

URGE Group Guidelines

1. Ground rules

- a. Listen actively - respect others when they are speaking.
- b. Speak from your own experience instead of generalizing (“I” instead of “they”, “we”, “you”).
- c. 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.
- d. Participate to the fullest of your ability - community growth depends on the inclusion of every individual voice.
- e. Instead of invalidating somebody’s else’s story with your own spin on their experience, share your own story and experience.
- f. The goal is not to always agree - it is to gain a deeper understanding. Honor people’s feelings even if they are different from your own experience.
- g. Be conscious of body language and nonverbal responses - they can be as disrespectful as words (even over Zoom!).
- h. Assume everyone is good intentioned, but also acknowledge the impact of saying something that hurts someone else, even if it is unintended. Keep in mind that folks could be working through or trying to conceptualize an idea, and might not get it right the first time.
- i. Maintain confidentiality. All stories and personal attribution 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. Concepts can be discussed outside of the group but “who said what” should be kept confidential to protect the safety of this space for open conversation.
- j. If harassment or microaggressions occur, the injured person can seek to address the issue directly with the offending person and with the help of a third person mediator. Additionally, Carnegie mental health resources are available through <https://hr.carnegiescience.edu/health/optum-eap>. We strongly encourage all pod members to view the microaggression postdoc workshop recording here: <https://epl.carnegiescience.edu/postdoctoral/workshops/unintended-inequities-professional-settings-recognizing-and-remediating>

2. We will make group decisions using group consensus. Pod members are encouraged to read this article on group consensus:
<https://www.seedsforchange.org.uk/shortconsensus>

3. Pod member roles and responsibilities

- a. Scheduling meetings - Suzy
- b. Take attendance - everyone
- c. Take notes - on rotation
- d. Upload deliverables to the URGE website - Suzy
- e. Read supplemental articles / materials for deliverables as needed - on rotation
- f. Draft deliverables and share with pod for review/edits/discussion at pod meetings
- Suzy