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**Massachusetts URGE Pod Deliverable 8: Generalized Management Plan for the  
Massachusetts Pod Departments**

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This is a generalized management plan agreed to by the members of the Massachusetts Pod, who belong to three separate universities. Individual members will modify and adopt this general management plan to suit the specific needs of their home departments and universities.

<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			Department website	Recommend every 2 years	Recommended	Not planned	Approval, Check, Consequence by DEI Committee and Chair
Demographic Data			Internal only	Recommend every 2 years	Not planned	Not planned	Check
Policies for Working with Communities of Color			Department website	Recommend every 2 years	Recommended	Yes	Approval by DEI Committee and Chair

Curriculum & Classroom Culture			In class Syllabi, announced in class	Recommend annually	Not planned	Yes, as needed	Check and Consequence by DEI Committee and Chair
Admissions and Hiring Policies			Department website	Recommend a review before each search	Not planned	Yes, for search committees	Approval by DEI Committee and Chair
Safety Plan			Department website	Recommend annually, but also after any major reported incidents	Recommended	Yes	Approval, Check, and Consequence by DEI Committee and Chair
Resource Map			Department website and Student Handbook	Recommend annually	Not planned	Not planned	Approval by DEI Committee and Chair

## **Additional considerations for each deliverable**

- **Complaints and Reporting Policy** - A clear and concise policy with links to relevant department and university faculty, offices, or resources will be posted on the website. This will include information about what happens when a complaint is filed and what possible actions or consequences may result. Create a culture of reporting in order to encourage reporting of even minor instances in order to reveal patterns of behavior. Emphasis on training and education, but consequences also need to exist that address other options if patterns persist.
- **Demographic Data** - The Chair and DEI committee will collect and review demographic data available from the University including: national, university, department data for both students and faculty. This bi-annual review will allow for an assessment of progress towards DEI goals of eliminating “fractionation” of BIPOC so our geoscience department demographic matches university and (ideally) national demographic. Top line results could be shown on the department website. More detailed information on major trends, specific courses which attract or repel BIPOC students, can be used internally.
- **Policies for Working with Communities of Color** - This will be a new policy for our departments, so some training of faculty and staff will be necessary. This will involve readings and discussion similar to the content provided by URGE. Faculty or students who will engage in field research within communities of color should notify the Chair and review the policy. Racial risk assessment should be done before embarking on research with communities of color to understand cultural differences for the community and all participants.
- **Curriculum** - We broke out course curriculum and classroom culture as a separate item worthy of its own attention. We recommend establishing language and information about DEI resources and policies that will go into all course syllabi, and reviewing that annually. We recommend that faculty develop ways to incorporate DEI content into their classes by illuminating and recognizing some of the ugly past of colonialism and racism that underlies much of the geosciences, discussing ways in which BIPOC are disproportionately affected by environmental degradation and related issues, or by showcasing examples of BIPOC scientists and their contributions. Last, we suggest a regular program of faculty peer-review to provide oversight and support for faculty who may need additional training or encouragement to ensure that their classroom environment is safe, welcoming, and free of microaggressions for BIPOC. Faculty and the chair are responsible for checking student course evaluations and peer-teaching reviews to see if additional training or support for faculty is needed.
- **Admissions and Hiring Policies** - These two policies will need to be developed and a concise overview of each posted on the website. A set of resources (readings and anti-bias training provided by university) will be required for admissions committee members and faculty search committee members. The check and consequence will exist in the demographic data itself.

- **Safety Plan** - This is adding anti-racism specific policies to the existing safety policies for field work and lab work. These department-wide policies should be posted on the website. Individual lab groups are encouraged to shape their own group-specific lab and field safety plans. Training should be paired with the training for working with communities of color (in collaborative lab or field research) and linked to the Complaints and Reporting Policy and Resource Map. Recommend racial risk assessment be done on any travel locations for field work.
- **Resource Map** - The resource map is intended to be a very concise 1-page maximum summary of where to find all of the above policies and resources. This could be made available in numerous ways including: printed flyers, posted in department office or hallways, posted on website, and included in the graduate student handbook.