

URGE Management Plan for GeoEquity

Deliverable	Existing Policy or Resource? <i>(Is it NEW or does it EDIT an existing document, this can be a YES or NO)</i>	Initial Point of Contact(s) <i>Who can you talk to about this deliverable? which pod member? remember, this is short term</i>	Where It Is or Will Be Posted <i>(will this be made publicly available if so, where? e.g. on the GeoEquity website, on the EPS website, internal documents only...etc)</i>	Review/Update Interval <i>(how often will this be updated? who will update?)</i>	Racial Risk Assessment? <i>(YES or RECOMMENDED or NOT PLANNED)</i>	Training Recommended? <i>(YES or MAYBE or NO)</i>	Approval, Check, and/or Consequence <i>(approval steps to implement deliverable, consequence)</i>
Complaints and Reporting Policy	- Yes, complied existing resources - Edit/add to existing documents	- Pete/other Pod Members	- GeoEquity website eventually - Departmental sharing of documents	- Review/update every year or every other year - Reviewed by GeoEquity members and faculty members in service roles	- Recommended	- Yes (information session)	- Approval Steps: discuss plans with Chair, DGS and ombudspersons who can implement them - Consequences: determined by the University - Checks: departmental climate survey results
Demographic Data	- Yes, complied existing resources - Edit/add to existing documents	- Pete/other Pod Members	- GeoEquity website eventually - Departmental sharing of documents	- Review/update every year or every other year - Reviewed by GeoEquity members and faculty members in service roles	- Recommended	- No	- Approval Steps: discuss plans with Chair and Assistant Chair, build connections with external organizations like NABG, SACNAS, etc. - Consequences: NA - Checks: continue discussing demographic data and connections with other organizations. Keep track of who is involved with other organizations.
Policies for Working with Communities of Color	- No departmental resources - New departmental policies needed	- Ryan/other Pod Members	- GeoEquity website eventually - Departmental sharing of documents	- Review/update every year or every other year - Reviewed by GeoEquity members and faculty members in service roles	- Recommended	- Yes	- Approval Steps: discuss plans with Chair, Assistant Chair, and Pls - Consequences: department members that are not engaging local communities will be sent resources or suggested trainings - Checks: continue discussing how research groups work with communities of color
Admissions and Hiring Policies	- Yes, complied existing resources - Edit/add to existing documents	- Faculty/other Pod Members	- GeoEquity website eventually - Departmental sharing of documents	- Review/update every year or every other year - Reviewed by GeoEquity members and faculty members in service roles	- Recommended	- Yes	- Approval Steps: discuss plans with Chair, Assistant Chair, hiring committee, and graduate recruitment director - Consequences: NA - Checks: departmental demographic data
Safety Plan	- Yes, complied existing resources	- Mia/other Pod Members	- GeoEquity website eventually - Departmental sharing of documents	- Review/update every year or every other year - Reviewed by GeoEquity members and faculty members in service roles	- Recommended	- Yes	- Approval Steps: discuss plans with Chair, Assistant Chair, and Pls - Consequences: send out additional reading materials and require more trainings - Checks: continue discussing how research groups work safely
Resource Map	- Yes, complied existing resources - Edit/add to existing documents	- Gabby/other Pod Members	- Graduate student handbook - GeoEquity website eventually - Departmental sharing of documents	- Review/update every year or every other year - Reviewed by GeoEquity members and faculty members in service roles - Departmental code of conduct reviewed during the Office of Equity training period (Fall 2021)	- Not planned	- Yes (information session)	- Approval Steps: discuss plans with the DGS, Chair, and EPS community - Consequences: TBD - Checks: NA

- **Agreement** - We need to do a follow up meeting ('Meeting 3' in document) to discuss future action items, goals, and policy incorporation. Following this, do racial risk assessments on deliverables as outlined in table above.
- **Pod Guidelines** - Incorporate into GeoEquity policy document - how often each should meet: anti-racism department meetings, GeoEquity Wednesday meetings, GeoEquity Organizers meetings. Additionally, incorporate the 'Pod Guidelines'.
- **Complaints and Reporting Policy** - Share the University/department level reporting policies more explicitly to the members of the department (incoming grads, postdocs, undergrads, anyone who would be reporting). Potentially adding a [lab based] ombudsperson. Support for instituting a departmental climate survey. We are not editing existing policy, however creating new departmental complaint pathways.
- **Demographic Data** - We will discuss expanding the demographic categories to be more inclusive of other ethnicities - at this point it is "Under Represented Minority" which does not encompass the scope of the data we are trying to get. We want to make connections with external affinity organizations (e.g., GeoLatinas, SACNAS). Additionally, we'd like to start collecting demographic data on seminar speakers (with permission).
- **Policies for Working with Communities of Color** - Encourage engagements between local communities and researchers by continuing conversations within lab groups, and work to include local collaborators. Make findings accessible to local communities (e.g., translations, reduce paywalls). Make a list of resources that would allow for more outreach work (grants, awards, etc.). This deliverable could be incorporated into policy elsewhere (e.g., lab specific code of conducts or field research code of conducts). Incorporate more emphasis on engaging local communities in RCR or other trainings.
- **Admissions and Hiring Policies** - We will consider increasing the transparency of the faculty hiring process, as well as ask applicants to take a survey about hiring or admissions process. We additionally have brainstormed hosting a workshop where faculty could read applications in an attempt to identify their biases. We also hope to continue discussing issues with partner hiring at NU.
- **Safety Plan** - We will continue developing the pre-travel checklist. We will discuss what trainings to implement such as field safety training, first-aid training, anti-racist trainings, and programming from the Office of Equity/Office of Institutional Diversity & Inclusion. We will edit the existing code of conduct in this deliverable so that we can share it on the department website and in graduate student guidebook.
- **Resource Map** - We will work to add in the resources for students of color into the graduate student handbook with our DGS. We would like to create a department code of conduct and post this on the GeoEquity and/or EPS website. We would also like to post an outline onto the GeoEquity website for lab groups/PI's to help create lab welcome documents. The closest thing to a resource map is the EPS graduate student handbook, but nothing exists for postdoctoral scholars, new faculty, and staff. This should be incorporated into the employee and student handbooks. We would also need to create a system in the postdoc/staff/faculty process where new community members go through the resource map including our code of conduct.