**Queen Mary Academy HEA Teaching Recognition Programme**

**Supporting Statement for Senior Fellowship (D3) Application**

Thank you for agreeing to provide a supporting statement for a colleague who is applying for recognition of the quality of their teaching and/or support of learning against the criteria of the UK Professional Standards Framework ([UKPSF](https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf)) at Senior Fellowship category.  This guidance and the associated template have been designed to help you structure your supporting statement to provide the information required by the Teaching Recognition Programme (TRP). A template is provided for you at the end of this document to complete your supporting statement.

**What is the function of the supporting statement?**

Please note that the statement supporting an application for Senior Fellowship is not the same as a job application reference. The award of Senior Fellowship is based on peer recognition of professional practice and as such you are being asked to support this application as a valued peer who has expertise in teaching and learning in higher education (HE).

During the Fellowship review process the two independent supporting statements provided by the referees will be used to confirm that the submission presents a fair and accurate reflection of the applicant’s higher education practice.

**Are you the right person to provide a supporting statement for the applicant?**

You will be expected to have current or recent experience of working in higher education and will normally hold one of the four categories of Fellowship, although this is not essential.

You will have worked closely with the applicant, have first-hand knowledge of their HE professional practice and will be in a position to comment on and substantiate the applicant’s record of effectiveness within the context in which they teach and/or support learning. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the requirements Descriptor 3 criteria of the **UK Professional Standards Framework** (PSF).

The application for Senior Fellowship (SFHEA) is based on current and recent HE practice (usually within the last 3-5 years). If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in the template to indicate how long you have worked together.

Please note that supporting statements for applications for Fellow should reflect professional relationships; i.e. not be from family members or based on personal friendships. The statement will be your independent and authentic account in support of the application.

**What is required of the applicant?**

The applicant needs to provide two supporting statements together with their Account of Professional Practice (APP) which you should have read. The two statements differ and should provide the following information:

1. A supporting statement from their Head of School or Institute, or their nominee.

This reference should confirm the basic facts of the application and that there are no issues or concerns about the applicant’s role in relation to teaching or support of students’ learning, ranging from module evaluation to general issues. It should support the applicant’s recognition for Senior Fellowship.

1. A supporting statement from someone who has observed them in their leadership or support of other colleagues in relation to teaching, but not their School Academic Development Mentor.

This reference should confirm the quality of the observed teaching and confirm the statements made in the application about the applicant's teaching. In addition, where possible, the reference should confirm that the statements align with the D3 dimensions and criteria. This reference should say that the applicant’s teaching accords to all the elements of D3 of the [UKPSF](https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf).

**Requirements of Descriptor 3 (Senior Fellowship) of the UK Professional Standards Framework**

An applicant for Senior Fellowship of the Advance HE should demonstrate a thorough understanding of effective approaches to teaching and learning support as key contributions to high quality student learning and should be able to provide evidence of:

1. Successful engagement across all five Areas of Activity
	1. design and plan learning activities and/or programmes of study
	2. teach and/or support learning
	3. assess and give feedback to learners
	4. develop effective learning environments and approaches to student support and guidance
	5. engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices
2. Appropriate knowledge and understanding across all aspects of Core Knowledge
	1. the subject material
	2. appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme
	3. how students learn, both generally and within their subject/ disciplinary area(s)
	4. the use and value of appropriate learning technologies
	5. methods for evaluating the effectiveness of teaching
	6. the implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching
3. A commitment to all the Professional Values
4. respect individual learners and diverse learning communities
5. promote participation in higher education and equality of opportunity for learners
6. use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development
7. acknowledge the wider context in which higher education operates recognising the implications for professional practice
8. Successful engagement in appropriate teaching practices related to the Areas of Activity
9. Successful incorporation of subject and pedagogic research and/ or scholarship within the above activities, as part of an integrated approach to academic practice
10. Successful engagement in continuing professional development in relation to teaching, learning, assessment, scholarship and, as appropriate, related academic or professional practices
11. Successful co-ordination, support, supervision, management and/ or mentoring of others (whether individuals and/or teams) in relation to teaching and learning

Therefore, for the award of Senior Fellow, the applicant must demonstrate that their HE practice evidences all Areas of Activity, aspects of Core Knowledge and Professional Values of the UKPSF.

**Format of the supporting statement**

A template is provided below for you to complete your supporting statement. There is no specified format for the statement, and we are not expecting it to be long (we suggest approx. 400 words). Its main purpose is to confirm and support the application.

It would be helpful if you could link your comments to aspects of the UKPSF in your supporting statement. In addition, it is important that you comment on the following in your supporting statement:

* your own experience of the applicant’s recent (within the past five years) Higher Education (HE) practice
* if you have been involved in peer observation of the applicant’s co-ordination, support, supervision, management and/ or mentoring of others, please draw on examples from this
* any good or innovative practice and/or contribution to developments by the applicant in teaching and/or supporting learning within their discipline as appropriate
* your perspective on the practical examples provided within the application to illustrate the requirements of Senior Fellow

**If you are providing the second supporting statement, your statement must clearly state that you have seen the applicant’s co-ordination, support, supervision, management and/or mentoring of others in relation to teaching.**

**After completing your supporting statement**

Once you have completed the supporting statement template, please return it to the applicant. The applicant will submit the two supporting statements together with their APP.

**Quality Assurance Process**

As part of the process you will be asked to confirm that you have written the supporting statement yourself and that the information you have provided has been written specifically for this applicant.

As part of ongoing quality assurance processes, the TRP may check the references for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some individuals may be contacted to confirm that the supporting statement submitted by the applicant is the statement that they have prepared and completed. If the professional integrity of the supporting statement is in question, the statement will not be accepted.

Again, thank you for providing this supporting statement. The template starts on the next page.

**Supporting Statement Template – Senior Fellow**

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| **Name of applicant** |  |
| Your name (Referee) |  |
| Your Institute/School/other |  |
| Your Job Title |  |
| Your email address |  |
| Your HEA Fellowship Status (if appropriate) |  |
| Your relationship to Applicant |  |
| How long have you worked with the applicant? (insert dates) |  |
| Declaration | Please check the box below to indicate that you have read and agree to the following statement:*In submitting your supporting statement you are confirming that the applicant’s submission relates to their Higher Education professional practice and that your statement is your own work and has been written specifically for this applicant. If the professional integrity of the supporting statement is in question it will not be accepted.*  I have read and understood the declaration   **Date:** |

**Supporting Statement**

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| Please provide your statement to support the applicant’s submission for Senior Fellowship of the HEA in the following section. We suggest approximately 400 words. One side of A4 will normally be sufficient for this category of Fellowship. |

**Contact us**

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