URGE Management Plan for Washington and Lee Geology URGE Pod - 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.

*What Approval, Check, and/or Consequence should be put in place so people adhere to the policies? Are they effective? How are the existing policies enforced? (What we can do to reach goal/make better.)

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Should a Racial Risk Assessment be used to review policy?	Training Recommended?	What Approval, Check, and/or Consequence should be put in place*
Complaints and Reporting Policy	Yes	DH or AA, or any faculty member	On the university's website, we can add to geology's	It is reviewed as needed	Recommended	See current trainings below table*	Be sure to make everyone aware of what's reportable and how to report
Demographic Data	Yes	DH or AA	On the university's website	It is constantly reviewed	Admissions and HR consider race very seriously	Admissions and HR have and review regularly	Outside our purview but watch outcomes

Policies for Working with Communities of Color	No	DH or AA	Internal but put statement on geo website	Every other year as needed	Yes	As part of curriculum, in courses	Statement of acknowledgment needs to be created. Guidelines and resources for working with communities local and afar.
Admissions and Hiring Policies	Yes	DH and AA	Posted on university's website	Constantly under consideration	Always a part of planning	I believe these departments have trainings regularly	Need to review department-level practices during hiring
Safety Plan	Yes	All faculty and staff	On geology website	Annually, but also after any major reported incidents	This would be good to consider	To come: we need to think this through	To come: we need to think this through
Resource Map	No	DH or AA	Post on geology website	Annually, as part of website review	Yes	No	Developing this resource guide

*Trainings regarding Complaints and Reporting

1. Prior to arriving on campus all incoming students take an online program regarding sexual misconduct prevention, which covers reporting and policies (in addition to various other topics). During orientation they undergo other training where reporting is discussed:

(1) bystander intervention training, which includes printed resources for students on reporting options; (2) training on how the various conduct bodies work, including HSMB, and how to report.

2. All new employees—including faculty—receive training on harassment/discrimination/sexual misconduct. There is both an online program as well as an in person program. Both cover reporting. All Residence Life staff (student employees) have orientation each year where there is a session on harassment/discrimination/sexual misconduct and it covers reporting.

3. There are lots of other trainings that occur throughout the academic year with various groups of students and employees. Each year it varies, but there are some trainings we do every year. For example, all new members of Greek organizations go through training about harassment and sexual misconduct, including how to report.

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.
  We will review over the summer.

- **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.
  We will review over the summer.

- **Complaints and Reporting Policy -** We will review over the summer.

- **Demographic Data -** We will review over the summer.

- **Policies for Working with Communities of Color -** We will review over the summer.
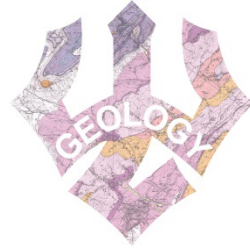
- **Admissions and Hiring Policies -** We will review over the summer.

- **Safety Plan -** We will review over the summer.

- **Resource Map -** We will review over the summer.