URGE
Unlearning Racism in Geoscience

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URGE Management Plan for SEFS - Example Deliverable

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	Modification of current anonymous reporting tool	-Concern that reportees will not have control over what happens after reporting- or that no real consequences will happen -Suggest posting potential actions from using the reporting tool	On website already	Annual	Recommended	The people that receive the reports should be highly trained- example multi-year program with month long intensives	Paid DEI expert admin position, required training
Demographic Data	Modification of current demographic data collection to be more like	Demographic data should be disaggregated at all unit levels, up to date, and	Recommend posting to website	Annual	Recommended	Maybe	Paid DEI expert admin position

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	this-https://diversity.ucsd.edu/accountability/#Dashboards	accessible, analysis					
Policies for Working with Communities of Color	New one/modified old one	-Policy exists in the first place -Field safety plan that includes DEI concerns, -code of conduct at department level and also encouraged? or required? At the lab level	-Recommend posting to website -DEI Safety plan should be included in current safety plan	-Policy annually -Safety plan every time you go in field/start new project	Recommended	Specific training in cultural competency, bystander intervention, professional writing policies and field safety plans	Paid DEI expert admin position, funding for quality and field specific trainings, Requirement and support of qualifications to make DEI decisions rather than relying on (generally unpaid) self-education
Admissions and Hiring Policies	Needed - -policy for students -policy on outreach policies for admission	-Merit and tenure committee. -SEFS DEIC -SEFS admin.	SEFS Website	-need to see how often these committees review their processes (recommend annually)	recommended	-implicit bias training -training on outreach to URM groups for both admission and hiring	Required training Data driven progress checks on a regular timeline (3

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	and hiring -public rubric for hiring and admissions						years?)
Safety Plan	(1) UW Field Operations Safety Manual February 2021 ed - does not include racial risk assessment Needed (2) SEFS Code of Conduct (template for labs)	Urge Pod, Sefs DEIC, SEFS EXEC admin.	SEFS/CoE website. SEFS Orientations.	Annual review of safety plan / incidents from the past year. Shorter assessment upon incident. -> spearheaded by SEFS exec with input from DEIC and students.	Recommended	Yes: - First aid / wilderness first aid - Training for field crew leads on identity-related safety risks	Review by Director, SEFS.
Resource Map	(1) Development plan / individualized academic progress resources (2) Contacts within SEFS	URGE pod, SEFS DEIC,	Recommended posting	Some annual review of student	Recommended to be reviewed	Mentorship training, Training	Sefs Admin to implement, other stake holders (Urge pod, sefs deic, sefs gc, etc.) submit feedback/approval.

	& CoEnv - i.e., who does what, org. chart (3) Add SEFS DEIC Plan Some existing resources: e.g. reporting pathways, student support, etc. Need an overarching hub to bring all these things together.	SEFS GC Informally - older cohorts of students Curriculum committee for orientation class?	on website Delivery of resources during student orientation. ** this document is currently a compilation of resources from many different websites across SEFS, CoE, UW, etc. - how to find the right balance?	list before incoming students arrive Review prior to SEFS 500 orientation	from multiple identity lenses, to ensure we're providing culturally-sensitive and relevant resources	for faculty to facilitate DEI conversation with students/staff. Safe Campus trainings - confidential advocates, etc. SEFS 500 Orientation Course	Could be maintained by a permanent DEI admin position.

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 -**.The existing tool is continuing to be improved, main opportunities for improvement are related to increasing trust and encouraging adoption of the tool.

- **Demographic Data -** Some information available. There is ongoing work on making finer details available that are specific to the school as compared to college specific information, while ensuring privacy of individuals.

- **Policies for Working with Communities of Color -** This has not been a topic of focus for the school at the moment, how can we bring this into more focus? The suggested trainings are critical towards improvement on this front and getting them planned at the school level is a great next step for this, especially trainings at the exec level.

- **Admissions and Hiring Policies -** There is a lot of ongoing work on this front, with recent removal of the GRE and active review of tenure track requirements and how DEI will fit into those changes. Currently dei activities will be considered towards tenure but not required. There has been significant focus on outreach to diverse applicant pools. Unclear what kind of monitoring there is around success of this.

- **Safety Plan -** SEFS is missing a school level code of conduct template and as an extension, getting labs to have a robust DEI minded code of conduct. SEFS admin has expressed interest in this,but unclear what the commitment to next steps on this is. The school field safety plan is missing a racial risk assessment which would codify DEI into field activities.

- **Resource Map -** Currently there are resource lists, but they are spread out. An overarching resource hub and an increased emphasis on sharing these resources with incoming students are needed. This should be a collaboration between SEFS admin, SEFS DEIC, URGE pod, CEI, and SEFS GC.