

Teaching inclusively: a checklist for departments

This is a list of straightforward measures which could be put in place at departmental level, to be communicated to graduate teaching assistants and visiting lecturers as well as to full-time members of staff.

1. Ensure that your department has a clear policy on its relationship with central university bodies such as the Medical Centre, the Disability Centre, the Library, IT Services and the Chaplaincy, as well as with halls of residence. Many departments designate a member of staff as disability co-ordinator.
2. Ensure that your department has a clear policy for informing members of staff about the presence of students with special requirements in lectures or seminar groups.
3. Provide disabled students with many opportunities to disclose their disability.
4. Review departmental materials such as course handbooks to make sure that they are accessible and easy to understand.
5. Create departmental guidelines on the use of 'PowerPoint', handouts and online materials
6. Establish as part of the culture of the department the expectation that some support for each lecture will be available online before and after the lecture.

1 | *This resource is part of a set of professional development resources for Higher Education English (including English Literature, English Language & Creative Writing) called 'The Pool'. The resources were developed by the English Subject Centre in 2011 as part of a JISC/HEA Open Educational Resources (OER) Project. This work by English Subject Centre is licensed under a Creative Commons Attribution-ShareAlike 2.0 UK: England & Wales License.*

7. Investigate the possibility of a more varied set of assessment types.
8. Establish what the 'core' competence standards of your course are.
9. Create departmental guidelines on running teaching sessions 'inclusively'.

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