URGE Management Plan for University of Washington Department of Earth and Space Sciences (UW ESS)

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.

This document was compiled by the UW ESS Student and Postdoc Pod; policies based on these recommendations are being built together with the ESS DEI committee and the ESS Superpod, a collaboration between students, postdocs, and faculty at UW involved with URGE.

Initial points of contact will be decided at an upcoming Superpod meeting (May 21), and will consist of sub-committees (each with a mix of faculty and students) assigned to each 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	Partial: some resources compiled in different documents	Will be decided at Superpod meeting	Will be posted on website	Recommend annually	Not planned	Yes: show incoming students and faculty how to access list	Approval by faculty Check that this document is included in Resource Map

Demographic Data	No, new policy will have to be adopted by the department	Will be decided at Superpod meeting	Internal only, will likely need extended discussion to make sure policy does not expose the department legally	Recommend every 2 years	Recommended	Not planned	Approval by faculty, approval by department administration likely also required DEI committee may be able to work as a check to make sure policy is being properly implemented
Policies for Working with Communities of Color	No	Will be decided at Superpod meeting	Need to post on ESS website	Recommend annually	Yes – implement racial risk assessment requirement for pretravel protocols	- Implement lab and pre-field code of conduct and field debrief - Training to identify discriminatory attitudes that BIPOC students may experience in field locations and address lack of equity in field access -Land acknowledgment documentation guide	Faculty vote for approval forms for lab and field conduct, pre-travel

Admissions and Hiring Policies	Not available to public or students	Will be decided at Superpod meeting	Internal currently	Admissions: recommend annually before reading applications Hiring: recommend annually or before each search	Recommended	Yes: admissions/ search committees must review latest policy	Approval by faculty Check that these policies are followed (DEI committee/ representative on admissions/ hiring committees)
Safety Plan	Yes, additions to current policy recommended	Will be decided at Superpod meeting	Internal currently, available on department intranet, potentially will be added to the new department website	Annually, but also after any major reported incidents	Recommended	Yes, EPIC training recommended for graduate students, resource locations recommended given to all new faculty/staff/students	Approval by faculty likely required
Resource Map	Mostly (some of this information in Welcome Guide; need more resources for POC and URM)	Will be decided at Superpod meeting	Improve upon ESS welcome guide document and link it to ESS website Onboarding for new grad students, postdocs, staff and faculty	Additions on a rolling basis	Not planned	Have student services/grad reps/hiring committee go through a resource map/welcome guide with new students and new hires	Need to implement an approval process

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 -** These are proposed modifications to the existing Reporting policy. This policy needs to be made more easily accessible via the department website.

- **Demographic Data -** There is college-wide voluntarily reported demographic data, but these data are incomplete and do not reflect the ESS community specifically. We need to work with the department, administration, and DEI committee in order to create a policy to collect and monitor demographic data on faculty, staff, students, and applicants.

- **Policies for Working with Communities of Color -** Implement lab and pre-field code of conduct and field debrief. Require training to identify discriminatory attitudes that BIPOC students may experience in field locations and address lack of equity in field access. Develop a land acknowledgment documentation guide.

- **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. This URGE graduate student and postdoc pod recommends permanently abolishing the GRE requirement for application to the graduate program, but this policy has not been finalized by the department.

- **Safety Plan -** The current safety plan is not well-publicized and does not include specific, anti-racist policies. We will advocate for publishing the safety plan on the new ESS department website as well as the addition of a list of rights for field trip participants and avenues for feedback regarding DEI concerns. Faculty and students should be regularly reminded of the existence and location of the safety plan and graduate students should be given EPIC training for harassment prevention. These policies and trainings should be implemented alongside the policies for working with communities of color since they are closely related.

- **Resource Map -** The URGE ESS graduate student and postdoc pod recommends to update the department welcome guide to include more resources for POC and URM students, faculty and staff. This includes information on affinity groups and self-care resources.

Recommendations for all deliverables:

- Provide a system for graduate students and faculty to submit anonymous feedback prior to enacting new policy changes
- The ESS department is currently in the process of redesigning its department website to be more accessible. We will try to ensure these policy changes are communicated clearly through the new department website.