

URGE Management Plan for *Dartmouth Earth Sciences Pod (2021)* - Deliverable

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	See flowchart (Chair, Grad coordinator; Grad obsbusdperson; Title IX office; or other appropriate party, see resource map below)	On Dept Website	2yrs by DEI committee	Not planned	Not planned	Requires Chair and Faculty approval
Demographic Data	Some	Leavitt, DEI chair, Dept Chair	Internal only, in 10yr self study	Every 3 years compile, analyzed during self-study	Recommended	Not planned	Request support from Chair/Faculty, and Registrar for approval.
Policies for Working with Communities of Color	No, one in progress via Field Code of Conduct.	DEI committee, and Pod members on DEI, Palucis, Leavitt	Post on EARS / Dept website under correct tab.	Every 1-2 years, via DEI committee, brought to full faculty for review and	Yes	Yes, anti-bias training (currently available 2x annually by the College); further field-specific training is recommended.	Policy to be presented to Faculty and if approved by vote, required for all field work.

				vote to accept.			
Admissions and Hiring Policies	Yes	Hiring committee for faculty of postdoc, chair & <u>Dartmouth IDE office</u> ; Grad admissions committee	Internal, as well as federal and state laws.	Recommend annually as Faculty retreated, led by DEI committee with focus on upcoming hires.	Recommended	Yes, request from College to hiring committee's and chairs. Some is available. Guarini Graduate school admissions policy.	Approval from Chair, and DEI chair. For Grad admissions, Guarini school and admissions committee.
Safety Plan	Yes	DEI committee for policy for Dept and Stretch leader for Stretch.	Internal currently	Reassess annually, and after any major reported incidents	Not planned, but encouraged	Yes	Approval by Chair, DEI chair, Stretch coordinator; non-compliance: removal from program in compliance with institutional policy.
Resource Map	Yes, from Session 2; plans to further develop the resource map from Session 7	From: Dr. J. Rhim;; See Session 2 resource map.	Post on organization website and in department public spaces.	Additions on a rolling basis, reassess by DEI committee as needed.	Not planned	No, not staff-wide but only with HR	Approval of DEI committee then whole faculty.

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

- **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 - Ground rules:** The following ground rules have been adapted from the examples provided in the [deliverable instructions](#), with [additional rules proposed by pod members in blue](#).
 1. Listen actively -- respect others when they are talking.
 2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
 3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
 4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
 5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
 6. The goal is not to always agree -- it is to gain a deeper understanding.
 7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
 - a. [Camera or audio On/Off is up to the individual \(zoom world\)](#).
 8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
 9. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.
 - a. [Everyone will review the written deliverables -- which are to be submitted to the URGE website and shared with the public -- by an agreed upon deadline](#).
 10. [Practice the "Step up, Step up" principle: if you are speaking a lot, step up your listening; if you are listening a lot, step up your speaking.](#)
 11. [Everyone has the right to call a "STOP" to the conversation and/or "PASS" at any prompt or discussion, with no questions asked.](#)
- **Complaints and Reporting Policy -**
 - [A road-map/flow chart on the existing Reporting policy.](#)
- **Demographic Data -**
 - [Collected by HR \(staff/faculty\), Registrar \(students\). Kept private. Department can only see some and in an anonymized manner. From URGE: "There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data." Consequently, establishing a demographic database \(either for internal use or public\) will take time; however, first steps can be taken in the next months by initiating a conversation with HR and/or Department Chair.](#)

- **Policies for Working with Communities of Color -**

- Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.

- **Admissions and Hiring Policies -**

- These are proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.
- Recommendations in the URGE deliverable will be used as discussion points with faculty members who are currently and actively involved in modifying the graduate student admission process and/or involved in the AGU Bridge program.
- Without having to wait until conversations with the department and school take place, individual PIs have the capacity to make the application process specific to their research groups more inclusive and accessible by providing resources and clear instructions on their websites.

- **Safety Plan -**

- From URGE: This is adding anti-racism specific policies to the Safety policies in the Employee Handbook. Training should be paired with the training for the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.

- **Resource Map -**

- There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the employee handbook. The approval can be incorporated along with the admissions and hiring policy, as part of a proposal to hire a staff member or admit a student then HR would check that the person they report to has a plan to go through the resource map with them. Session 7 deliverable will be further developed and finalized into a resource material.