



URGE Management Plan for the Plant & Environmental Informatics Lab, University of California Davis Pod

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.

Deliverable	Existing Policy or Resource ?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes	Troy Magney; Erica Orcutt, Jessie Au, Chris Wong	Lab Manual, UC Davis website, Plant Sciences Dept. website	Reviewed by the organization	Not planned	Not planned	This is done at the organization level generally, although for our own lab our PI is responsible for internal complaints & elevating them if necessary
Demographic Data	Yes	Erica Orcutt, Troy Magney	UC Davis has a demographics website with some information, Plant Sciences Dept has some but generally is internal	Recommend every 2 years if possible, some of the data is fairly out of date, would be nice to have more current numbers available	Recommended	Not planned	Not relevant to our pod, this is done at a level above us.

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Policies for Working with Communities of Color	Sort of	Chris Wong & Jessie Au	This is on our organization's website but we also have one internally	Ideally this would be updated annually but not sure what the current timing is for that now	Yes	Yes, especially as part of teaching/field work if possible, but training isn't explicitly set up for this issue (diversity generally but not for how to work with communities of color specifically)	Approval for safety plan generally but not specific to working with communities of color, and consequence if there were complaints to the university
Admissions and Hiring Policies	Yes	Erica Orcutt & Troy Magney	Internal currently for specific graduate programs, more open for hiring faculty and staff	For individual graduate programs it varies, the university also periodically makes adjustments (such as removing GRE requirement last year), internally recommend every 2 years	Recommended	Maybe, especially for folks who are on admissions or hiring committees, there should be at least a discussion and possible training refresher about bias in hiring & admissions practices	Approval
Safety Plan	Yes	Jessie Au, Troy Magney	Internal currently for specific project, guidance from the Safety	Annually on a per project basis (have to do a new one	Not planned	Yes, there are required safety trainings for working in	Approval and Consequence

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			Services department on campus	for each new project/new field work for an existing project), but also after any major reported incidents		greenhouse conditions and in the heat, and there are sometimes additional optional trainings on specific safety topics offered by Safety Services	
Resource Map	No	Erica Orcutt	This is an internal document that we share with our lab members. We're going to update our existing lab manual with more of the resources we looked up for the resources map	Additions on a rolling basis, as pod members find new resources to include	Not planned	There is sort of training when someone joins the lab and we provide them the resource, but it's not formal	None

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Agreement/Pod Guidelines** - Our agreement has now been incorporated into our lab manual and is our code of conduct for working with each other and other members of the campus community. Our code of conduct was adapted from one our PI developed for teaching, and he has shared that with his department so that course syllabi now include similar codes of conduct.
- **Complaints and Reporting Policy** - We have our own internal complaint and reporting policy, as well as multiple people that a lab member could speak to if they don't feel comfortable discussing things with the PI directly. The university seems to be trying to centralize this process, so from an organizational perspective it's difficult to make recommendations.



- **Demographic Data** - Demographic data is difficult to collect due to privacy laws. We aren't allowed to ask those kinds of questions ourselves, but that has to be collected in a very specific and sensitive manner from the university. It is not as available as we might like, but we also want to be safe and respectful of individual privacy.
- **Policies for Working with Communities of Color** - This seems to be an area that could have the most impact at the university level. We plan to meet with the Vice Chancellor for Diversity, Equity and Inclusion to discuss our URGE process and this is a key thing we want to address with her. How can we centralize this process better and incorporate it into research plans? Can we make training for this? People who do sociological research have to be aware of working with communities of color when they get their research approved by the campus Institutional Review Board, but physical scientists are generally less aware/potentially accountable for how their research might impact communities of color.
- **Admissions and Hiring Policies** - It would be nice if admissions policies were more transparent. It's difficult for students, particularly graduate students, to understand why they may or may not be accepted into graduate school. There are so many qualified and talented applicants, but those finite decisions are difficult to understand especially if you don't have experience or connections in Academia that might help you to understand what you need to do to succeed (such as contact potential advisors ahead of time, etc.). This may be something else we discuss with the VC of DEI, but we also know from experience that making these decisions are difficult because people are multi-faceted and it can be tough to know from an application who will succeed in graduate school, so this is a discussion we want to keep having within our organization.
- **Safety Plan** - Our safety plan was developed by one of our postdocs for her own research and is an excellent template for the rest of us. It is a requirement for our Safety Services Department, but we have incorporated more information about anti-racism and resources if you feel unsafe. More explicit anti-racism and DEI considerations could be included or required for other safety plans across campus, so this is a discussion we should continue to pursue with relevant departments.
- **Resource Map** - Our resources map is specific to our lab. It could be used as a template for other labs, and possibly for other departments on campus. Having a university that is so large is a plus in that there are so many resources available, but they are very spread out and decentralized which makes it daunting for people who are new to campus to find resources relevant to them. We will need to continually update our resources map/lab manual and perhaps find ways to help centralize this information for other labs/graduate groups/departments when they onboard new employees.