

# Physics Inclusion Award

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**IOP** Institute of Physics

## Role Description – Panel Member

The IOP recognises that members of the Physics Inclusion Award Assessment Panel have key role in facilitating the Physics Inclusion Award assessment process. Panel members assess and provide constructive feedback to applicants and input into regular reviews to ensure a robust peer assessment process.

**Position Title:** Physics Inclusion Award Assessment Panel Member

**Reporting:** Physics Inclusion Award Assessment Panel Chair

**Composition:** The Panel will consist of a Chair and up to 13 other members from across the physics community in the UK & Ireland. The Panel should be representative of a variety of lived experiences and identities including, but not limited to, different racial and ethnic backgrounds, genders, age groups, disabilities and LGBT+ identities. A range of professional experience should be represented, including academics, early career and industry members.

Additional members can be co-opted to the Panel where specific expertise and/or experience are required to support the work of the Panel, e.g. EDI expertise.

**Term:** Membership of the Panel will rotate every three years. Panel members may be asked to serve extended terms in order to introduce a stagger in rotation to assure knowledge and expertise is retained.

**Goal:** The Physics Inclusion Award Panel is responsible for peer assessing Physics Inclusion Award applications and providing feedback. The Panel is led by the Chair and will work alongside the EDI Programme Manager and the EDI team to deliver an effective process for the assessment which aligns with the strategy and governance of the IOP.

**Context:** The Panel is a key group in enabling the IOP to effectively deliver the Physics Inclusion Award, the first holistic equality, diversity and inclusion award developed for the Higher Education (HE) sector.

Specifically, the Panel will enable the IOP to:

- Deliver high quality peer support and assessment for equality, diversity and inclusion work in physics.
- Promote EDI and the Physics Inclusion Award.
- Regularly review the Physics Inclusion Award peer-review process and guidance to maintain a high quality and inclusive process.

### Benefits:

- Supports career progression through the development of new skills and knowledge
- Experience gained can be used as evidence in your professional registration (<https://www.iop.org/membership/professional-registration>) or Fellowship application (<https://www.iop.org/membership/why-join/fellowship>)
- Can count towards your continuing professional development (CPD) record for maintaining your professional registration
- Recognition for your commitment to Equality Diversity and Inclusion within your organisation and wider community
- Peer support from the Assessment Panel Chair and Panel

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- Opportunity to feed into the ongoing review of the Physics Inclusion Award assessment process and inform the development of Panel training and support
- Exchange of good EDI good practice and initiatives in physics
- Mentoring and networking opportunities
- Opportunity to apply to be the incoming Chair.

### Duties & responsibilities:

- Consider and assess applications to the Physics Inclusion Award and provide feedback on the test assessment process.
- Provide constructive feedback on all applications, highlighting effective and commendable practice as well as areas in which improvements can be made.
- Act with integrity and honesty in decision making and to declare any relevant connections with other physics HE departments, institutes and organisations in the UK and Ireland.
- Work within the IOP Code of Conduct (Link: <https://www.iop.org/code-conduct>) and adopt an inclusive approach to participating in meetings (Link: [Inclusive-Meeting-Guidance---Spring-2023](#)).
- Respond to requests for advice from the IOP EDI Programme Manager on matters relating to the award scheme, recognition and quality assurance.
- Contribute to the development of the Physics Inclusion Award through discussion about proposed changes and new aspects of the scheme.
- Represent the Physics Inclusion Award Assessment Panel when attending meetings, events and workshops.
- Work in partnership with IOP staff, ensuring there is good communication and that feedback is received in a timely manner ahead of Panel meetings.
- Share EDI good practice with the IOP EDI Team and other panel members.

### Time requirements:

Activities	Approx time (Days)
Attend meetings of the Assessment Panel (expected twice per year).	2 days
Individually review applications to the Physics Inclusion Award assessment panel.	2 days
To represent the Assessment Panel at visits, workshops and meetings. The IOP will accommodate accessibility requirements in line with the IOP Inclusive Meetings Guidance.	2-3 days (travel dependent)
To work with the EDI Team to feedback the Panel's decisions to successful and unsuccessful applicants.	2 days
To comment on the review and development of the Physics Inclusion Award.	1 day
Regular communication with the Panel and EDI team.	Ad hoc

### Location:

Panel meetings will be held in person at the IOP London office or another agreed location, ensuring accessibility requirements and reasonable adjustments are taken into account, e.g.

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providing a dial in option where members cannot attend in person. Panel members may be requested to travel on behalf of the Physics Inclusion Award Panel to attend visits, workshops and meetings, etc. Reasonable travel expenses will be covered.

**Work environment:** Most communication will be via email. Panel members will receive reimbursement of out-of-pocket expenses where travel is required.

### **Skills & Experience:**

Panel members will need to have (and will develop) a variety of skills and attributes, including:

- Knowledge of the EDI issues affecting the physics community
- Understanding of the structures and complexities of academic departments/ schools within their host institutions
- Ability to handle sensitive information with discretion and integrity
- Ability to clearly communicate information and work collaboratively with IOP Staff and Assessment Panel members
- Positive approach to the role
- Prepared to make a regular time commitment and respond to requests from the EDI team, e.g. for feedback, availability and advice
- Previous experience of peer review and assessment would be beneficial to the role

Applicants who have less experience, or who would like to further develop their skills, are encouraged to apply. We particularly encourage early career researchers to join the Panel and can provide mentors to support their development.

### **Induction & training:**

All Panel members will receive an induction and a Panel Handbook with relevant information for the role. Panel members will have access to training resources collated by the IOP EDI team and a group training session before undertaking their first assessment panel meeting. Additional resources to support the assessment process can be provided by the EDI team upon request

**Staff Support:** All Panel members are supported by the EDI Team.

**How to apply:** Please complete an expression of interest by Sunday 8<sup>th</sup> December

<https://forms.office.com/Pages/ResponsePage.aspx?id=r4aJi7sYgkihSfpaPdH5lXXjEM74CZBNj4gzFgVvskBUN0tQUFZlQVQwQjIQTDI4STVFTzRBNFg4Ri4u>