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| **Diversity Mark Panel** |
| Guidance Handbook |
| This document is to act as a guide for panel members to refer to during the review of Diversity Mark applications. Please be aware this process is being piloted and may be subject to future changes. |

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| Diversity Mark Panel  Guidance Handbook Introduction:Diversity Mark is an institution-wide award that is given to modules that offer a diverse and inclusive range of resources for their students via their reading lists. It involves a process where staff and students engage in a partnership, a power-sharing relationship to explore the extent to which the contents, concepts and context of reading lists are representative of diverse knowledge systems. In the context of an increasingly diverse student body, it is vital to ensure reading lists are representative of our societal and institutional demographic to ensure a sense of belonging in the curriculum and wider University. As you are aware a number of modules are undergoing the Diversity Mark process, and some are now ready to be assessed for the Diversity Mark Award. These module convenors will be invited to fill in an application form and submit it ready for review. It is the role of the panel to assess the modules against the criteria below before meeting and concluding whether the module can receive the award or still has work to do. This document will act as a guide for panel members when reviewing module applications. Panel members:  * Student Success Development Officer(s) * Library Liaison Representative * Student Success Representative (when established) * Student Success Central Team Member * Diversity Mark Officer(s)   We understand that not all panel members invited will be able to attend but we do require at least one representative from each area.   What you’ll need To complete the review you will need access to the Diversity Mark panel MS Teams page where you'll find a folder per module, containing the documents you need, this should include the Module Convenor’s self-evaluation form and supporting evidence  You will also need roughly 30 minutes per module to complete the module review prior to the panel meeting. |  | · · · |

## Criteria:

In order to complete the review, you will need to check whether module convenors’ answers to the questions below meet the criteria outlined. The convenors’ answers will be recorded on the Diversity Mark panel spreadsheet, which will be shared via email on the day the panel opens.

**What library resources have been added to this module as part of the Diversity Mark review?**

* *Here we would like to see a breadth of more diverse resources being added to the module.*
* *This can include core textbooks, additional reading materials and Moodle resources.*
* *Evidence should be provided of this which can be found in the Module File on Teams.*

**Has the proportion of authors from underrepresented backgrounds in the reading list increased because of the audit?**

* *In this section the convenor should display an attempt to diversify the reading list.*
* *Panel members should consider the gap between previous course material and the current material offered to students. If the panel member believes this to be more inclusive the module should pass this section.*
* *If the panel member believes the teaching material could be more inclusive, please make a note of this and be prepared to present this to other panel members.*
* *Evidence should be provided of this which can be found in the Module File on Teams.*

**How have students engaged in the review and changes to the module reading list?**

* *This can include focus groups, the module providing space for students to recommend readings of their own, feedback forms, Moodle activity and Padlet or other*
* *Evidence should be provided of this which can be found in the Module File on Teams.*

**Did you encounter any barrier or challenges during the Diversity Mark process? If so, how were you able to overcome them?**

* *This question is not essential for the module to pass but is an opportunity to share best practice.*
* *This question can provide context for the panel members to understand the process the convenor underwent and to take into consideration external barriers and challenges that may have affected the review.*

**Please explain why you think this module should be awarded Diversity Mark status.**

* *This question can provide useful context for the panel members.*

**Final decision**

* *After reviewing each application, panel members must make a decision whether the module should be awarded Diversity Mark status, and note this on the Diversity Mark panel spreadsheet.*
* *To record their decision, panel members will need to scroll to the right-hand side of the spreadsheet, and find the column labelled with their name. In this column, panel members must note their decision for each module using the relevant row.*
* *Please make a note of the reasons for your decision, ready to feedback to the panel when we meet.*
* *If the decision is not to award Diversity Mark status, please provide suggestions for the convenor.*
* *Once you have completed the review, please save your spreadsheet using the format* ***First Name\_Surname\_DM\_Panel\_220301****. All spreadsheets should be submitted to* [*studentsuccessproject@kent.ac.uk*](mailto:studentsuccessproject@kent.ac.uk) *before 17:00 on 24th February, to allow time for the master Diversity Mark panel spreadsheet on Teams to be populated.*
* *The master Diversity Mark panel spreadsheet, containing the responses of all panel members, will then be shared when the awarding panel meet on 1st March.*
* *If the decisions recorded on the spreadsheet are not unanimous, a majority decision will be taken at this meeting.*