Management Plan for UW-Madison AOS

UW AOS-SSEC Podlet 1 Deliverable

Deliverable	Existing Policy or Resource?	Where It Is or Will Be Posted	Review/Update Interval
Complaints and Reporting Policy	Sort of (university has structure; dept. more informal)	University probably has website; not for dept.	?
Demographic Data	Yes	Internal only (undergrad advisor; grad chair only)	Likely every year (but not sure)
Policies for Working with Communities of Color	Sort of -- University level (cultural competencies initiative), Dept--Indigenous groups only? Not consistent at dept level	Post on organization website	Recommend annually
Admissions and Hiring Policies	Yes	Internal currently; grad admissions requirements on website	Recommend annually

Safety Plan	Yes (university level), Not at the department level (?)	Internal currently. Should be accessible on the website.	Annually, but also after any major reported incidents
Resource Map	Yes, as one of the deliverable	Scattered on the aos website	Additions on a rolling basis

● **Agreement** - This agreement can be adapted to outline how you will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.

● **Pod Guidelines** - Your pod guidelines can be adapted into longer term plans/bylaws, e.g. will this turn into a committee or working group in your organization/institution, will membership/leadership rotate, etc.

● **Complaints and Reporting Policy -** Grad students report to the graduate chair, no set procedure for this beyond emailing/personal communication. Faculty/staff report directly to the university, no departmental avenues (should set this up). Plans: have a second point person for reporting who is in admin, reduces potential conflict of interest/leverage over a students success/career. Ideally some form of documented anonymous reporting would be a good thing to add. BIPOC shared space, maybe combine w/other departments like geoscience.

● **Demographic Data -** Currently exists for both grad/undergrad level for the department but is not made publicly available. Plan to make some of this publicly posted on the website (ex: general demographics should be shared but things like quals pass/fail don't need to be). Lingering unknowns: what specific information is actually collected (retention rate, time to finish, quals/prelims passing, who receives awards, gender balancing in TA'ing frequency, in addition to general demographic info), address privacy concerns...what can actually be shared, can we include historical data as well? University-wide enrollment demographic data: https://registrar.wisc.edu/enrollment-reports/

● **Policies for Working with Communities of Color -** There seems to be a policy at the university level (cultural competencies initiative) but not so much at the department level and if it is, it is inconsistent and may not cover all communities, so we plan to develop this at the department level and recommend a racial risk assessment on this deliverable. Once implemented, training for the new policy for staff/fac/grad students will occur, explicitly covering the requirements for working with communities of color (further training, etc) and the consequences for violation of the policy. This will also tie into the fieldwork code of conduct and the safety plan.

● **Admissions and Hiring Policies -** There are admission rubric policies listed on the AOS website for graduate students, and the admission committee adheres to that policy. The hiring policies and rubric depends on the job descriptions There is a rubric on the hiring committee, which should be made consistent and reviewed with a racial risk assessment. SSEC's hiring policies are subjected to the OVCRGE, implicit-bias training is currently a part of policies.

- **Safety Plan -** This is adding anti-racism specific policies to the Safety policies in the Employee Handbook. Training should be paired with the training for the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.

- **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. https://www.aos.wisc.edu/academics/graduate/handbook/career/

UW AOS-SSEC Podlet 2 Deliverables

This should be a plan to incorporate deliverables into your organization as you continue to develop, assess, and finalize policies and resources. You may want to adjust the format of this for more comprehensive plans, but this covers the essentials.

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
Complaints and Reporting Policy	Yes	Kaitlyn Heinlein	Websites & student handbook	No set interval, recommended annually	Not planned	Yes	Approval/Check
Demographic Data	Yes (at Institution)/No (not at Department Level)	Rosa Vargas Martes	Student Information (Websites & Diversity Reports), Staff and Faculty (Internal only)	Every semester, we recommend annually at Departmental level	Minimal information outlined	Recommended	Approval/Check
Policies for Working with Communities of Color	No (Don't understand	Pod Member(s) Brad	Post on organization website	Recommend annually	Yes	Yes	Approval and Consequence
Admissions and Hiring Policies	Yes	Pod Member(s) Michael Morgan	Internal currently	No set interval, recommend annually	Recommended	Maybe	Approval
Safety Plan	No – will be created and include a Code of Conduct	Elin McIlhattan	TBD	Needs to be created, review plan will be discussed at that time	Not planned	Yes	Approval and Consequence
Resource Map	Yes	Marian Mateling	On department website	Additions on a rolling basis	Not planned	No	Approval

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

- **Agreement** - This agreement can be adapted to outline how you will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.
- **Pod Guidelines** - Your pod guidelines can be adapted into longer term plans/bylaws, e.g. will this turn into a committee or working group in your organization/institution, will membership/leadership rotate, etc.
- **Complaints and Reporting Policy –** Existing Reporting Policies can be found on the University, SSEC, and AOS websites and within the Student Handbook. Specifically for the department, we would like to create a readily available list of formal

and informal contacts for reporting purposes. We also would like to increase the transparency of our reporting policy and procedures overall. As noted in the Safety Plan, it will be important to require and/or recommend various training events (WISELI bias, antidiscrimination, bystander intervention, and de-escalating training, etc.) for faculty, staff, and students.

- **Demographic Data –** Institutional resources regarding demographic data exist (students, staff and faculty), but are not entirely publicly available (staff and faculty). Demographic data could not be accessed/found at a departmental level. A recommendation was made to contact the group in charge at an institutional level to determine how this can be developed at a departmental level. A recommendation was also made to gather demographic data annually at the department, and include this data in the departmental website. It was also recommended, to add more explicit and measurable goals that focus on increasing diversity, equity, and inclusion at both the University and department levels (it is also suggested that this information should be made available through resources such as a website). Several action items were proposed to increase diversity within the institution including: a history of meteorology and science ethics course, and establishing an Research Experience for Undergraduates (REU) program.

- **Policies for Working with Communities of Color -** Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training. - Add our field campaign awareness training, Data sovereignty and how to respectfully engage BIPOC communities in shared research

- **Admissions and Hiring Policies -** These are proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.

- **Safety Plan -** Develop and publish a safety plan including a code of conduct as well as a process for reporting violations as covered in Complaints and Reporting Policy. Outline training resources and requirements for antidiscrimination, bystander intervention, and de-escalating training. For field work include a racial risk assessment of sites, a pre-departure checklist of discussions within a field team, procedures for documenting incidents in the field, as well as additional required or supported training. Because of the breadth and long term importance of this item, we will be meeting with all three AOS URGE pods in the near future to work on it.

- **Resource Map –** The existing graduate student handbook is available on the department's website (https://www.aos.wisc.edu/academics/graduate/handbook/). We propose making this more visible to incoming graduate students and ensure there is a print-out (not necessarily of the entire webpage, but includes the link). While there is information for the Multicultural Graduate Network, we propose including information about STEM-specific groups or organizations for under-represented minorities.

UW AOS-SSEC Podlet 3 Deliverable

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
Complaints and Reporting Policy	Yes - through Dean of Students and Title IX Office For Staff/Faculty?	Dean of Students Office Unsure of Point of Contact for non-student members of campus	On website already https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/ https://doso.students.wisc.edu/report-an-issue/	Not sure at the University level. Not at the Department level. Should be reviewed at department level?	Yes, racial risk assessment needed to make sure that the reporting policies are reasonable and impactful	Yes - Reporting and Available Resource training - Intervention training - Microaggression and Implicit Bias - yearly?	Reporting consequences at University level, not decided by department Training would require department approval Check for participation?
Demographic Data	Yes - through APIR	N/A?	APIR Website is internal to wisc.edu, https://apir.wisc.edu https://apir.wisc.edu/faculty-staff/trends/ https://registrar.wisc.edu/enrollment-reports/	Annual reports to the faculty recommended.	N/A - data provided through APIR	No	Annual report at first faculty meeting of academic year?

Policies for Working with Communities of Color	No resources at department level.	Pod Member(s), DEI committee if involved	Post on organization website - exact structure of the document not outlined in deliverable at this point	Recommend annually	Individual projects can be very different from each other. Racial assessment recommended at project level for greatest impact	As needed - depend on nature of work	Annual review or project end report as needed
Admissions and Hiring Policies	Admissions committee ranking prospective students Hiring search committee has implemented a rubric	Search committee, admissions committee	Rubric based system with assessment criteria- more transparent. More should be posted online on AOS website	Currently not reviewed? Would benefit from having clear assessment criteria	? need to maybe talk about this? (need more information)	Currently: Search committee: implicit bias training recommended	?Approval, check and authorization should be required before finalizing candidates. ??
Safety Plan (Code of Conduct as part of this)	No for AOS No for UW level (?) (examples from other departments) Recommend that AOS develop a code of conduct	Pod Member(s) DEI committee?	Post on AOS website Posting around the building (visual) Post on PPT prior to colloquium and seminars (visual) Post before classes (visual) Post before faculty meetings (visual)	Reviewed annually Reassess after any major reported incidents	Recommended for external review to make sure it has equitable language and impact GSA also review the	Not necessarily, but make people aware of it Introduce safety plan/code of conduct at grad student orientation and first faculty	DEI, AOS, and GSA approval Consequences will be invoked on individual if code of conduct is breached (at university level)?

					Code of Conduct	meeting of the year Should we have training for those developing the code of conduct?	
Resource Map	Department currently has resources available, but not in a centralized location AOS will update current resources and create a centralized location for them	Pod Member(s) for initial idea of resources Eric Schueffner for additional department-focused undergraduate student resources Larissa for AOS graduate student resources Dee for UW graduate resources DEI committee	Post on AOS website in a clear location	Additions on a rolling basis Thorough review annually before new graduate student orientation	Yes; DEI committee goes through racial risk assessment document and make sure that we go through the resources with this racial risk lense	Not necessarily Make a point to talk about where resources are at student orientation/first faculty meeting? Have a new faculty orientation??	Approval and check

		for centralizing resources Pete for website help					

- **Agreement** - This agreement can be adapted to outline how you will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.

  We have a DEI committee that is planning on taking on some of these tasks. Moving forward after URGE, the three AOS podlets will meet as one large pod to identify the key items to take on. Afterwards, the DEI committee will review these action items and assess what they can take on immediately and what will have to be reconsidered and discussed further in the fall, maybe with reconvening URGE pods.

- **Pod Guidelines** - Your pod guidelines can be adapted into longer term plans/bylaws, e.g. will this turn into a committee or working group in your organization/institution, will membership/leadership rotate, etc.

  As mentioned above, we are taking the discussion and action items to the AOS DEI committee, upon which the committee will decide which items they can instigate. We like the idea of using this URGE podlet platform as a working group and continuing to meet during the next school year to flesh out our proposed ideas.

- **Complaints and Reporting Policy -** These are proposed modifications to the existing Reporting policy.

  Existing complaints and reporting forms are at University level, Dean of Students, Mental Health Services, etc. No department formal complaint reporting form exists - do we want this, can we legally have this? No existing resources for faculty/staff to make complaints? Yearly training for Resources, Intervention, Microaggression, Implicit Bias at department level

- **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.

  Data is available though buried behind APIR firewalls. There is currently no reporting of demographics to the faculty. It

is recommended that we report and have a discussion at least annually among the faculty. DEI Committee should take the lead on that.

- **Policies for Working with Communities of Color -**Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.

  Based on group discussion, the department is primarily engaged with communities of color through different outreach initiatives which are focused on teaching/ science public communication. Not sure exactly what type of policy/ guidelines are needed for these type of outreach events. However for individuals engaged in more active interactions with communities of color there is possibility of making department level guidelines. Pod members were not involved in such projects directly however we recognized that colleagues in Env. Studies department maybe. Getting inputs from them would be needed in formulating this type of document.

- **Admissions and Hiring Policies -** These are proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.

  Based on discussions, the admissions process would benefit from a rubric.

- **Safety Plan -** This is adding anti-racism specific policies to the Safety policies and Code of Conduct in the Employee Handbook and Student orientation materials. Training should be paired with the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location (what does this mean??); consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.

  The safety plan/code of conduct will comprise separate documents/expectations for behavior and conduct in settings outside of the department: field work, conferences, academic social events. It will describe the set of expectations of behavior within the department. By having these expectations clearly communicated and available, it will hold the

department accountable and help individuals recognize what behaviors are unacceptable. This is especially important for BIPOC and individuals new to navigating the power structures in academia and may not know how to report or what constitutes inappropriate behavior. A final point is perhaps to include department guidelines/resources for PI's and group leaders to help them get feedback from group members about DEI issues they might be facing. This could be in the form of a feedback form or a list of questions that can be discussed in a group or individually. Having an official or department-recommended way in which mentees can bring these issues up will help make the process easier for them and this can help PI's and group leaders to find out what type of unique support their mentees need.

Resource Map - A resource map should be a constantly-updated document and/or discussion board on the AOS website, and explicitly given to new recruits and new admissions to the department. Resources could also be accessible through group lab manuals, as part of a department-wide graduate student guide, and given to new employee hires through their orientation if the department were to start having orientations for new employees. The resource types could include mentorship-related documents/plans, core-work related documents (i.e. code of conduct, communication plan and expectations, reporting policy, documents of benefits, etc.), community support and mental health resources, community/social engagement resources (i.e. businesses/restaurants/organizations associated with identities), professional development, outreach and skillset support resources.