URGE Management Plan for University of Alberta CAWS/RenR Pod

This Management Plan was prepared by the CAWS/RenR Pod at the University of Alberta, with Lorna Harris as lead and with comments from the entire pod.

Deliverable	Existing Policy or Resource?	Initial Point of Contact	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Potential impact of implementing modified or new policy	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Modified existing resource	Rebecca Frei	Current existing resource on the website already.	Already reviewed every 2 years	Recommended	Yes	Easier access to complaints and reporting infrastructure.	Requires approval
Demographic Data	Modified existing resource	Kenzie Kuhn (and Sarah Hirtle)	Currently internal only. Options for making data publicly available, if appropriate (noting privacy concerns) should be explored.	Recommend every 2 years	Recommended	Not planned	Clearer and more informative depiction of demographics that should be used to better inform policies needed to improve the representation of marginalised groups within the university as a whole and within individual departments.	Requires approval
Policies for Working with Communities of Color	New	Renae Shewan (and Jacquie)	Likely to be done on a lab by lab basis and made available to lab	Recommend annually, and for each new project.	Recommended	Yes	Increased meaningful collaboration with local communities.	Requires approval

			members through website or through PI.					
Admissions and Hiring Policies	Modified existing resource	Kenzie Kuhn (and Lauren Thompson)	Internal currently	Recommend every 2 years	Recommended	Yes	Improved diversity within the faculty and student body, with representation for everyone.	Requires approval
Safety Plan	Significantly modified existing resource	Lauren Thompson (and Lorna Harris)	Current existing resources available on the Field Research Office website and sent out to all PIs to implement within their research groups. Significantly modified version to be added to lab website.	Annually, but also after any major reported incidents	Recommended	Yes	Increased accountability as it is a signed document. Improved overall health and safety for everyone in the group, with the acknowledgement that unsafe environments are not only determined by risks to physical health in remote environments.	Requires approval
Resource Map	New	Sarah Ficko	New resource map has been compiled and will be posted on the website.	Additions on a rolling basis	Recommended	Not planned	Many resources are now centralised, so individuals can access a landscape perspective on support within and beyond their scientific community.	Easy to implement

- **Agreement** - The CAWS/RenR pod agrees to continue meeting through the summer to update deliverables as needed and to work on ongoing contact and outreach with university administration and the new EDI committee.

- **Pod Guidelines** - We will share our guidelines with the new EDI committee to work into their own guidelines and bylaws.

- **Complaints and Reporting Policy -** We are in contact with the new EDI committee to include our proposed modifications to the existing Reporting policy.

- **Demographic Data -** There are issues to work through on how the collection of demographic data can be improved. We have emailed the university wide workforce group to see what demographic data was collected during surveys. We also reached out to the head of the Renewable Resources department to see if department demographic data was collected separately from the university wide workforce survey. While the data is not presented in any public format they were willing to share what they have with us. The department similarly had data on gender (male or female only) and Indigenous peoples. The data show a high percentage of female students at all stages (undergraduate, MSc, and PhD) and while these percentages are above 50% for all of the programs except for forestry, they steadily decline at each successive academic stage, suggesting barriers to underrepresented and marginalised individuals and EDI overall are prominent within the department. No department wide data on post-doc or faculty positions were available. We also noticed that in none of the surveys or data collected did the university or department allow for genders outside of the binary. We have reached out to the new EDI committee to suggest changing this for future surveys.

- **Policies for Working with Communities of Color -** We plan to raise concerns on the lack of existing policy with the newly formed EDI committee this summer, and will strongly encourage the implementation of the new policy, along with training for staff.

- **Admissions and Hiring Policies -** These are proposed modifications to the existing Hiring policy. While an EDI statement and questions have been added to the hiring process, there are few supports in place after the hiring process to promote success for recently hired faculty. We suggest training and mentoring programs should be added for all faculty (new and tenured) and we plan to work with the recently formed EDI committee to strongly encourage the implementation of such programs. We also suggest more resources are provided for targeting applicants from traditionally underrepresented groups as this was highlighted as a major gap in the current process.

- **Safety Plan -** These are proposed modifications to the existing Safety policy. While the Field Research Office has taken commendable steps to improve safety in the field, these are mostly limited to measures preventing physical harm (e.g., from environmental conditions, wildlife, or research equipment). We propose more emphasis should be placed on the axes of safety regarding mental and emotional harms, and physical harms relating to interpersonal conduct among 1) field team members and 2) members of the public encountered during fieldwork. Students at the University of Alberta have been targeted by racial harassment in rural field locations and as such, increased attention to the interpersonal axis of fieldwork is imperative.We recommend a number of measures be instituted for the Department of Renewable Resources and the Field Research Office, and we outline steps that individual supervisors can take. Finally, we share a Bill of Rights and Code of Conduct that can be integrated into the Field Research Office's safety documentation and training mandate.

- **Resource Map -** There is no current Resource map, but the newly compiled list should be added to the website and incorporated into the

employee and student handbook. The Resource map can also be incorporated into admissions and hiring policy.