Bigelow Laboratory for Ocean Sciences

Bigelow URGE Pod
FINAL Session 8 Deliverable

<u>Management Plan</u>

As part of the objectives of Unlearning Racism in Geoscience (URGE; www.urgeoscience.org), a community-wide journal-reading and policy-design curriculum to help Geoscientists unlearn racism and improve accessibility, justice, equity, and inclusion in our discipline, this deliverable defines a management plan for incorporating URGE deliverable recommendations into our institutional governance. For each deliverable, this plan seeks to:

- Indicate if the recommendations are for a new policy/resource or modification to an existing policy/resource
- Assess the potential impact of implementing the policy, and the financial resources needed to implement the policy or practice
- Note where the policies and resources will be made publicly available (e.g., in policy booklets, on department/institution websites, etc)
- Recommend an appropriate interval for reviewing and updating policies and resources
- Indicate where additional training may be needed.

This management plan builds from guidance of the URGE Session 8 readings and interview and the URGE Session 8 deliverable guideline. In addition to outlining how recommendations will be reviewed and/or acted upon, we also identified areas of additional improvement in prior deliverables, by asking ourselves the following questions:

- What challenges may exist in implementing each deliverable? Which ones will require external feedback / approval? Which can be implemented immediately?
- What checks and balances / approval steps currently exist for ensuring that people adhere to policies that are already in place? (e.g., approval process for reimbursable travel) Are they effective? How are the existing policies enforced?
- How are new policies introduced? What kinds of training or informational sessions are effective and why?
- How will you ensure the policies and resources developed through URGE will be maintained and supported over the long term, e.g. through staff/student turnover?
- What (financial) resources will be necessary to implement the policy?

The recommendations that source from the earlier URGE deliverables, outlined below, will be monitored as part of a broader effort at the institution using an internally shared "checklist" maintained by the DEI Liaison, which also includes many other actions that staff are championing to improve accessibility, justice, equity, diversity, and inclusivity at our institutions.

We plan to revisit the list below within a year and provide a public reporting of our progress towards implementing the recommendations.

URGE Deliverable	Who has purview?	Next steps?^	Accessible where and by when?	Review interval?	Training recommended
1 - Pod guidelines	n.a.	Informal antiracism discussion group to establish ground rule & decision making guidelines, incorporate more consensus-based models.	To be made accessible **by June 2021**, provided to Chief of Staff for inclusion in onboarding info, shared (internally) Google Drive and on #antiracism channel on internal Slack account	DEI Liaison to review with antiracism group annually, regular reminders of guidelines at meetings	NO - Not relevant
2 - Review of complaint/ grievance policies	Personnel Committee (PC)	PC to begin review of recommendations in June 2021 meeting	Current policies in Employee Handbook accessible internally on Google Drive, expected implementation of changes by **end of 2021**	Employee Handbook reviewed and updated every year by PC	YES - Continue (and expand) annual harassment prevention training for all staff and students, as well as training for supervisors on handling reporting
3 - Review of demographic data	Human Resources (HR), Education Coordinator	DEI Liaison to work with professional staff to develop recommendations on how to collect and use such data, and also to create summaries of current demographics	Not created yet. First demographic summary to be presented at **June 2021** Board of Trustees meeting, to staff shortly thereafter, and made publicly accessible on website by **end of 2021**. Recommendations to be discussed with Education Comm. at **June 2021** meeting and made available to all staff on internal storage	Yearly by DEI Liaison with HR and Education Coordinator	YES - recommendations, rules for demographic data collection, use, and storage for all SRSs and Directors
4 - Review of policies for working with communities of color	Vice President for Research & Administration (VPRA), Senior Research Scientists, HR	Identify champions for the following actions: - Suggest addition to Employee Handbook about the ethos of avoiding parachute science - Suggest addition to annual appraisal to reflect on the ethics of how science was done - Lead workshop on the pitfalls of parachute science and how to avoid - provide recommendations on	*To be determined once champions are identified*	VPRA to ask SRS about efforts to avoid parachute science in annual appraisals; DEI Liaison and HR to review cultural competency training	YES - workshop for all staff on how to avoid parachute science, and why; annual training for staff on cultural competency

		how funding could be used to support relationship building with local communities - organize training for staff on cultural competency to enable us to better work with individuals from different backgrounds - engage local community leaders to educate on our efforts to promote JEDI and invite conversation			
5 - Review of admissions and hiring policies	Personnel Committee (PC), Education Committee (EC)	PC and EC to begin review of recommendations in June 2021 meetings	Current hiring and admissions policies accessible internally on Google Drive. Expected implementation of changes by **end of 2021**	Yearly by DEI Liaison with HR and Education Coordinator and VPE	YES - HR to continue training for hiring committees; EC (?) to implement annual training for those tasked with program admission
6 - Review of lab and field codes of conduct	Vice President for Research & Administration (VPRA) + Senior Research Scientists	Identify champions for the following actions: - Develop example field safety plan - Post example and recommendations on internal storage - Lead workshop for others on the important steps to consider - Suggest addition to annual appraisal to reflect on how field/laboratory safety was promoted	*To be determined once champions are identified*	VPRA to ask SRS about efforts to promote field/lab safety in annual appraisals	YES - annual workshop on creating field safety plans for SRS, RS, Postdocs
7 - Resources Maps	Personnel Committee (PC), Education Committee (EC), HR, Education Coordinator	Modify and expand existing resource maps for all staff and students; create shared supply of equipment/gear for staff and students to borrow for field work; hold workshop for staff on resource maps	Make resource maps accessible on support wiki by **end of 2021**; make shared equipment pool accessible by **end of summer 2021**.	Annual review of resource maps for staff by HR, annual review of resource maps for students by EC, annual check on shared equipment pool by Education Coordinator and VPE	YES - workshop for all staff about why creating resource maps is useful, and how to support incoming staff and students

^ We did not have time to incorporate the recommended Racial Equity Impact Assessment in the assessment of our deliverables, but we will strive to include this recommendation where relevant as we move ahead, to determine the implications of adopting policies or taking actions.

- https://www.raceforward.org/sites/default/files/RacialJusticeImpactAssessment_v5.pdf

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