



Virginia Tech Geosciences Pod

Deliverable #8 - URGE Management Plan for the Department of Geosciences at Virginia Tech

Outlined in the table below is our plan to incorporate deliverables into the Department of Geosciences as we continue to develop, assess, and finalize guidelines and resources. When relevant, we have included information relevant to the Department of Geosciences (GEOS) and/or all of Virginia Tech (VT).

Deliverable	Existing Policy or Resource?	Leader for URGE Pod Deliverable	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	Sarah Stamps	VT - Policy 1025 and/or 1026 GEOS (DEI page department website)	Policy 1025 is reviewed and revised regularly	Recommended	Required for faculty/staff, every 2 years	Consequence of report determined by supervisor (per 1025)
Demographic Data	Yes	Ben Gill, Wynnne Avent II	VT (Data Commons) GEOS (DEI page department website)	VT – updated regularly GEOS – DEI committee updates/reviews annually	Recommended	Required for faculty/staff, every 2 years (FERPA training)	VT submits demographic data to the US Department of Education annually

Policies for Working with Communities of Color	No	Eileen Martin	GEOS (DEI page department website)	Recommend annually	Recommended	Yes	Recommended (see below)
Admissions Policies	Yes	Brian Romans	Internal	GEOS – Grad student review ongoing; recommended annually	Recommended	Yes	Approval
Safety Plan	Yes	Steve Holbrook, Sarah Stamps	Fieldwork Code of Conduct	Recommended annually	Recommended	Yes	Consequence of report determined by supervisor (per 1025)
Resource Map	No	Rachel Reid	Post on GEOS website and physical copies in student spaces	Recommended annually (DEI committee will create undergrad and faculty/staff versions)	Recommended	This document will be outlined and explained to new students annually	Approval/review by graduate ombuds and DEI committee

Additional considerations for each deliverable:

- **Agreement** - This agreement will be adapted to outline how we will interact with leadership regarding these policies in the future.
- **Complaints and Reporting Policy** – We find that Virginia Tech already has policies and systems in place for complaint reporting. We plan to make a department specific bias reporting document available on the department website.
- **Demographic Data** – Virginia Tech’s University DataCommons is one of few comparable Universities in the country that has publicly available demographic data at the department/program level. Our pod discussed the benefits of further data collection (e.g. expand “international category”, changing majors, why gap in offers vs enrollment at department level, etc.) as well as the need for commitments to specific goals with respect to department demographics. These will be considered by the department DEI committee.
- **Policies for Working with Communities of Color** - For this deliverable we created a document outlining “considerations as you begin planning geoscience research with communities of color”. We recommend that research proposal submission involving work in

communities of color automatically trigger an email that encourages the PI to review these guidelines with their team.

- **Admissions Policies** – Our pod focused these efforts on graduate student admissions policies (although see Deliverable #5 Section 2 for information on hiring policies). Current department admissions policies are under review through participation in the [AGU Bridge Program](#) and new leadership of the Graduate Student Affairs Committee. These programs include URGE pod members and so recommendations discussed (especially the need to design and implement an evaluation rubric) will be considered as changes are made in the immediate future.
- **Safety Plan** – This deliverable represents an update to the existing Code of Conduct for fieldwork. We recommend this code of conduct be revised annually and that individual lab groups consider adapting their own code of conduct to cover all activities.
- **Resource Map** – A resource map for graduate students will be made available through the department website and posted in public spaces where it can be viewed by graduate students. Pod members also on the department DEI committee plan to make similar resource maps for undergraduates and faculty/staff.