



URGE Management Plan for University/Organization - Example 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.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	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	Dan Hembree	Internal, to be used within CoC/Safety plan development	n/a	Not planned	Not planned	Not relevant to our pod
Demographic Data	Yes, newly compiled	Keith Milam	Post a summary to dept website; add goal for accountability, can add links to diversity dashboard on new website	Recommend every 2 years to assess progress	No planned	Not planned	Will update every 2 years
Policies for Working with Communities of	Newly developed	Katherine Fornash	Post on organization website	Recommend every 2 years; can this be folded	Yes	Yes: it would be great if we had some cultural	Develop and then present to department



Color				into the travel paperwork?— collect through that paperwork process		competency training	
Admissions and Hiring Policies	Yes	Alycia Stigall	Internal currently	Update with each new search. Biannually for grad students	Recommended	Variety required trainings that focus on reducing bias and bystander intervention	Develop into a formal policy
Code of Conduct	Newly developed	Alycia Stigall	Post on website	Annually, but also after any major reported incidents	Recommended	Title IX training	Will present to department for approval
Safety Plan	Newly developed	Alycia Stigall	Post on website	Annually, but also after any major reported incidents	Recommended	Yes	Will present to department for approval
Resource Map	No	Pod Member(s)	Post on organization website	Additions on a rolling basis	Not planned	No, not staff-wide but only with HR	Will present to department for approval

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.
- **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.
- **Complaints and Reporting Policy** – These are incorporated into our code of conduct and safety plan documents.



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- **Demographic Data** – New dashboards from D&I: <https://www.ohio.edu/diversity/about/diversity-dashboard> plus OBI data will be updated periodically to measure progress toward our diversity goals.
- **Policies for Working with Communities of Color** – Needs additional revision over the summer before presenting to department. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.
- **Admissions and Hiring Policies** - These are proposed modifications to the existing admissions policy, specifically to modify the prompts presented to candidates on which selection is based. Anti-bias training may need to be part of this as the policies are reviewed and updated by faculty to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself.
- **Safety Plan** – This includes all new travel policies and a new code of conduct. Significant work will be needed to revise and then present for departmental consideration. Training should be paired with the training for the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.
- **Resource Map** - There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the grad student handbook. As part of onboarding a new faculty member or graduate or research UG student faculty would check that the person they report to has a plan to go through the resource map with them.