

URGE

Unlearning Racism in Geoscience



URGE Resource Map for Minnesota State University, Mankato

This is a draft Resource Map for Midwest Area Pod at based on Minnesota State University, Mankato. The outline was adapted from the "Sample Ph.D. Mentoring Plan" developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/). This Resource Map is designed to orient new faculty of color to key resources on campus and in the community intended to foster a sense of belonging, inclusion, and accessibility.

- Mentoring plan
 - During the negotiation process, new hires are encouraged to contact their department chair and faculty in their program to begin the process of connecting with department resources (labs, staff support, procedures). We are available to meet with you in person, via video conferencing, or by telephone.
 - All questions concerning salary, startup, and contract procedures should be addressed to the college dean.
 - The expectations of your position will be broadly defined by your dean (your immediate supervisor) and the Inter Faculty Organization contract (<https://www.ifo.org>).
 - Specifics of your teaching load will be negotiated with your department. New faculty are generally provided with an initial course release. Additional course releases may be negotiated with your dean, in conjunction with your department chair and faculty colleagues.
 - Faculty in the program are generally willing to provide resources (lecture notes, assignments, example syllabi) to help you establish teaching routines. If these materials are not offered to you, please ask for them.
 - The calendars that govern the timeline for annual evaluation can be found here (<https://admin.mnsu.edu/academic-affairs/university-calendars/>), and are governed by Article 22 of the IFO Contract (find the current version of the contract here <https://www.ifo.org>). Additional details, documentation, and

guidance will be provided by your department chair, the department personnel committee, and your dean.

- The faculty evaluation process on our campus is governed by the IFO contract with additional detailed procedures provided by the department. **Our evaluation process strives to be exceptionally transparent and fair.** Comments on your progress must be submitted in writing, and you have a right to respond in writing to any comment you receive. Although the dean is your direct supervisor, all personnel processes are initiated at the department level, and all tenure-track faculty are eligible to vote on personnel decisions (e.g. hiring, tenure, promotion).
 - **The department chair and personnel committee facilitate the personnel process, but they do not have decision making authority.** The department makes recommendation by voting, and those recommendations are forwarded to the dean who is the decision-making authority. The dean usually follows the recommendation of the department, but is not contractually obligated to do so.
- Core work resources
 - Codes-of-conduct
 - MinnState System Policy governing our campus (<https://www.minnstate.edu/board/procedure/1c0p1.html>)
 - Summary of state and federal employee rights (<https://admin.mnsu.edu/human-resources/employees/employee-rights/>)
 - Student code of conduct (<https://www.mnsu.edu/conduct/studentresources.html>)
 - There may be additional program-level codes-of-conduct available for review (for example, a Geology program code-of-conduct for students participating in field and laboratory work).
 - Incident Reporting – There are numerous channels for reporting bias and harassment incidents involving employees or students. You are also encouraged to share concerns with your department chair and dean, if you feel comfortable doing so.
 - Bias reporting and the Bias Incident Support and Advisory (BISA) process (<https://mankato.mnsu.edu/biasreporting/>)
 - Silent Witness Reporting Form (to University Administration) <https://mankato.mnsu.edu/university-life/health-and-safety/university-security/personal-safety-and-alerts/silent-witness-report-form/>
 - Confidential Sexual Assault Reporting Form https://cm.maxient.com/reportingform.php?MNStateUniv&layout_id=7
 - Communication plan and expectations
 - The department chair will share news and call for faculty meetings by email.
 - Most university offices are open on a regular weekday schedule (e.g. 8 am – 4:30 pm) though some hours may vary. While the majority of university business is conducted during these hours, individual faculty

schedules may vary. Do not feel obligated to answer emails on evenings and weekends.

- Field, laboratory and teaching equipment – an initial startup package will be negotiated through the college dean. In addition, the department has traditionally given preference to new faculty for equipment purchases. These purchases are discussed and prioritized every year as a regular component of department business. You are encouraged to discuss your ongoing equipment needs with your colleagues and chair.
 - Your IFO contract includes a professional development fund you may use to attend conferences, fund field work, or purchase lab supplies. Because this fund is relatively modest (~\$1,350/year), many faculty carry funds over to accommodate travel to national meetings (e.g. every other year or every three years) if additional external funding is not available.
 - You may also apply for additional support through a university Faculty Development Fund (<https://admin.mnsu.edu/academic-affairs/university-calendars/faculty-improvement-grants/>). These funds are geared towards professional development workshops, but are not to be used for regular conference presentation.
- Community support and mental health resources
 - You may negotiate moving expenses with your dean. These are typically offered in the form of additional contract days, the salary from which can be used to offset moving expenses.
 - **Prioritize self-care.** Don't answer emails after hours, on weekends, or university breaks if you don't want to. Give yourself downtime in the summer. Our health insurance allows for self-referral for mental health services if you need it. A campus wellness program also has additional resources here: <https://mankato.mnsu.edu/university-life/health-and-safety/campus-wellness/employee-wellness-at-work/>
 - The Diversity and Inclusion Office staff (<https://mankato.mnsu.edu/university-life/diversity-and-inclusion/>) will be available to answer your questions regarding community resources and support networks. They will likely invite you to join a faculty of color support group.
 - You will also be invited to join a Faculty Learning Community for 1st-year faculty (<https://mankato.mnsu.edu/faculty-and-staff/center-for-excellence-in-teaching-and-learning/learn-more-about-teaching-and-learning/professional-learning-communities/>). This group can help answer your questions and direct you to additional resources.
 - The faculty union (IFO) also maintains several Equity Caucuses (<https://www.ifo.org/equity-caucuses-1>), which you are welcome to join or contact if you have concerns or questions.
 - The Greater Mankato Diversity Council (<https://www.mankatodiversity.org>) is an independent organization that you are encouraged to contact. They maintain an active network of individuals committed to diversity, inclusion, and justice in our

region, and may be able to offer you additional help in locating resources of interest.

- Professional development resources
 - There are numerous on-campus opportunities for professional development. Participation in these activities can be cited in the Criterion 3 (Continued Preparation and Study) portion of your annual reports and plans.
 - Center for Excellence in Teaching and Learning (support and resources for developing teaching and research on campus):
<https://mankato.mnsu.edu/writing-across-the-curriculum/faculty-development/>
 - IT Faculty Development (resources for using technology in teaching):
<https://mankato.mnsu.edu/it-solutions/locations/instructional-design-academic-technology-services/faculty-development-and-training/>
 - Writing Across Curriculum (for developing writing-intensive courses):
<https://mankato.mnsu.edu/writing-across-the-curriculum/faculty-development/>
 - Research and Sponsored Programs (help for developing external grant and contract funding): <https://mankato.mnsu.edu/writing-across-the-curriculum/faculty-development/>
 - Faculty Research Grants (seed funding for research projects including travel, student support, and lab supplies):
<https://research.mnsu.edu/research-and-sponsored-programs/Find-funding/faculty-research-grants2/>
 - Teaching Scholar Fellowships (faculty support for developing innovative teaching and learning experiences for students):
<https://admin.mnsu.edu/academic-affairs/university-calendars/teaching-scholar-fellowships/>
- Outreach resources
 - You may wish to, or be called upon formally or informally, to participate in belonging, accessibility, justice, equity, diversity, and inclusion (Be A JEDI) efforts on campus.
 - Your formal participation on committees, meetings, or other forms of service can be highlighted in Criterion 5 of your professional plans and reports.
 - We recognize that these efforts, whether formal or informal, are a form of hidden emotional labor that is placed disproportionately upon faculty of color.
Participate at your discretion, and feel free to say no or request compensation for your time.
 - If you find that these activities are becoming a major burden on your time, **you have the right to discuss your workload with your department chair and dean.** Course releases may be able to be arranged for significant efforts.