Management Plan, URGE Deliverable
University of Tennessee in the Department of Earth & Planetary Sciences

The following table summarizes the URGE pod's RECOMMENDATIONS for posting or distributing the deliverable information, as well as recommendations for review and updating frequency, conducting racial risk assessments, training and/or familiarization, and parties to oversee the activities and/or tasks.

Deliverable	Existing Policy or Resource?	Where It Is Information, or Will It Be Posted?	Review/Update Interval	Racial Risk Assessment?	Recommended Training or Familiarization?	Responsible Parties to Oversee Activities
Complaints and Reporting Policy	Yes, as university policies for bias and other problem reporting	University websites already, although need to make policy and flow of information clear on department website; EPS anonymous reporting tool describes reporting	Review every year, or when new university policy changes occur; review EPS anonymous reports	Not planned, but recommended (e.g., consider consequences for reporting)	Training not needed, by familiarization with new students, staff, and faculty should	Department Head & Associate Head, with Chair of Diversity Council and DGS
Demographic Data	Yes, mostly as university data	Most of the information is available on university websites and is compiled periodically for programmatic reviews	Recommend annual review	Recommend, in the context of changing demographics, retention; in line with Diversity Action Plan (DAP)	Diversity Council reporting with DAP annually; report to faculty & department	Diversity Council, with Department Head & Associate Head, reviewed with Executive Committee, or with UPC, and/or GAPC
Policies for Working with Communities of Color	No; consider long-term goal of generating departmental policies	Exists only as pod deliverable; should provide information as a guidance document on the department's Diversity web page	Recommend annual review and update, which may result in policy development	Yes; guidance document and resources could provide; can be part of DAP, which could develop into policy	Familiarization of resources recommended during faculty meetings (at least once a semester) and with students	Department Head; Diversity Council
Admissions and Hiring Policies	Yes, as university policies	University websites already; provide deliverable for "best practices" to recruit, hire, & retain diverse departmental members	Faculty per search; STRIDE training for everyone; GAPC for graduate admissions	Yes, as part of STRIDE training; recommend GAPC review annually during admissions	STRIDE Training; other university resources to assess bias and improve wholistic hiring and admissions practices	Department Head; chairs of search committees (for faculty searches); Director of Graduate Studies
Safety Plan	Yes, Environmental Health & Safety provides physical travel safety; No, racial risk assessment for on-campus and off-campus activities needed	Exists only as pod deliverable; should provide information as a guidance document on the department's Diversity web page	Recommend annual review and update	Yes, which the deliverable and resources could provide	Familiarization of resources recommended during faculty meetings (at least once a semester) and with students	Department Head, Director of Graduate Studies, Undergraduate Program Committee, with Diversity Council; PIs and field trip leaders
Resource Map	No	Exists only as pod deliverable; should provide information as a guidance document on the EPS's Diversity web page	Recommend annual review and update	Yes, deliverable could provide; can be part of DAP	Familiarization recommended during faculty meetings (at least once a semester) and with students	Department Head, Director of Graduate Studies, Under-graduate Program Committee, with Diversity Council

2021-2022 Post-URGE Action Items

In order of priority and timing:

❏ Introduce *Safety Plan* guidance and recommendations to faculty during a Summer 2021 faculty meeting, in preparation for updating Graduate Student Handbook by August 2021 (first week of classes). This action item is imperative because of potential safety risks experienced by students recently due to financing inadequacies during field and/or conference trips. These concerns also extend to potential socioeconomic, power-dynamic, and racially-sensitive issues.

❏ Create & post flowchart and/or guidelines for *Complaints and Reporting Policies* on EPS website.

❏ Develop, edit, and post the following guidance documents to EPS's Diversity web page, listed in order of priority:
  ❏ *Safety Plan*
  ❏ *Resource Map*
  ❏ *Policies for Working with Communities of Color*

❏ Add explanations for the following deliverable and guidance document resources to the New Graduate Student Orientation by August 2021:
  ❏ *Complaints and Reporting Policies*
  ❏ *Safety Plan*
  ❏ *Resource Map*
  ❏ *Policies for Working with Communities of Color*

❏ Familiarize faculty with the following guidance materials (introduce one per faculty meeting through Fall 2021):
  ❏ *Complaints and Reporting Policies*
  ❏ *Resource Map*
  ❏ *Policies for Working with Communities of Color*

❏ Recruit new URGE pod leaders and membership from within EPS and perhaps other departments (dependent on future structure of URGE after May 2021).