URGE Management Plan for University of Montana Department of Geosciences

Here we identify how to incorporate deliverables developed during spring 2021 URGE session into the UM Department of Geosciences, as we continue to develop, assess, and finalize policies and resources.

- **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** – Our pod guidelines provide ground rules, decision-making, and individual roles and responsibilities. We envision using these guidelines more broadly to guide departmental group and committee discussions and activities in the future. The department chair will have responsibility for institutionalizing these guidelines into department operations.

- **Complaints and Reporting Policy –** The Complaints and Reporting policy builds on existing, University-wide policy, which is posted on the UM Office of Equal Opportunity and Title IX site (https://www.umt.edu/eo/) and was explained to our pod by that office's Director (Alicia Arant). The EO office periodically reviews the policy. We will post links on our website to ensure visibility and easy access to the complaints and reporting policy.

- **Demographic Data** – The University Data Office compiles and makes publicly available various types of demographic data (http://www.umt.edu/institutional-research/) that we used for department-level evaluations. We will update our demographic tracking, every two years, using the resources available from the Data Office. An additional department-level demographic evaluation, on race and gender of those giving talks in our speaker series, was compiled internally and will also be updated periodically. We will evaluate trends and patterns in the demographic data to inform whether actions we have taken to expand DEI are working or should be modified, or whether new actions are needed.

- **Policies for Working with Communities of Color** – Elements of this deliverable will be incorporated into the department's Graduate Guidelines and orientation activities for new graduate students. Faculty will discuss whether to formalize policies suggested in the deliverable as required or recommended. For implementing this deliverable, we would solicit feedback from the Native American Studies program at UM. Challenges for implementing this deliverable include the diversity of research areas, project types, and funding sources within the department, the sporadic nature of new graduate student orientation activities, the fact that some faculty were not URGE participants, and the lack of personnel resources for oversight to evaluate whether policies are being adhered to.

- **Admissions and Hiring Policies** – Hiring practices are largely dictated by other university entities (e.g. HR department), and new hiring is severely constrained by university finances. With respect to graduate admissions, we did not identify specific problems in our practices or requirements that present an obstacle to DEI. Regardless we recognize that we are not performing adequately in terms of broadening participation in geosciences, including recruiting non-white students, and that engaged communication with applicants, outreach visits (e.g., to tribal colleges), and supplementation of TA salaries using Foundation funds could help diversify our students. The removal of the GRE requirement for graduate admissions in 2020 was a positive step.

- **Safety Plan** – This deliverable identifies a code of conduct applicable to a broad range of department activities, including outreach and public presentations, social media, and lab and field safety. The information will be posted to the department website and shared with faculty, and we will emphasize institutionalization of lab and field safety conduct codes. Challenges are as for other deliverables; i.e., lack of personnel to provide oversight and accountability.

- **Resource Map –** The resource map will be posted to the department website and periodically (e.g., annually) checked and updated. We will notify new students or staff of the resource map.

- **Overarching challenges–** Limited capacity among personnel (students, staff, faculty), in a resource-limited environment where we are all stretched thin, creates challenges for implementing and sustaining URGE-related policies and resources. For example, financial resources to promote diversity in recruitment and hiring are not available. Personnel changes also create challenges. A meeting with university administrators to report on our URGE pod's efforts reinforced that we should not wait for or anticipate any institutional support toward URGE-related goals. These are not excuses, just recognition of the institutional context we operate in, but we aspire to use the URGE activities of spring 2021 as a springboard toward creating a departmental environment, and associated policies, that promote DEI. We propose to task a single faculty member each year, as an important element of their department service assignment, with responsibility for implementation and adaptation of URGE deliverables and policies developed in spring 2021.