



URGE Management Plan for the University of Minnesota Duluth URGE pod

This plan is meant to bring together all of the deliverables we have produced over the semester, and organize recommendations to administration about current holes in policies and procedures.

Deliverable	Existing Policy or Resource?	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?
Complaints and Reporting Policy	Yes, kind of - lots of policies	Policies need to be simplified; one cohesive strategy put together	Review period unknown	Not planned	Not planned
Demographic Data	Yes - exists internally, down to the College level. Data is not made public.	Internal only	Review period unknown	Recommended	Not planned
Policies for Working with Communities of Color	No	Post prominently on UMD website	Recommend annually	Yes	Yes, for all faculty and staff
Admissions and Hiring Policies	Yes	Internal currently	No set interval, recommend annually	Recommended	Maybe; yes for hiring committees
Safety Plan	No approved safety plan that has been built for URM students or faculty	Once written should be posted internally, provided via EHS (who also builds general field safety modules)	Annually, but also after any major reported incidents	Not planned	Yes, for all faculty & admin whose students travel for research
Resource Map	No	Post prominently on UMD website	Additions on a rolling basis	Not planned	No, not staff-wide but only with HR



Additional considerations for each deliverable:

- **Agreement** - The URGE pod will meet with UMD administration (Chancellor, Executive Vice Chancellor for Academic Affairs, Chair of Faculty Senate, Swenson College Dean) in late May or early June 2021 to convey recommendations from the pod. Going forward, we would like to develop an URGE Action Plan and ask for accountability from administration on how these recommendations are being implemented.
- **Pod Guidelines** - Currently, it's not clear whether this URGE pod will turn into a longer-term working group. Ideally, we would like to treat this as an ad hoc group: we will share what we learned with administration and leave the longer term working tasks to other, already established groups on campus. However, if there is a need for us to continue our work, we are willing and able. We hesitate to form another permanent committee on a campus already overloaded with service roles unless there is a clear need.
- **Complaints and Reporting Policy** - Significant updating needs to be done to our complaints & reporting policy. Our pod found 5-6 different ways to lodge complaints online, some anonymous and some not, without clear recommendations for when to use which complaint system. There must be more guidance for complainants, a central website with links to all complaint portals with recommendations for when to use each one, and clear information about to whom complaints go in each system.
- **Demographic Data** - There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data.
- **Policies for Working with Communities of Color** - Training is needed on this deliverable for faculty & staff so that they understand how to implement the policy and train others. The approval for this policy should be built into travel and other field work approvals - it should be integrated into the policies that we already have. This should be developed along with faculty and staff from URM.
- **Admissions and Hiring Policies** - It is recommended that all admissions and hiring committees at a minimum develop admissions rubrics to cut down on bias. Additionally, AD Sheets in SCSE is looking into developing an anonymous hiring policy at the faculty level. Anti-bias training is already required for anyone serving on a faculty search committee and must be updated every two years. Some of these hiring policies for faculty should also be seriously considered for the graduate admissions process.
- **Safety Plan** - Explicit anti-racism safety guidelines should be added to the fieldwork safety modules that are already required. These anti-racism guidelines should be required not just for students & faculty doing fieldwork but also for students & faculty doing any sort of official university travel. More explicit safety plan training should also exist for any faculty advising graduate students who may work in their labs late at night, need to be on campus at odd hours, or need to travel within the city for work.
- **Resource Map** - There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the



employee handbook. The approval can be incorporated along with the admissions and hiring policy, as part of a proposal to hire a staff member or admit a student then HR would check that the person they report to has a plan to go through the resource map with them.