




---

URGE Management Plan for Georgetown University

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.

<b>Deliverable</b>	<b>Existing Policy or Resource?</b>	<b>Initial Point of Contact(s)</b>	<b>Where It Is or Will Be Posted</b>	<b>Review/Update Interval</b>	<b>Racial Risk Assessment?</b>	<b>Training Recommended?</b>	<b>Approval, Check, and/or Consequence</b>
Complaints and Reporting Policy	Yes	Sarah	Working with dept to post on website	Review every two years	Not planned	Not planned	Consequence
Demographic Data	Yes	Sarah	Internal currently	Review annually	Yes, e.g. <a href="#">link</a>	Not planned	N/A
Policies for Working with Communities of Color	No	Sarah	Internal currently	Review annually	Yes, e.g. <a href="#">link</a>	Yes	Approval and Consequence
Admissions and Hiring Policies	Yes	Sarah	Internal currently	Review annually	Yes, e.g. <a href="#">link</a>	Not planned	Approval
Safety Plan	No	Sarah	Internal currently	Review annually, but also after any major reported incidents	Not planned	Yes	Approval and Consequence
Resource Map	No	Sarah	Working with dept to post on website	Additions on a rolling basis	Not planned	No	Approval



Additional considerations for each deliverable:

- **Agreement** - This agreement will be adapted for different purposes as we interact and meet with leadership about these policies, as well as during regular meetings with key contacts such as JEDI, HR, etc.
- **Pod Guidelines** - We will work to ensure that our pod guidelines can be adapted into longer term plans/bylaws, e.g. that these inputs will not only dovetail with existing DEI efforts in the department and university but also that our pod members gain leadership roles in these domains.
- **Complaints and Reporting Policy** - We have suggestions for modifications to the existing Reporting policy and we hope to work with the department and university on modifications noted, like increasing anonymous reporting channels.
- **Demographic Data** - We are heartened by early steps our department has taken, including compiling and internally presenting demographic data on graduate admissions over the last several years. Class sizes are small, but recent trends in the numbers for applicants, interviews, and matriculation are moving in encouraging directions. We hope to make these numbers public for increased accountability in the years to come, but we will need to work closely with the university administration on this. We will also encourage the department to work with the Center for Multicultural Equity and Access and their Leaders in Education About Diversity program to perform a racial risk assessment prior to adopting new policies around the collection and use of demographic data.
- **Policies for Working with Communities of Color** - Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. 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. We will work with the university's Center for Multicultural Equity and Access and their Leaders in Education About Diversity program to conduct this training and provide guidance in performing the racial risk assessment. 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** - At the recent department retreat, input on revamping the graduate admissions application was solicited in light of DEI issues. We have also proposed modifications to the existing hiring policy, and are heartened by the university's adoption of a Diversity advocate in searches (a full voting member of the search committee who is required to attend a Faculty Hiring Workshop each September). The primary goal of this person is to actively monitor each stage of the search process to ensure an equitable and open search, including ensuring that sufficient outreach has been done to solicit a diverse applicant pool; reinforcing best practices in recruitment and interviewing of candidates; guiding the committee to develop a broad definition of the required and preferred criteria in terms of scholarship, experience, and disciplinary background; and bringing process gaps including bias, prejudice, and stereotyping to the attention of the committee and/or chair. We recommend posting our admissions and hiring policies (as much information as possible) publicly on the jobs board for potential candidates. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as after the policies



themselves are implemented. Approval process would be part of hiring staff (or admitting students); in other words, we will work to the extent possible to ensure that department plans to hire a new position adhere to our suggested policies as well as all adopted university policies. We will also encourage the department to work with the Center for Multicultural Equity and Access and their Leaders in Education About Diversity program to perform a racial risk assessment prior to adopting new policies.

- **Safety Plan** - We have developed anti-racism specific policies for our lab's Safety policies, and will include them as part of lab-specific and field-specific safety training moving forward. 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. The approval process can be incorporated into travel approval, e.g. there can be a check if a racial risk assessment has been done on this travel location; the 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 for incoming graduate students, but we recommend this be part of onboarding and/or orientation for the department and it will certainly be part of onboarding of our new lab members. We will work with our department to make this resource map available to all incoming graduate students and staff members to ensure they receive information about available support and resources when they enter the department. We hope to work with the department to make sure this resource map is also accessible to current personnel and can be made publicly available and accessible via the department's website. Approval of this could be incorporated along with the admissions and hiring policy, as part of a proposal to hire a staff member or admit a student (e.g. HR could check that the person they report to has a plan to go through the resource map with them).