URGE Resource Map for University/Organization - Example Deliverable

This is a Resource Map for the Carnegie Science Pod at Carnegie Institution for Science. This was adapted from the "Sample Ph.D. Mentoring Plan" developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0. Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

- Mentoring plan
  - Initial Meetings for new hires
    - Postdoc Orientation with the Director
    - Campus Resources Orientation with the Assistant to the Directors
    - Library Orientation with the Librarian
    - Campus Tour by Supervisor
  - Mentoring
    - There is no formalized mentoring plan. All new employees have a direct supervisor that is identified in their appointment letter. This supervisor acts as the primary mentor.
    - *Possible future improvement: There was interest in the pod in creating a formal mentoring plan and a program where each employee can choose a second mentor, outside of their field, to act as an independent resource.*
  - Evaluations
    - 6-month introductory period and evaluation with the Director (all employees)
    - 3-6 month and 1 year meetings with postdocs
    - Yearly informal reviews and formal 5-year review for staff scientists
    - *Possible future improvements: Extending reviews to technical/support staff.*

- Core work resources
  - Code-of-conduct
    - All employees are required to complete Workplace Harassment, Discrimination, and Retaliation training (required every two years)
    - Employees sign Conflict of Interest, Data Accessibility, and Researcher Agreement statements
    - Institutional and laboratory safety training is annual and additional individual laboratory training is required on a by use basis
    - Code of Conduct (links)

- ● [Anti-Discrimination and Harassment Policy](#)
- ● [Conduct in Research](#)
- ● [Confidential Information](#)
- ● [Conflict of Interest](#)
- ● [Information Security](#)
- ● [Media Relations](#)
- ● [Social Media](#)
- ● [Substance Abuse](#)
- ● [Suppliers Gifts, Hospitality, Entertainment](#)
- ● [Violence in the Workplace](#)
  - ■ Human Resources Policies (links)
  - ● [Accommodation Policy](#)
  - ● [Search Committee Training Policy](#)
  - ● [Equal Employment Opportunity](#)
  - ■ Additional Policies are located [here](#)
- ○ Reporting Policy
  - ■ [Reporting Violations](#)
- ○ Field & Conference Costs
  - ■ Research equipment is funded by the relevant grant
  - ■ Personal equipment is generally self-funded
  - ■ Staff scientists and postdocs are given an yearly allowance to fund conference travel and other expenses
  - ■ Support and technical staff should request funding for expenses

- ● Community support and mental health resources
  - ○ Moving assistance
    - ■ Postdocs receive a standard amount for relocation expenses
    - ■ Relocation costs for staff hires is more negotiable, included in start-up package for staff scientists
  - ○ Accommodation
    - ■ No formal assistance available but informal advice through contacts and website: https://epl.carnegiescience.edu/postdoctoral/resources
  - ○ Resources at Carnegie:
    - ■ DEI Initiative: https://carnegiescience.edu/diversity-equity-inclusion (dei@carnegiescience.edu)
    - ■ EAP Program: https://hr.carnegiescience.edu/worklife/employee-assistance-program
    - ■ Anti-Racist Reading Group (svitale@carnegiescience.edu)
    - ■ URGE Pod (svitale@carnegiescience.edu, https://urgeoscience.org/pods/carnegie-science-pod/)
    - ■ Carnegie Institution Postdoctoral Association (CIPA, epl-cipa@carnegiescience.edu to contact entire group)
  - ○ Assistance making connections:
    - ■ Introduction emails for all new employees and visitors to campus

- - - *Possible future improvements: Formalize the onboarding procedure to make it less dependent on individual supervisors*
    - ○ Ways to find out what's going on:
      - ■ Email lists: [EPL Email Groups](#)
      - ■ Various informal slack channels exist as well as a formal Carnegie-wide workspace (carnegiescience.slack.com)
      - ■ Weekly event emails
      - ■ Events calendar: https://calendar.google.com/calendar/embed?src=carnegiescience.edu_np34ibqupiapsou3qn3pg6bb80%40group.calendar.google.com&ctz=America%2FNew_York
      - ■ Postdoc whatsapp group
    - ○ Carnegie social events:
      - ■ Lunch club - employees make lunch for each other but lunch hour is open to all (lunchclub@carnegiescience.edu to contact entire group)
      - ■ Beer hour (campus wide emails sent)
      - ■ Postdoc outings
      - ■ Generic resources like meetup.com
    - ○ Creating connections:
      - ■ *Possible future improvements: institution supported cohort groups*
    - ○ Businesses:
      - ■ [Washington Consumers' Checkbook](#)
        - ● Can access without a password from any EPL IP address (on-campus or remotely via VPN)
    - ○ Organization memberships:
      - ■ Following federal grant policy these are not funded
    - ○ Working hours and time away:
      - ■ Time away policy: https://hr.carnegiescience.edu/time-away/time-away
      - ■ Working hours policy: https://mycarnegie.carnegiescience.edu/node/4622

- ● Skillset support resources
  - ○ Postdoctoral workshops: http://epl.carnegiescience.edu/postdoctoral/workshops
  - ○ Educational Assistance Program: https://hr.carnegiescience.edu/carnegieperks/educational-assistance-program
  - ○ Project specific skillset training should be discussed with project leads.

- ● Professional development resources
  - ○ Postdoctoral workshops: http://epl.carnegiescience.edu/postdoctoral/workshops
  - ○ High school & undergraduate internships: https://epl.carnegiescience.edu/internships
  - ○ Seminars:
    - ■ Carnegie Seminars: https://carnegiescience.edu/events
    - ■ External Seminars/Organizations:
      - ● Geological Society of Washington: http://www.gswweb.org

- Paleontological Society of Washington: https://nmnh.typepad.com/paleontological_society/the-society.html
  - Networking:
    - Postdoc networking hour post-seminar
    - Individual meetings with seminar speakers available to all
    - Annual poster session
    - Professional meetings hosted and organized by and at Carnegie
    - Post-docs give introductory seminar on previous work
    - Practice talks are encouraged

- Outreach resources
  - DEI: https://carnegiescience.edu/diversity-equity-inclusion
  - Mentoring interns: https://epl.carnegiescience.edu/internships
  - Carnegie Academy for Science Education: https://case.carnegiescience.edu
  - Speaker honoraria:
    - In-person seminars: travel and accommodation costs are covered, dinner provided for the speaker and a few guests
    - DEI Seminar Speakers receive an honorarium
    - Tuve Senior Fellow lecturers are given an honorarium (endowment supported)