status of the document at time of submission: Generally complete. Could use some more input regarding other opportunities.

  Next steps/action items: Incorporating other suggestions/recommendations from faculty, staff and students regarding hiring and admissions procedures.

  Timeline: TBD with group

Additional considerations (elaborate on table entries):

- **Safety Plan**

  Purpose of the document: The goal of this document is to develop procedures or standards to ensure all researchers can safely, productively, and enjoyably participate in research activities in the field.

  Status of the document at time of submission: Draft of guidelines that is complete and ready for review.

  Next steps/action items: Publish a finalized version that can be tailored to individual lab groups. Broader university implementation of a safety plan requirement.

  Timeline: TBD with group

  Additional considerations (elaborate on table entries): Seek input from current researchers

- **Resource Map**

  Purpose of the document: The intent of this resource map is to provide a variety of resources for People of Color at the University of New Hampshire, including undergraduate students, faculty and staff, as well as graduate, PhD, and postdoctoral students.

  Status of the document at time of submission: Completed at time of submission, need for continuous updates.

  Next steps/action items: Continue to revise resource map

  Timeline: TBD with group

  Additional considerations (elaborate on table entries): Adding both on- and off-campus resources

III. Other documents we wish we had and/or would like to create.
Drop ideas for other documents that you would like that will help us to promote equity and inclusivity in our department. Address the purpose of each document as it relates to DEI issues.

How to get involved in UG research: Making this known and accessible to all will empower students to contact professors and build their professional skills

How to prepare for graduate school: Providing resources, both to UNH students but also on our website, will provide students with the opportunity to understand the professional preparation

needed to attend UNH as a graduate student. If we work to make sure diverse candidates have prepared their CVs properly and found graduate mentors, then they are more likely to get accepted by elite programs.

Best practices documents: Provide additional resources to UNH faculty for guidance in areas such as equitable and diverse recruitment, diversifying syllabi and developing a more inclusive classroom, etc.