



URGE Management Plan for Department of Earth and Atmospheric Sciences at UNL

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 chart primarily summarizes the current state of DEI efforts and documents. The list below is a brief summary of proposed changes, updates, and goals, with more detailed information available in the more comprehensive standing drafts for each session's deliverables.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s) email@unl.edu or email@huskers.unl.edu	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment ?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Some policies exist, but others need to be implemented. A new EAS DEI committee has been approved, which will take the lead on recommendations for new complaint reporting	Lynne Elkins lelkins Kat Jordan kjordan7@huskers.unl.edu	Information from this document was incorporated into later deliverables, and could be included on the UNL EAS website and/or in department	There was no explicit document for UNL EAS as a department previously, but this will be handled by the new DEI committee and under their purview. It would be	Risk of retribution or expulsion. Risk of nothing being done or changing.	The university recently began requiring diversity and equity training. The training was developed by an outside company and is frustratingly patronizing, which may limit its effectiveness.	Consequences are dependent on the offense: could include a follow up with a supervisor, bias training, disciplinary action, or termination.

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	policies and mechanisms.		handbook documents. The university diversity office also has information on their website and through office contacts.	reasonable for them to review and update the policy and information documents every 1-2 years or after any incidents that suggest revisions.		It is also unclear how frequently this will be renewed. The department may wish to formalize a briefer tutorial on complaint and reporting policies for all members, organized by the DEI committee.	
Demographic Data	This exists, but the data specific to EAS are buried online and difficult to locate.	Mindi Searls msearls2 also Lynne	Currently available (but buried) at https://iea.unl.edu/	Data are updated annually but not necessarily reviewed by EAS on a regular basis (more when needed for various other initiatives).	Unclear	There is not a clear training program or plans for one for this topic.	There is no particular approval or check program in place for demographic data specifically.
Policies for Working with Communities of Color	These policies are a work in progress and have not been developed comprehensively. UNL has guidelines for	Devra Hock devra.hock@huskers	The department can implement its own internal policies and engage intentionally	There currently is no ongoing or scheduled review of relevant policies, which are addressed on an as-	Unclear or minimal.	Non currently, but DEI committee will consider appropriate trainings to recommend or ask the department to	Currently any consequences and approvals are handled on a case by case basis without a clear policy.

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	working internationally and navigating federal legal research requirements, but these do not cover policies regarding working with local groups or communities of color in the US.		with social media.	needed basis in response to any incidents or questions.		require for anyone working with communities of color. Various training options are available that could be used.	
Admissions and Hiring Policies	Many policies are already in place, as dictated by the university.	Tracy Frank tfrank2	Internal	Should be reviewed annually by the faculty. Every search committee should review the policies. The graduate committee should review the policies on an annual basis.	N/A	All members of search committees are required by the university to undertake training. The training includes elements relevant to DEI (e.g., anti-bias training). No such training is required for assessment of applicants to graduate programs.	All search committees, including individual members, must be approved by the Office of Equity and Institutional Compliance (EIC). EIC oversees all aspects of hiring.



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<p>Safety Plan</p>	<p>There are existing safety policies, particularly for lab safety and basic field safety, but they are not very up to date.</p>	<p>Lynne Elkins lelkins</p>	<p>This is not yet decided, but once the DEI committee meets it will likely be included in required faculty, instructor, and researcher documents, handbooks, and department shared files and website information.</p>	<p>Not yet decided, but likely will be updated annually and as part of review after any future incidents that suggest needed revisions, either at UNL or observed in other departments/campuses.</p>	<p>The deliverable indicates this will need to be done prior to any and all future field work and course field trips. It also should be done for non-field work, e.g. safety and risks in and around campus.</p>	<p>Training is recommended for all who will be conducting field work, running class field trips and exercises, and participating in field work or courses in the future.</p>	<p>Existing consequences for inappropriate behavior or acts in the field have included expulsion from current or future field courses for students. More explicit consequences should be incorporated for broader safety needs, beyond a field class or class trip.</p>
<p>Resource Map</p>	<p>Various documents with resources and policies exist, but they are not necessarily comprehensive.</p>	<p>Lynne Elkins lelkins</p>	<p>This document could be posted to the UNL EAS website, or perhaps just directly shared and included among shared folders for all</p>	<p>This information should be compiled into a single organized document and be updated regularly, at least annually or as issues, questions, and</p>	<p>The resource map should include a racial risk assessment that considers how minoritized department members may need to</p>	<p>The current resource map draft recommends training for mentors and supervisors, and recommends additional training in various skills for all department members as</p>	<p>This document can be compiled, maintained, and shared with the department by the DEI committee.</p>



			new and current members of the department.	ideas arise.	access various resources and tools.	needed. The document should include a list of training opportunities and suggestions for others to access.	
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Goals and future plans related to each deliverable:

- **Pod Agreement**

It may be useful to adapt the existing pod agreement as a set of guidelines for future discussions of diversity policies and issues.

- **Pod Guidelines**

Likewise, the guidelines for the pod could be adapted and revised to update future departmental and committee policies.

- **Complaints and Reporting Policy**

The new EAS DEI committee will be constituted for the first time in Fall 2021, after which they will meet and make plans and recommendations to the department. This should include formalizing and updating the deliverables documents to incorporate a more formal complaint and reporting policy, mechanisms for members of the department to be trained in those policies, and easy access and visibility through the website or shared department documents. The department is still updating its website following a major university-wide overhaul, however, and the entire university is in the middle of a protracted migration of shared files and folders to a new service, so the best methods will need to be explored with new services in the future.

Additionally, the EAS department has one or more ombudspersons who can receive complaints; their role and how they interact with the new DEI committee will be clarified in the coming year, particularly with regard to complaint and reporting policies. Likewise, it will be



important to crystallize how departmental policies and procedures intersect with requirements and policies through the IEC office on campus, so procedures, options, contacts, and consequences are all clear.

- **Demographic Data and DEI data reporting**

It would be good for the chair or DEI committee to access and compile these data on an annual basis, so they can be made more readily and easily available to the department, perhaps using shared files.

- **Policies for Working with Communities of Color**

The DEI committee can draft revised policies for the department to discuss and implement internally, with regular (perhaps annual?) reviews and organized/required/recommended training opportunities for staff, faculty, instructors, and students, as appropriate. Implementation of policies can be integrated with, e.g., travel and research approval processes to verify that any rules and recommendations are being followed and considered carefully. There could be consequences for any members of the department who violate the policies, such as required trainings and readings.

- **Admissions and Hiring Policies**

Policies for hiring staff and faculty are controlled by the university, with major oversight of all steps in the hiring process provided by the Office of Equity and Institutional Compliance (EIC) and the College of Arts and Sciences (CAS). Search committees must be approved by the EIC, and members must undergo training that includes relevant DEI issues, for example anti-bias training. These policies are updated frequently, and are available on both the EIC and CAS websites.

Admissions policies for the graduate program receive much less oversight. Although the Office of Graduate Studies provides some criteria for acceptance, individual departments are given significant latitude in making decisions about admissions. In EAS, the Graduate Committee makes all recommendations about admissions to the graduate programs, whereas the Department Chair has final say in the award of UNL-funded stipends (i.e., teaching assistantships and other awards). Members of the graduate committee are not required to undertake any training in admission procedures. The department stipulates that all applicants must have a faculty member agree to serve as faculty advisor in order to be considered for the program, but there are no other stated policies beyond those of the Office of Graduate Studies. Following the abolishment of the GRE requirement in 2020, the graduate committee acknowledged that the loss of this metric has made it more difficult to assess applicants. The URGE pod recommends that the graduate application process be reviewed by the faculty in the near-future, with the intent of developing assessment criteria that will ensure equity.



- **Safety Plan**

The DEI committee will use the current deliverable safety plan to develop and recommend explicit department policies, updated student contracts prior to field participation, department-provided safety and first aid kits and resources, required or recommended first aid and diversity/safety trainings, syllabus statements regarding accommodations and religious observances, policies and preparations for dietary needs during travel, and other items identified in the deliverables. This will include required discussions and documents provided to all participants in advance of future fieldwork. Additional work will include identifying risks closer to home and in daily work in and around the university, and recommended safety protocols to help mitigate those risks. The recommendations from the DEI committee may include required documents filed by trip leaders that include racial risk assessments and other preparations.

- **Resource Map**

The current deliverable draft of the resource map makes an effort to consolidate and augment previously scattered documents and recommendations, and to clarify and make explicit various suggestions and policies for tasks like mentoring. The DEI committee should keep this document updated on at least an annual basis, and ideally as any ideas, opportunities, questions, or issues arise. Approval of any policies in the document (like recommended or required trainings) would need to be approved by the department faculty and/or the chair, but can be brought to them as a recommendation by the committee.