**Queen Mary Academy HEA Teaching Recognition Programme**

**Advocate Statement for Principal Fellowship (D4) Application**

Thank you for agreeing to provide an Advocate 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) at Principal Fellowship category.  This guidance and the associated template have been designed to help you structure your Advocate 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 Advocate statement.

**What is the function of the advocate?**

We are looking for evidence of commitment to and effectiveness of sustained leadership and impact at strategic level rather than general academic achievement.

Comment on the applicant’s most recent roles and responsibilities and use your knowledge and awareness of their work to provide examples in your recommendation. Provide practical examples of how their work has supported, influenced and impacted you directly and/or that of others. Your recommendation should primarily refer to the applicant's experience and achievements in learning and teaching. Base your recommendation on how the applicant meets the dimensions of the UKPSF at Descriptor 4, using your knowledge of his/her work, experience in effective strategic leadership and academic development within the context in which the applicant works.

You should refer to the applicant's experience and achievements in their strategic teaching and learning responsibilities. Similarly, please comment on any evidence of effective organisational policies and/or strategies for supporting and promoting others and/or contribution to developments in learning and teaching at an institutional level. You may also comment on the applicant’s contribution to national initiatives in developing approaches to learning and teaching. You should refer to the national or international context in which the applicant has worked. Comment on any evidence of strategic impact and influence in relation to learning and teaching that extends beyond the applicant’s own institution.

During the Fellowship review process the three independent advocate 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 an Advocate statement for the applicant?**

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 4 criteria of the **UK Professional Standards Framework**(PSF).

The application for Principal Fellowship (PFHEA) is based on current and recent HE practice (usually within the last 3 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 Principal 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 three Advocate statements together with their Account of Professional Practice (APP) which you should have read.

Between the 3 Advocates, they should meet the following criteria:

1. Be a Fellow (or Senior or Principal Fellow)
2. Comment on the ways in which you have directly influenced their own practice
3. Be external to your institution (if you are employed as opposed to self-employed)
4. Be from a higher education provider.

The role Advocate, through knowledge and understanding of your work, is to support and recommend you for Principal Fellow.

The TRP reserves the right to contact Advocates for clarification so please ensure that your Advocate Statements include verifiable contact details (e.g. name, job title, email address, institution). As part of TRP’s ongoing quality assurance process, TRP may check Advocate Statements for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some Advocates may be contacted to confirm that the Advocate Statement submitted by the applicant application is the same statement that they have prepared and completed. If the professional integrity of the Advocate Statement is in question, the statement will not be accepted which may result in the application being failed.

**Requirements of Descriptor 4 (Principal Fellowship) of the UK Professional Standards Framework**

An applicant for Principal Fellowship of the Advance HE should demonstrate a sustained record of effective strategic leadership in academic practice and academic development as a key contribution to high quality student learning. Individuals should be able to provide evidence of:

D4.I Active commitment to and championing of all Dimensions of the Framework, through work with students and staff, and in institutional developments

D4.II Successful, strategic leadership to enhance student learning, with a particular, but not necessarily exclusive, focus on enhancing teaching quality in institutional, and/or (inter)national settings

D4.III Establishing effective organisational policies and/or strategies for supporting and promoting others (e.g. through mentoring, coaching) high quality teaching and support for learning

D4.IV Championing, within institutional and/or wider settings, an integrated approach to academic practice (incorporating, for example, teaching, learning, research, scholarship, administration etc.)

D4.V A sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices

**Format of the Advocate statement**

A template is provided below for you to complete your Advocate statement. There is no fixed word limit for your comments, but we would suggest around 400 - 500 words as a typical length. Its main purpose is to confirm and support the application.

We are looking for evidence of commitment to and effectiveness of sustained leadership and impact at strategic level rather than general academic achievement. Consider the following when writing your statement:

* Comment on the applicant’s most recent roles and responsibilities and use your knowledge and awareness of their work to provide examples in your recommendation.
* Provide practical examples of how their work has supported, influenced and impacted you directly and/or that of others.
* Your recommendation should primarily refer to the applicant's experience and achievements in learning and teaching.
* Base your recommendation on how the applicant meets the dimensions of the UKPSF at Descriptor 4, using your knowledge of his/her work, experience in effective strategic leadership and academic development within the context in which the applicant works.

**After completing your Advocate statement**

Once you have completed the Advocate statement template, please return it to the applicant. The applicant will submit the three Advocate statements together with the rest of their application.

**Quality Assurance Process**

As part of the process you will be asked to confirm that you have written the Advocate 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 Advocate statement submitted by the applicant is the statement that they have prepared and completed. If the professional integrity of the Advocate statement is in question, the statement will not be accepted.

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

**Advocate Statement Template – Principal 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 Advocate 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 Advocate statement is in question it will not be accepted.* o I have read and understood the declaration   **Date:** |

**Advocate Statement**

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| Please provide your statement to support the applicant’s submission for Principal 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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