

ASU*rise* Fellowship Scheme Handbook (2024)



Contents

1. Welcome.....	3
2. Key Contacts	4
3. ASUrise Fellowship Scheme	5
4. The Professional Standards Framework (2023) and ASUrise	5
5. Your Submission.....	9
6. Getting Started.....	11
7. Support for You.....	12
8. FAQs	14
8.1 How do I get started?	14
8.2 Which category should I apply for?	14
8.3 Do I have to start with Associate Fellow (D1)?.....	15
8.4 How long will my Fellowship application take?.....	15
8.5 To what extent is my line manager involved?.....	15
8.6 How far back can I use evidence?.....	15
8.7 Can I use evidence from outside ASU?.....	15
8.8 What counts as evidence of professional development?	16
8.9 Can I use referees from outside ASU?.....	16
8.10 In my application, what is the right balance between 'exactly how it is' or 'successes only'?.....	16
8.11 I need to refresh my knowledge of the pedagogical literature. What do you recommend?	16
8.12 Who can help me with my application?.....	17
8.13 Is there a deadline for submission of my application?	17
8.14 How is the ASUrise Fellowship Scheme managed?.....	17
8.15 How will my submission be reviewed?.....	18
8.16 Who are the Reviewers and what are their roles?	18
8.17 How does the Scheme Board work?.....	19
8.18 When will I know whether I have been successful or not?.....	20
8.19 What if I'm not successful?	20
8.20 What are the quality assurance processes for the ASUrise Fellowship Scheme?.....	21
8.21 What happens after I achieve Fellowship?	21
Appendix 1: Eligibility for Fellowship	22
Appendix 2: The RPA Templates	24
Appendix 3: The Claim Documents.....	33
Appendix 4: Workshop Schedule in Outline	42
Appendix 5: Supporting Statement Templates	45
Appendix 6: Decision Making Templates	52
Appendix 7: Panel Outcome and Feedback Templates.....	59

NOTE:

This handbook has been prepared for ASUrise participants, and for mentors and reviewers who support the scheme in their different roles.

1. Welcome

Welcome to *ASUrise*!

ASUrise is an [Advance HE](#) accredited provision. Our accreditation with Advance HE enables us to confer Fellowship on individuals who make a successful application for recognition against the requirements set out in the [Professional Standards Framework \(2023\) \(PSF\)](#). Applications can be made against the standard for Associate Fellowship (D1), Fellowship (D2) or Senior Fellowship (D3). Further information about how you decide on the best category for you is provided in this handbook.

We are delighted that you are interested in seeking Fellowship recognition. By aligning your practice to the PSF – a globally recognized framework - you are demonstrating your commitment to developing the quality of your teaching and/or support of learning with the intention of enhancing your students' learning experience. From the perspective of the Applied Science University (ASU), at a time when the higher education sector is increasingly focused on teaching excellence, the PSF provides an external indicator that we are investing in the development of learning and teaching and are committed to enhancing still further the student learning experience. Importantly, the PSF recognises the critical role of context in which practice takes place, and actively encourages all professionals with a role in teaching and/or the support of learning to come forward for recognition of their practice. Its focus on effectiveness and impact of practice focuses attention on improved outcomes for learners across the global community.

ASUrise has a track record of enabling academic staff and other employees of the University to be recognised as Fellows within one of the three categories and commits to supporting you as you engage in the process of developing your application. This handbook guides you through the process. Further support is available, primarily in the form of the mentor who will be allocated to you. In addition, there will be scheduled workshops and drop-in sessions which will enable you to refresh your knowledge, seek guidance, share practice, and be supported by your peers. The recently established *ASUrise* Alumni Network also offers informal support. Its membership includes people from all over the University who all share one thing in common: that they all hold Fellowship.

We look forward to working with you as you develop your application.

Very best wishes!

Dr Adel Alsamman, SFHEA

ASUrise Scheme Leader

Key Contacts

Academic Staff Development Unit (ASDU)

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Maheera Faisel	ASUrise Administrator	• 1603 6022

Quality Assurance - College Representatives

Dr. Ahmed Arbab	Vice Dean College of Administrative Sciences	• 1603 6175
Dr. Oday Aljuboori	Vice Dean College of Arts and Science	• 1603 6142
Dr. Marwan Aouad	Vice Dean College of Engineering	• 1603 6319
Dr. Hussain Bani Essa	Vice Dean College of Law	• 1603 6122

ASUrise Application Support Moodle (VLE) site	hea.asu.edu.bh/site/login
Email for ASDU staff	asurise@asu.edu.bh

2. ASUrise Fellowship Scheme

The ASUrise Fellowship Scheme is designed for staff engaged in teaching and/ or supporting learning. It is accredited by Advance HE and aligned with the [Professional Standards Framework 2023](#). ASUrise is compliant with Advance HE's eligibility criteria (**see Appendix 1**) and is open to anyone employed by ASU who teaches and/ or supports learning: academic staff, learning technologists, library staff, technicians, counsellors, student support staff and administrators with relevant experience.

There are several benefits to gaining Fellowship, including:

- Formal recognition of your contribution to teaching and/ or the support of student learning
- Benchmarking your practice against globally recognised sector standards, thereby potentially enhancing your career prospects
- The right to use post-nominal letters (AFHEA or FHEA or SFHEA)
- The opportunity to discuss, develop and reflect on your practice
- An invitation to join the ASUrise Alumni Network and share your good practice with colleagues, including (if you wish) acting as a mentor or reviewer in the ASUrise Fellowship Team.

3. The Professional Standards Framework (2023) and ASUrise

It is possible that you are familiar with Fellowship in its 2011 version and wonder what the difference is between it and the new Standard. In outline, the PSF 2023 builds on the strengths of UKPSF (2011) but places more overt emphasis on:

- the effectiveness and impact of teaching and/ or the support of learning;
- the context in which the teaching and/ or the support of learning takes place;
- inclusivity – both from the perspective of the wider range of staff now able to engage with the PSF and how more inclusive approaches ensure all learners feel respected, valued and have equity in opportunity to succeed.

As such it aligns with the University's strategic priorities, which like the PSF place emphasis on:

- the effective use of **digital/technological tools**,
- **professional values**,
- **support for students** and
- **collaboration**.

The PSF identifies components of successful teaching and the support of learning. These are expressed in the **Dimensions of the Framework** and the **Descriptors** (**see Figure 1 below**).

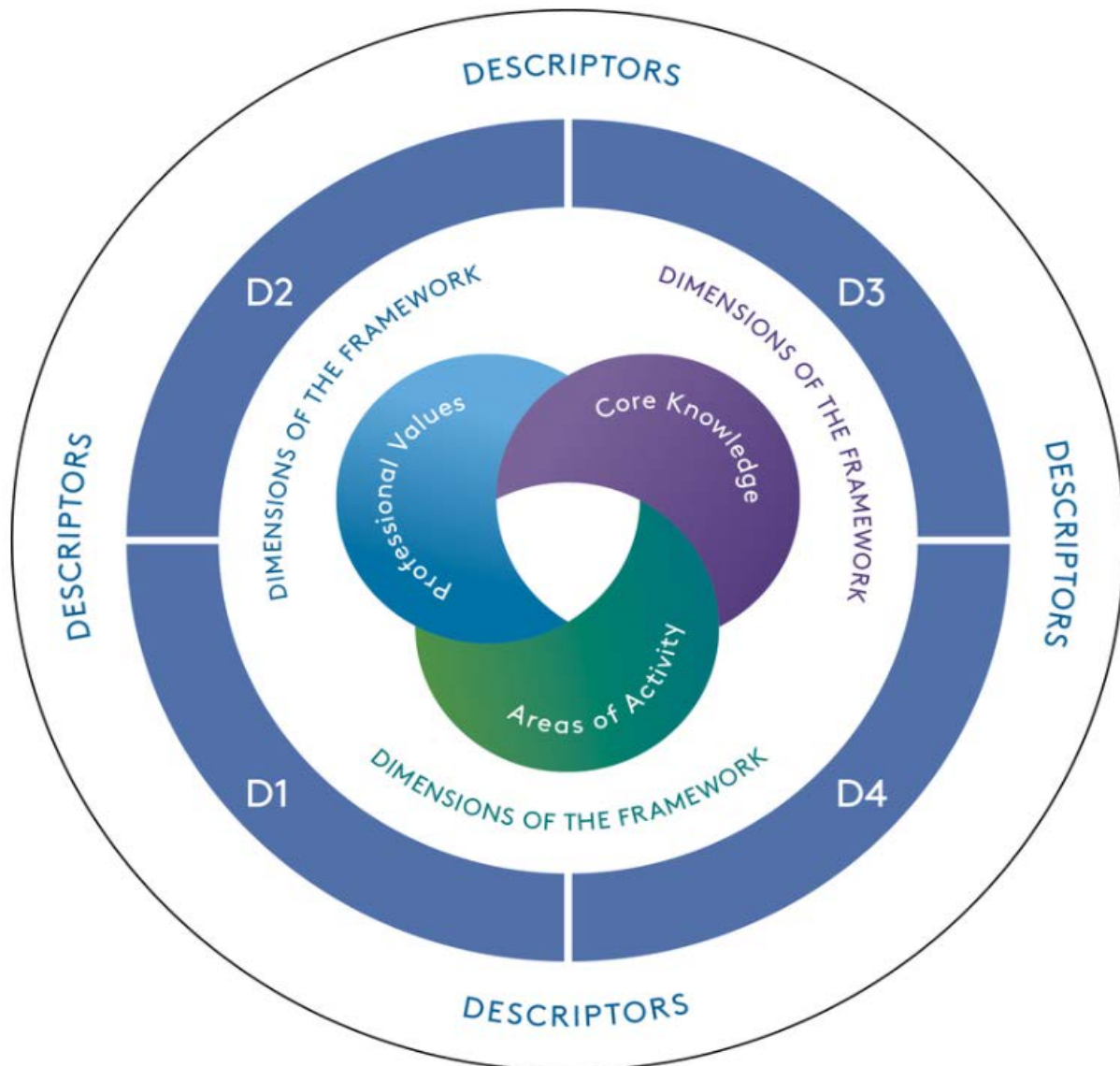


Figure 1: PSF 2023

The **Dimensions** are formed by three interrelating parts (see **Figure 2 below**):

- **Professional Values** that individuals performing these activities should exemplify
- **Core Knowledge** needed to carry out those activities at the appropriate level
- **Areas of Activity** undertaken by teachers and those who support learning

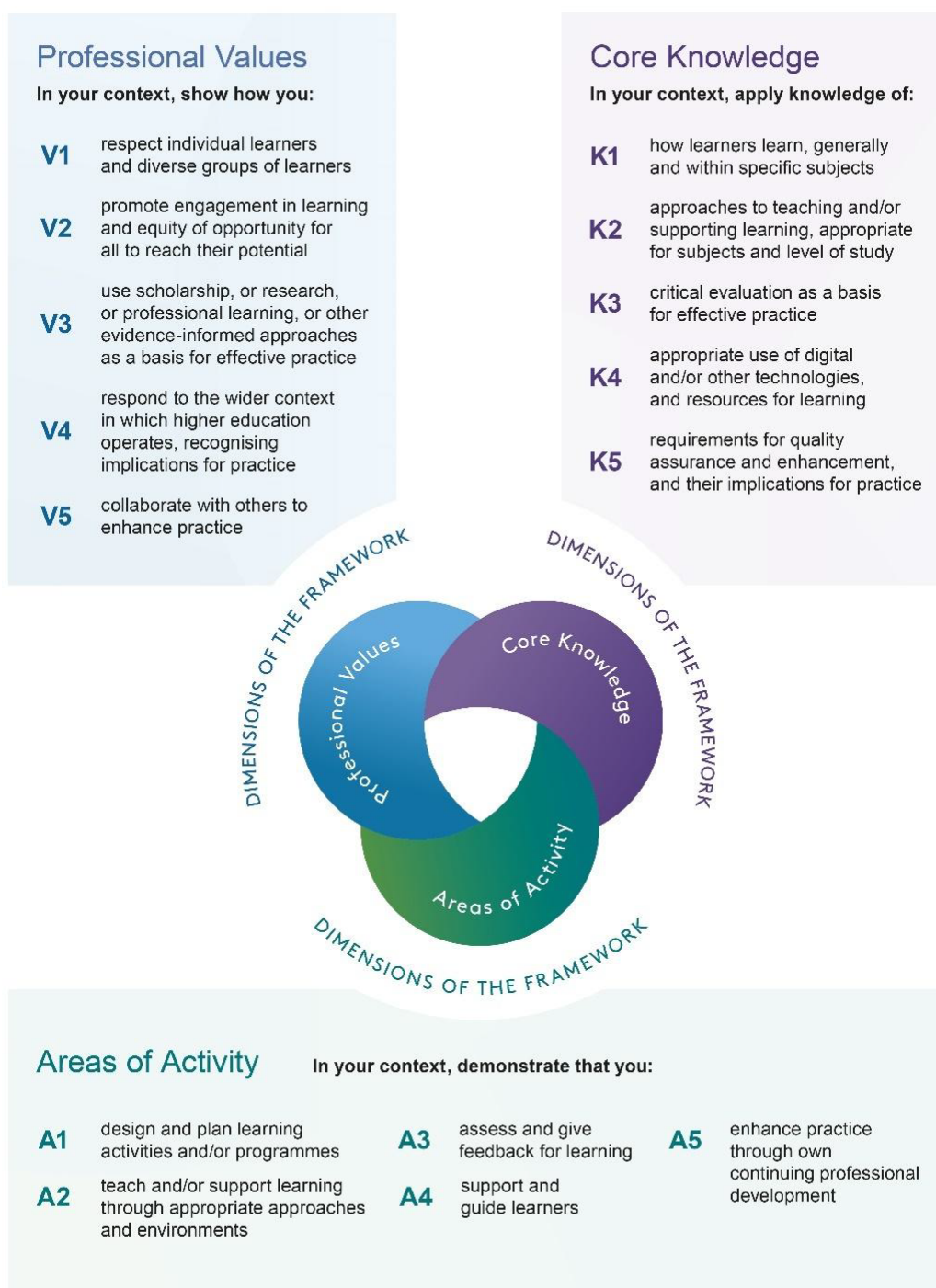
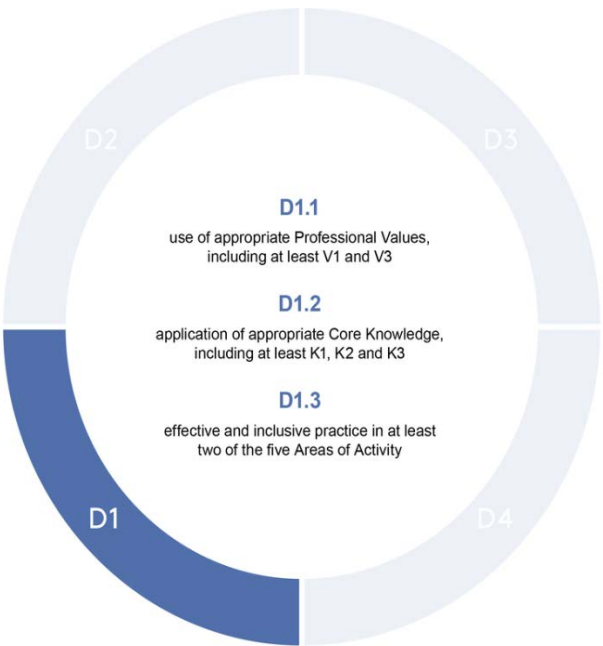



Figure 2: Dimensions of the Framework

The PSF is comprised of four **Descriptors**. **ASUrise** is accredited to confer three of them – Associate Fellowship (D1), Fellowship (D2) and Senior Fellowship (D3). If you are interested in Principal Fellowship (D4), you are advised to talk with the **ASUrise** Scheme Leader. It may be possible to support you from within ASU to apply directly to Advance HE.

	Descriptor Requirements
<p>Associate Fellow (D1)</p> <p>Individuals applying for Associate Fellowship may be fairly new to a role in teaching and/or support for learning or may have a limited teaching portfolio; for example, some sessional/ part time staff or early career researchers with some teaching responsibilities.</p> <p>They may be new or experienced staff with specific roles in supporting HE learning such as technicians, librarians, professional staff, learning technologists, careers advisors, etc.</p> <p>It is not role dependent; you will need to explore whether you have sufficient evidence of appropriate teaching and or/support for learning practice to make a successful application.</p>	<p>D1 is suitable for individuals whose practice enables them to evidence some Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence:</p> 
<p>Fellow (D2)</p> <p>Fellowship is the appropriate category of fellowship to professionally recognise individuals from a wide variety of different contexts whose practice with learners has 'breadth and depth', enabling them to evidence all PSF 2023 Dimensions. This might be staff with substantive teaching responsibilities or professional staff with responsibilities to support HE learning across all Dimensions.</p> <p>It is not role dependent; you will need to explore whether you have sufficient evidence of appropriate teaching and or/support for learning practice at the 'depth and breadth' required to make a successful application.</p>	<p>D2 is suitable for individuals whose practice with learners has breadth and depth, enabling them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of high-quality learning is demonstrated through evidence:</p> 

Senior Fellow (D3)

Senior Fellows **lead and influence** academic practice and higher education learning in a many different settings.

Working with and through 'others' (e.g., colleagues, peers, mentees, etc.) they operate to support, guide and initiate change or lead / influence enhancement of practice in a wide range of global contexts. Their contribution is effective, benefitting students and their learning experiences in a variety of ways.

Senior Fellowship is not role dependent and there are many different contexts in which you might be leading and/or influencing the practice of others. You will need to explore whether you have sufficient evidence to meet the requirements of Descriptor 3.

D3 is suitable for individuals whose comprehensive understanding and effective practice provides a basis from which they lead or influence those who teach and/or support high-quality learning. Individuals are able to evidence:



Deciding which category best aligns with your practice and its effectiveness is an important first step in the process of preparing your claim. You should have already done this, but, in case not, you need to complete the [Fellowship Category Tool](#). This self-analysis tool asks about your professional activities in teaching and/ or the support of learning in higher education. Do think carefully about the choices you make as you engage with the tool, remembering that a successful application will require you to evidence the effectiveness of your practice. It is not enough to simply say that you do something.

It is important to know that in addition to [ASUrise](#), ASU offers two other programmes accredited by Advance HE against the Professional Standards Framework (2023). They are **Foundations in Learning and Teaching Practices in HE** and **PgCert in Learning and Teaching Practices in HE**. It may be that either programme is better suited to your continuing professional development needs. If you are unsure, do talk with [ASUrise](#) Scheme Leader.

4. Your Submission

[ASUrise](#) is similar in its design to the provision Advance HE itself offers. Therefore, guidance documents created by Advance HE will be useful to you too.

- [Associate Fellow](#)
- [Fellow](#)
- [Senior Fellow](#)

The additional component which makes **ASUrise** different from Advance HE's provision is the **Record of Professional Activity (RPA)** which acts as a thinking tool and supports discussions with your mentor at the beginning of the process of preparing your application. It should be reworked and revised following on from those conversations up until the point of submitting your application. Please see **Appendix 2** for the RPA template for each category of Fellowship noting that eCopies of all template documents referred to in this handbook are available in the **ASUrise** VLE space, currently Moodle. **Figure 3** (below) offers an overview of the component parts of your application.

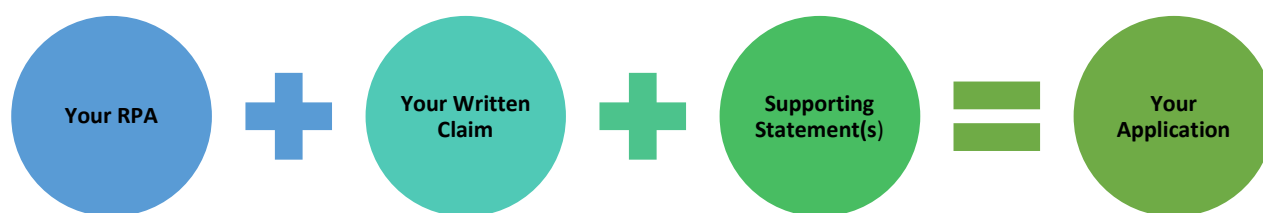


Figure 3: Components of your Application

Dependent on which category of Fellowship you are seeking recognition against there are different requirements. These are summarised below.

	Associate Fellow examples draw from within the last 3 years	Fellow examples draw from within the last 3 years	Senior Fellow examples draw from within the last 5 years
RPA	3 to 5 examples	5 to 8 examples	8 to 10 examples
Written Claim	Context Statement – up to 300 words Claim – 1400 words Citations – up to 200 words	Context Statement – up to 300 words Claim – 3000 words Citations – up to 500 words	Context Statement – up to 300 words Claim – 6000 words References – up to 500 words
Supporting Statement(s)¹²	One	Two	Two

Template application forms have been created for you to use (see **Appendix 3**). They mirror those used by Advance HE, and underline parity of expectation between its provision and that offered via **ASUrise**. Further discussion in respect of creating your application will be afforded through conversations with your mentor, in the scheduled workshops and in the drop-in sessions. An outline of the workshops is provided in **Appendix 4**.

¹ The **Supporting Statements endorse** your claim and are used by the reviewers to confirm that your application presents a fair and accurate reflection of your higher education practice. The Supporting Statements are not used by reviewers to fill any gaps in the evidence you provide towards the Descriptor.

² Guidance documents for referees are hyperlinked with the application template and the associated templates for each category of Fellowship are available in Appendix 5.

Associate Fellow	Fellow	Senior Fellow
<p>You select <u>two</u> of the five Areas of Activity in the Descriptor and write 1400 words in total (700 words on each), making direct reference to at least K1 and K2 and K3, other areas of the Core Knowledge and Professional Values, including at least V1 and V3, as appropriate to your claim.</p> <p>Note: Deciding which two Areas of Activity to select will be supported through your engagement with the RPA and discussions with your mentor.</p>	<p>You have 3000 words in total to evidence each of the five Areas of Activity in the Descriptor (A1 to A5), ensuring that you refer to all of the Core Knowledge (K1 to K5), and all of the Professional Values (V1 to V5). It is suggested that you use 600 words for each Area of Activity.</p> <p>Note: Deciding which examples to use for each Area of Activity will be supported through your engagement with the RPA and discussions with your mentor.</p>	<p>You have 6000 words in total which should be divided roughly into three sections each around 2000 words. The first section provides an overview of your practice, evidencing breadth of your impact in leading and influencing the practice of others. The remaining 4000 words are divided between two case studies which provide an in-depth evaluation of your practice.</p> <p>Note: Deciding which examples to use for the 1st section and the two case studies will be supported through your engagement with the RPA and discussions with your mentor.</p>

Remember that for all categories of Fellowship, your submission must demonstrate your practice and enable the reviewers to gain an understanding of its effectiveness and the underpinning rationale against the Descriptor requirements (see pages 8 and 9). Therefore, as previously noted, it is not enough for you to simply describe your practice, without detailing its effectiveness. In addition, you must articulate the 'why' of your practice, demonstrating your capacity to articulate relevant scholarship, or research, or professional learning, or evidence-based approaches as required by the relevant Fellowship category.

5. Getting Started

By now you should have spoken with your line manager to secure their support for your application. Because Fellowship is so well embedded in the University, this person will be aware of what the process of seeking recognition will require of you and will have knowledge of the Fellowship Category Tool and its purpose. You should also have attended an Introductory Workshop in which the PSF and **ASUrise** were explained and had the chance to ask any questions. After this, you should have formally expressed your interest in seeking Fellowship recognition to the Academic Staff Development Unit. This will have resulted in you being invited to an Opening Workshop and a mentor being allocated to you. In the event that anyone of these things has not happened, please contact the Director of the ASDU.

6. Support for You

ASUrise is based on a collegiate philosophy which promotes open and honest engagement with the PSF 2023 as a means to talk, discover and learn about our own and each other's approaches to teaching and/ or the support of learning. You will be allocated a mentor who undergoes annual training to ensure they remain up to date with the PSF and its requirements as they concern the Descriptors and the Dimensions and how they can be evidenced.

You are asked to make initial contact with your identified mentor to begin the process of preparing your application which starts with the RPA. The responsibility for this sits with you. Your mentor will support and guide you through three phases – see **Figure 4**. They provide a monthly update on your progress to the ASU Scheme Leader, a mechanism designed to provide you with additional support, if the need is identified. Please note that time with your mentor is limited – **no more than 6 hours in total** for Associate Fellow and Fellow applicants and **no more than 10 hours** for Senior Fellow applicants.

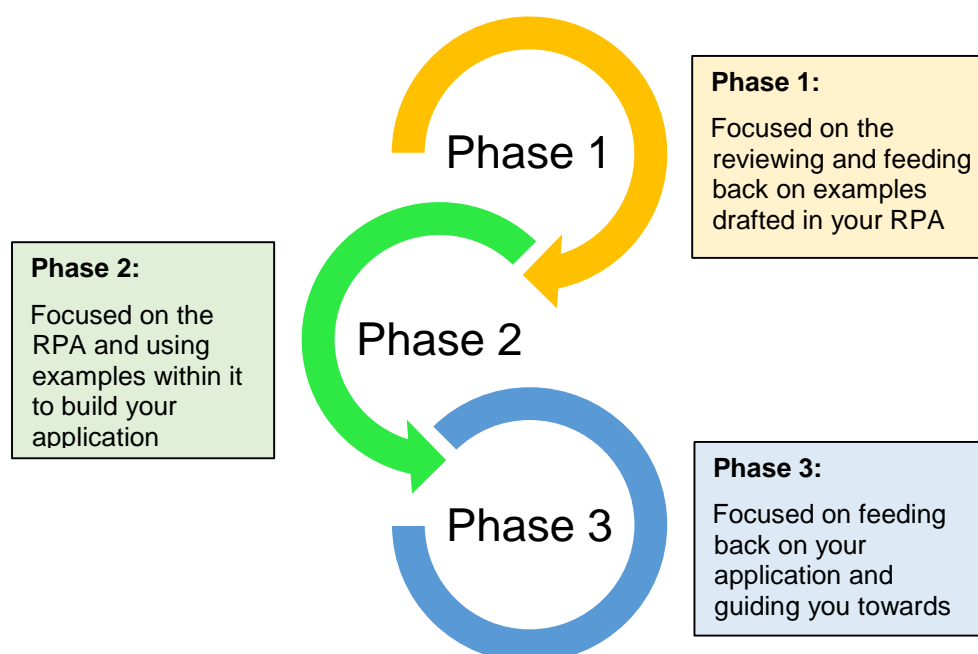


Figure 4: The Three Phases of Mentor Support

In addition to the support of your mentor³, you also have access to this [ASUrise Handbook](#), which offers helpful information; the mandatory Introductory Workshop⁴, specially designed to ensure that you have an overview of PSF 2023, its Dimensions and Descriptors before you start the process of preparing your application; and scheduled workshops and drop-in sessions timetabled in the VLE space. It is within these workshops that you will be advised how best to structure your application for Fellowship recognition, followed up by discussion with your mentor. Therefore, you are strongly advised to attend all workshops and to come to the drop-in sessions. Together these interventions will guide you so that you are well placed to submit an application which will be successful.

As indicated in **Section 5** of this document, you are strongly advised to engage with the guidance created by Advance HE for each of the three categories. Although this guidance has been developed for individuals applying directly to Advance HE (and therefore not you!), the detail will support your thinking and guide conversations with your mentor. Should you be unsure at any point about the information in the guidance, just ask your mentor or the [ASUrise Scheme Leader](#).

	Context Statement	Your Account of Professional Practice	Supporting Statement(s)
<ul style="list-style-type: none"> Associate Fellow 	Section 4.2 pages 11 - 13	Section 4 – pages 10 to 15 Section 5 – pages 16 to 23	Section 6 – pages 24 to 25.
<ul style="list-style-type: none"> Fellow 	Section 4.2 pages 12 to 14	Section 4 – pages 11 to 16 Section 5 – pages 17 to 23	Section 6 – pages 24 to 25
<ul style="list-style-type: none"> Senior Fellow 	Section 4.2 pages 14 to 16	Section 4 – pages 12 to 18 Section 5 – pages 19 to 24 Section 6 – pages 25 to 31	Section 7 – pages 32 to 33

³ If the relationship with your mentor is not working and you have not been able to resolve the issue, you are asked to contact the ASUrise Scheme Leader who will allocate another mentor.

⁴ In exceptional circumstances it might be possible to miss the Introductory Workshop for reasons beyond your control, however these instances will be very rare. If you cannot attend, please contact the ASUrise Scheme Leader in advance. They will ensure that you have access to the materials required and will provide a tailored introduction.

As you engage with the Advance HE guidance, you will see reference to the following documents. You are strongly advised to explore the relevant document for your category of Fellowship. The examples provided will help you to think about which aspects of your practice will feature in your application.

[Associate Fellow Guide to the PSF Dimensions 2023](#)

[Fellow Guide to the PSF Dimensions 2023](#)

[Senior Fellow Guide to the PSF Dimensions 2023](#)

7. FAQs

We understand that you are likely to have some questions at this point, so we have provided this section for you. If you have a question which does not feature here, please ask us by email to the ASDU - asurise@asu.edu.bh. The primary aim of this FAQ section is to give you sufficient information without overloading you.

7.1 How do I get started?

Discuss your plans with your line manager, then attend an **ASUrise** Introductory Workshop advertised on the ASU website and complete the Fellowship Category Tool. After this, express your interest in seeking Fellowship recognition by email to the ASDU - asurise@asu.edu.bh. You will receive a reply within five working days notifying you about which cohort you will be attached to (there are two each year) and the name of your allocated mentor. If you are in any doubt about whether **ASUrise** is right for now, or if perhaps the taught provision available at ASU identified by title on page 9 would be better for you, contact the Director of ASDU.

7.2 Which category should I apply for?

Your completion of the Fellowship Category Tool will provide an indication of which category of Fellowship your practice and its impact are best aligned with. Be guided by the outcome of engaging with the tool, but also remember to make contact with your mentor, so you can start to develop your Record of Professional Activity (RPA). The examples within it will confirm, or not, whether you are best advised to seek recognition as an Associate Fellow (D1), Fellow (D2) or Senior Fellow (D3). Refer to pages 8 and 9 for an outline of who each category might be best suited to, noting that whereas Associate Fellow and Fellow are very much focused on direct work with learners, Senior Fellow requires evidence of your effectiveness in leading and influencing others for the benefit of students and their learning.

It is possible that having attended the Introductory Workshop and completed the Fellowship Category Tool, you realise that you need to further develop your practice in advance of preparing your application. Support and encouragement to help you do this is available from the **ASUrise** Scheme Leader and also *ASUrise Fellowship Scheme Handbook*

your line manager who may well be able to identify projects and opportunities which would enable you to develop your practice aligned with descriptor requirements.

7.3 Do I have to start with Associate Fellow (D1)?

No, you select the category you think is appropriate to your practice and its impact. You may return to the Scheme in the future to gain recognition against another category at a later stage in your career. This will enable you to benchmark the continuing development of your practice in line with descriptor requirements.

7.4 How long will my Fellowship application take?

To support your progression through the process of preparing your claim, you will be allocated to a cohort. This cohort approach offers a supportive space in which to articulate and evaluate your practice. Each cohort runs over a period of time equivalent to a semester. Once you have joined the cohort you will be expected to submit on the due date published within the VLE space. However how long it actually takes you to prepare your application within this time period will vary according to your individual circumstances and will depend on what evidence you have to draw upon, what you might need to do and what other commitments you have.

7.5 To what extent is my line manager involved?

You should discuss your plans for applying for Fellowship recognition with your line manager, usually as part of the appraisal process. They have a role in supporting you to prepare your allocation by encouraging you and they may be one of your referees who provides a supporting statement.

7.6 How far back can I use evidence?

You can draw on a range of evidence to demonstrate how you have developed as an academic and/ or supporter of learning. The evidence you present in the form of examples of your practice needs to be retrospective – put differently examples need to look back at what you have done and what the impact of your action was.

Associate Fellowship and Fellowship applications are built using examples **from the last 3 years**. Senior Fellowship applications **draw from the last 5 years**. If you have an older example that you wish to include, you are advised to speak with your mentor in the first instance.

7.7 Can I use evidence from outside ASU?

Yes. Your application relates to you as a professional, rather than your current role at ASU, however the experience must have been gained in a higher education context.

7.8 What counts as evidence of professional development?

More than you might think! The following are all possible examples which extend beyond the obvious practice of teaching and/ or supporting learning. Think about participation in workshops and conferences; peer observations; corridor conversations about teaching and learning; participation in collaborative projects about teaching and learning; contribution to academic debate through social media; writing for publication; pedagogic research and scholarship; evaluation; contribution to your disciplinary or professional association; external examining; engagement with quality assurance and enhancement procedures; involvement in special interest groups and committees. Remember to reflect on the **impact** of engaging in these activities, in other words: what has this meant for your professional practice and the student learning experience?

7.9 Can I use referees from outside ASU?

Associate Fellowship applicants submit just one supporting statement. It would be highly unusual for the referee to be from outside ASU. However, Fellowship and Senior Fellowship applicants submit two supporting statements. If you have recently joined the University and will be presenting practice from previous employment in your application, you will likely be advised to ensure that one of your referees can vouch for your practice in that context. The other supporting statement will need to come from within ASU.

7.10 In the written part of my application, what is the right balance between 'exactly how it is' or 'successes only'?

The reviewers are looking for a clear picture of your practice in teaching and/ or the support of learning and an insight into who you are, how you approach your role and the evidence-base for what you do. It is just as appropriate to evaluate your challenges and difficulties and how you have addressed them, as it is to analyse and celebrate your successes. Aim for an open and constructive account, rather than a 'look how wonderful I am' type approach.

7.11 I need to refresh my knowledge of the pedagogical literature. What do you recommend?

Your examples should be informed by your scholarship, or by research, or your professional learning, or other evidence-informed approaches. Amongst these options, you are strongly encouraged to draw on the pedagogic literature. Look in the ASU Library, and in the [ASUrise](#) Moodle space for useful resources.

Please note: As you know, ASU has an Academic Misconduct and Plagiarism Policy with clear rules and regulations, ensuring that students understand what is expected from them and the need to comply

with the bounds of the academic integrity. ASU provides e-detection software (Turnitin) for academic integrity of written coursework.

ASUrise, with no exception, uses ASU's policy and ASU's e-detection software (Turnitin) for all applications and supporting statements to check any detection of plagiarism, and to ensure compliance with the policy's rules and regulations. Staff suspected of academic misconduct will be dealt with, via the Staff Disciplinary Procedure.

You will have been made aware of the application of ASU's plagiarism policy within **ASUrise** at the induction and introductory sessions, in addition your mentor will restate the importance of the academic integrity in your application.

Applicants can appeal in case of a decision on academic cheating or malpractice penalties through a Disciplinary and Appeal Committees for further actions.

7.12 *Who can help me with my application?*

Your mentor is your primary support; however, you are free to talk with colleagues who are working on their Fellowship submission at the same time as you. In addition, members of the **ASUrise** Alumni Network will also be delighted to offer insight. However, do remember that there is a risk in talking to too many people, as it might lead to continuing the discussion rather than progressing the development of your RPA and your claim. It is also possible that you might inadvertently be misdirected because the person/ people you speak with may have gained their Fellowship under the 2011 version of the Professional Standards Framework. So do keep the conversation going with your mentor throughout.

7.13 *Is there a deadline for submission of my application?*

Each cohort has a set deadline; you need to submit your application on time. If this is not possible you need to inform the **ASUrise** Scheme Leader.

7.14 *How is the **ASUrise** Fellowship Scheme managed?*

It is centrally managed by the Academic Staff Development Unit, with the support of the **ASUrise** Team which is drawn from across the University. The team includes mentors and reviewers all of whom must engage with annual training to ensure that their support and guidance (mentors) and decision making (reviewers) is robust and consistent.

Please note that *ASUrise* operates a shadowing system⁵ for both new mentors and new reviewers. It is designed to ensure preparedness for their respective roles and seeks to enable you to trust the process of support (mentors) and decision making (reviewers) of the Scheme. If there is a shadow reviewer in place for your application, they will have NO part in making the provisional review decision.

7.15 *How will my submission be reviewed?*

For submissions for Associate Fellow and Fellow recognition, each application is considered by two Internal Reviewers; for Senior Fellow recognition there are three Internal Reviewers. Each Internal Reviewer completes his/her *ASUrise* Fellowship Scheme Reviewer Decision Making Sheet independently – see **Appendix 6**. The two/three reviewers then meet to discuss their independent decision and to confirm a provisional decision.

Provisional decisions are presented to the Fellowship Scheme Board chaired by a senior member of the University who sits outside of the *ASUrise* team. Ahead of the Board sitting, an External Reviewer will have sampled applications across the three categories to ensure robust, consistent decision making in line with the standard set by Advance HE. (see section 8.16 for further detail about their role).

For each submission, the provisional outcome reported to the Board will be one of:

- Successful
- Referred – some part(s) of the Descriptor requirements is(are) not met, revisions required

7.16 *Who are the Reviewers and what are their roles?*

Internal Reviewers:

Internal Reviewers are colleagues from across the University who hold Senior or Principal Fellowship and have been trained⁶ to ensure they are fully appraised of PSF 2023 and its requirements for each category of Fellowship. This enables the process of review to be robust and consistent⁷. Prior to the review process commencing both you and the reviewers will have completed a conflict-of-interest form - available for you to see in the *ASUrise* VLE space - to manage the risk of bias towards or prejudice against.

As noted above, each Internal Reviewer makes an independent decision, prior to documenting that decision. The Internal Reviewers then agree a provisional decision, noting that a consensus decision is possible in respect of a Senior Fellow application. If reviewers are unable to agree a decision for AFHEA or FHEA claims, then the *ASUrise* Scheme Leader will be notified, and a 3rd reviewer appointed. Such

⁵ Shadowing is as it sounds, the individual shadows an experienced mentor or reviewer through the process of mentoring or reviewing.

⁶ This training is mandatory and must be undertaken annually.

⁷ Within any review period, a reviewer might also be a mentor. However, a reviewer will have no part in the decision making for someone they have mentored.

a claim would always be part of the External Reviewer's sample and if necessary, will be discussed at the Board. In the event of a 'referred' decision, the Lead Internal Reviewer completes a Panel Outcome/ Feedback form (see **Appendix 7** for the template documents).

External Reviewer:

The External Reviewer is appointed in compliance with Advance HE policy and plays a very specific role, which is to ensure that Fellowship decisions are robust and consistent made in line with the requirements set out in the Advance HE policy in respect of external moderation. They also play a role in supporting the continuing quality enhancement of **ASUrise** throughout their observations and feedback reflected at the **ASUrise** Fellowship Board which they attend virtually.

The External Examiner has access to all applications and all of the decision-making forms and panel outcome documents, if the application has been referred. S/he will:

- Sample across each category, looking specifically at any submissions to which they are directed by the team and all applications where Fellowship has not been awarded
- Review all resubmissions.
- Be part of the decision-making process at the **ASUrise** Fellowship Board where the provisional decisions made by the Internal Reviewers are ratified
- Report formally on quality assurance and quality enhancement processes relating to the participant experience and appropriateness of Fellowship decision making, in line with Advance HE requirements. This report is formally presented to the **ASUrise** Fellowship Board and forms part of the **ASUrise** Annual Report submitted to the Advance HE and to the University's Learning, Teaching and Assessment Committee.

NOTE: For the first year after PSF 2023's introduction, the External Reviewer will be one of the three reviewers for all Senior Fellow applications.

7.17 How does the Scheme Board work?

The **ASUrise** Fellowship Scheme Board is chaired by the Director of the Quality Assurance and Accreditation Centre at ASU. The role of the Board is to ratify reviewer decision making and to ensure effectiveness and enhancement of the Scheme and enable it to inform quality developments in the University as a whole. The Board reports to the University's Learning, Teaching and Assessment Committee (which itself reports to the QAA Council, which then reports to the University Council). On an annual basis, the Board will receive a report prepared by the ASDU on the operation of the Scheme during the academic year and approve this for onward transmission to Advance HE.

The Board consists of the Chair, the **ASUrise** Scheme Leader and the External Reviewer and also includes the Internal Reviewers making the decisions for the cohort being presented. Its Terms of Reference are provided below.

Applied Science University ASUrise Fellowship Scheme Board	
Terms of Reference	
Purpose: To oversee all activities and processes associated with the award of Fellowships through the ASUrise Fellowship Scheme at Applied Science University and to ensure fair and transparent governance and decision-making	
Remit <ol style="list-style-type: none"> 1. To oversee the operation of the ASUrise Fellowship Scheme 2. To ensure compliance of ASUrise with the expectations and regulations of Applied Science University 3. To maintain ASUrise's compliance with Advance-HE requirements 4. To ensure oversight of ASUrise processes and decisions by an appropriate external reviewer 5. To exercise academic judgement in determining the award of Advance-HE Fellowships in cases where there are conflicting opinions between the reviewers 6. To receive the integrated decisions from the two taught programmes accredited by Advance HE 7. To maintain a strategic overview of progress towards targets AdvanceHE Fellowship recognition within Applied Science University 	Members Members of the Board are the Chair, the External Reviewer and the Scheme Leader, and the internal reviewers. All members must attend (in person or via technology). The Administrator to the Board is in attendance. Frequency of meetings Twice per annum Reporting line University Learning, Teaching and Assessment Committee and AdvanceHE Minutes Minutes and papers will be held electronically by the ASUrise Administrator

7.18 *When will I know whether I have been successful or not?*

The **ASUrise** Team commits to informing you by email within three working days following the relevant Fellowship Scheme Board meeting.

7.19 *What if I'm not successful?*

If your application is **referred**, you will be given detailed feedback (prepared by the Internal Reviewers and approved by the Board) and advised on how you can meet Descriptor requirements. This feedback will be provided in writing within three working days of the Board meeting, with the option of a one-to-

one discussion with one of the Reviewers if you would like that too. You will also be able to discuss the revisions you need to make with your mentor, taking no more than one hour of their time.

You will have 4 weeks from the date the outcome of the Board is sent to make the necessary amendments to your application, using a different colour to show exactly where the changes have been made. Your revised application will then be reviewed by the original reviewers (wherever possible) and seen by the External Reviewer enabling a provisional decision to be presented to the Chair of the Fellowship Board for their ratification. Importantly, Chair's Action decisions will be formally reported to the next sitting of the Board to ensure accuracy of the audit trail.

Please note: You cannot appeal the decision of the Fellowship Board, but if you believe that processes were not followed, you can seek redress. Further information on how and when you can do this are provided for you in the [ASUrise](#) VLE space.

7.20 What are the quality assurance processes for the [ASUrise](#) Fellowship Scheme?

These include:

- The [ASUrise](#) Scheme and the transparency of its review processes
- Independent Internal Reviewer decision making
- Moderation of claims by the External Reviewer
- An appeals process conducted through a body independent of the Board ⁸
- A requirement to declare conflict of interest (participants and reviewers)
- Evaluation and feedback opportunities for participants, mentors and reviewers

7.21 What happens after I achieve Fellowship?

First of all, celebrate! You have been recognised for your practice and its impact is a globally-recognised benchmark. Your eCertificate will be sent to you by Advance HE and you will be entitled to use the appropriate post nominals (AFHEA /FHEA /SFHEA). You will also receive an invitation to join the [ASUrise](#) Alumni Network. You are strongly encouraged to take this opportunity because the Network provides a University-wide forum to promote pedagogic discussion, scholarship and research which enables sharing of good practice recognised by Fellowship success. Please also remember that after your Fellowship is conferred you are expected to adhere to the [Fellowship Code of Practice](#) and to remain in good standing.

⁸ As noted above, the decision of the Board cannot be appealed, but an appeal against process not being followed can be submitted.

Appendix 1: Eligibility for Fellowship

1.1 Higher Education and eligibility for Fellowship

The PSF 2023 sets out the **professional standards for higher education (HE)**. All the experience and evidence included in an application for Fellowship **must** relate to teaching and/or support for learning practice related to **higher education** provision, such as:

- + level 4 or above within the **Framework for Higher Education Qualifications (FHEQ)** in England, Wales and Northern Ireland, or **equivalent**
- + level 7 or above within the **Scottish Credit and Qualifications Framework (SCQF)** in Scotland on the Framework for Qualifications of Higher Education Institutions (FQHEIS) or **equivalent**
- + first cycle or above of the **Qualifications Framework in the European Higher Education Area (QF-EHEA)**
- + level 5 or above of the **Australian Qualifications Framework (AQF)** or **equivalent**
- + level 5 or above of the **New Zealand Qualification Framework (NZQF)** or **equivalent**
- + other equivalent higher education frameworks
- + activity focused on supporting learners within a Higher Education context, providing the learner(s) are enrolled on a Higher Education Qualification may also be considered as evidence equivalent to the higher education frameworks above
- + delivery of some **non-accredited continuing professional development** for academic and learning support staff may also be considered as evidence equivalent to the higher education frameworks.

The PSF 2023 acknowledges the wide variety of local and global contexts in which higher education operates, and the diverse practices and roles that contribute to high-quality learning.

In defining what constitutes higher education teaching and learning within different national contexts in order to determine eligibility for fellowship, Advance HE uses **UK ENIC** (UK National Information Centre) for information about global education frameworks and qualifications. Programmes will be defined as HE for the purposes of staff teaching and supporting learning on the programme being eligible for fellowship if they are an integral part of a programme defined as higher education within the context of the country of study.

The definition of what constitutes higher education has been further defined for staff in **UK and Australasia**. If you are unsure whether the examples of practice within your application meets the eligibility requirements above, please contact fellowship@advance-he.ac.uk

Note: If you require to discuss eligibility, please contact the ASUrise Scheme Leader

Appendix 2: The RPA Templates

Associate Fellow:

Record of Professional Activities

Your Record of Professional Activities (RPA) forms part of your Associate Fellowship application. It must be submitted together with your application and the supporting statement.

It is designed as the first step in developing your application and enables you to think through examples which might align with Associate Fellow requirements. You use the examples – 3 to 5 are advised - identified here to build your application, supported by discussions with your allocated mentor.

Your RPA should be refined following discussions with your mentor so that it gives a broad overview of examples which you have thought through and of which you can evidence their impact.

Each entry should be no more than 150 words and should identify **what you did**, **why** (this links directly with Core Knowledge and Professional Values) and should also outline **why** you needed to do something and finally the '**so what**', the impact of what you did? What changed because of your action?

You'll see that each entry needs to be mapped through to relevant Areas of Activity, Core Knowledge and Professional Values, and to the Descriptor itself.

There are no absolute rules regarding the numbers of entries, but between three and five are suggested, noting that the examples should be drawn from the last three years. If you have examples that are a little older, do discuss them with your mentor. It might be possible to include them.

RPA Template (Associate Fellow – D1)

	The Activity	Time Frame	Areas of Activity Please identify	Core Knowledge Please identify	Professional Values Please identify	D1.1 Tick if example is aligned	D1.2 Tick if example is aligned	D1.3 Tick if example is aligned
1	What you did? Why? Impact?							
2	What you did? Why? Impact?							
3	What you did? Why? Impact?							
4	What you did? Why? Impact?							
5	What you did? Why? Impact?							

Fellow:

Record of Professional Activities

Your Record of Professional Activities (RPA) forms part of your Fellowship application. It must be submitted together with your application and the two supporting statements.

It is designed as the first step in developing your application and enables you to think through examples which might align with Fellow requirements. You use the examples identified here – 5 to 8 are advised - to build your application, supported by discussions with your allocated mentor.

Your RPA should be refined following discussions with your mentor so that it gives a broad overview of examples which you have thought through and of which you can evidence their impact.

Each entry should be no more than 150 words and should identify **what you did**, **why** (this links directly with Core Knowledge and Professional Values) and should also outline **why** you needed to do something and finally the '**so what**', the impact of what you did? What changed because of your action?

You'll see that each entry needs to be mapped through to relevant Areas of Activity, Core Knowledge and Professional Values, and to the Descriptor itself.

There are no absolute rules regarding the numbers of entries, but between five and eight are suggested, noting that the examples should be drawn from the last three years. If you have examples that are a little older, do discuss them with your mentor. It might be possible to include them.

RPA Template (Fellow – D2)

	The Activity	Time Frame	Areas of Activity Please identify	Core Knowledge Please identify	Professional Values Please identify	D2.1 Tick if example is aligned	D2.2 Tick if example is aligned	D2.3 Tick if example is aligned
1	What you did? Why? Impact?							
2	What you did? Why? Impact?							
3	What you did? Why? Impact?							
4	What you did? Why? Impact?							
5	What you did? Why? Impact?							

6	What you did? Why? Impact?							
7	What you did? Why? Impact?							
8	What you did? Why? Impact?							

Senior Fellow:

Record of Professional Activities

Your Record of Professional Activities (RPA) forms part of your Senior Fellowship application. It must be submitted together with your application and the two supporting statements.

It is designed as the first step in developing your application and enables you to think through examples which might align with Senior Fellow requirements. You use the examples identified here – 8 to 10 are advised - to build your application, supported by discussions with your allocated mentor.

Your RPA should be refined following discussions with your mentor so that it gives a broad overview of examples which you have thought through and of which you can evidence their impact.

Each entry should be no more than 150 words and should identify **what you did**, **why** (this links directly with Core Knowledge and Professional Values) and should also outline **why** you needed to do something and finally the '**so what**', the impact of what you did? What changed because of your action?

You'll see that each entry needs to be mapped through to relevant Areas of Activity, Core Knowledge and Professional Values, and to the Descriptor itself.

There are no absolute rules regarding the numbers of entries, but between eight and ten are suggested, noting that the examples should be drawn from the last three to five years. If you have examples that are a little older, do discuss them with your mentor. It might be possible to include them.

RPA Template (Senior Fellow – D3)

	The Activity	Time Frame	Areas of Activity Please identify	Core Knowledge Please identify	Professional Values Please identify	D3.1 Tick if example is aligned	D3.2 Tick if example is aligned	D3.3 Tick if example is aligned
1	What you did? Why? Impact?							
2	What you did? Why? Impact?							
3	What you did? Why? Impact?							
4	What you did? Why? Impact?							
5	What you did? Why? Impact?							

6	What you did? Why? Impact?							
7	What you did? Why? Impact?							
8	What you did? Why? Impact?							
9	What you did? Why? Impact?							
10	What you did? Why? Impact?							

Appendix 3: The Application Documents

Associate Fellow – Application Template (PSF 2023)

Your application for Associate Fellowship consists of a **1,400-word reflective narrative shared across two Areas of Activity** plus citations (overall maximum of 1,600 words).

You will need to **continue to refer to the applicant guidance and Descriptor 1 of the PSF 2023** as you prepare your application to ensure that you are writing to meet the requirements.

You must structure your Reflective Narrative around on **two of the five** PSF 2023 Areas of Activity. Please write your Reflective Narrative in each of the boxes below, and change the heading to indicate each Area of Activity you have chosen to evidence, e.g. change the blue heading 'A[]' to be 'A1' if you are choosing Area of Activity 1.

When you have finalised your application, send it to your referee so that they can write their Supporting Statement. Please direct your referee to Advance HE's [Associate Fellowship Guidance for Referees](#). The referee should return their Supporting Statement for you to upload with your application into the ASU portal.

Associate Fellow – Application

Name as you would like it to appear on your certificate

Context statement:

Write your Context statement here (up to 300 words)

Evidencing first Area of Activity: A[]

Write your reflective narrative for your first chosen Area of Activity here. References and citations are to be listed in a dedicated field below:

Evidencing second Area of Activity: A[]

Write your reflective narrative for your second chosen Area of Activity here. References and citations are to be listed in a dedicated field below:

References/Citations:

Write any references or citations used in either Area of Activity here:

Fellow – Application Template (PSF 2023)

Your application for Fellowship consists of a **3,000-word reflective narrative shared across all five Areas of Activity plus citations** (overall maximum of 3,500 words).

You will need to **continue to refer to the applicant guidance and Descriptor 2 of the PSF 2023** as you prepare your application to ensure that you are writing to meet the requirements.

You must structure your Reflective Narrative around **all five** of the PSF 2023 Areas of Activity. You will be able to use the relevant boxes below to complete your draft application.

When you have finalised your application, send it to both of your two referees so that they can write their Supporting Statements. Please direct your two referees to Advance HE's [Fellowship Guidance for Referees](#). The referees need to return their Supporting Statements for you to upload with your application into the ASU portal.

Fellow – Application

Name as you would like it to appear on your certificate

Context statement:

Write your Context statement here (up to 300 words)

Evidencing Area of Activity 1 (A1): Design and plan learning activities and/or programmes

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 2 (A2): Teach and/or support learning through appropriate approaches and environments

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 3 (A3): Assess and give feedback for learning

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 4 (A4): Support and guide learners

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 5 (A5): Enhance practice through own continuing professional development

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

References/Citations:

Write any references or citations used in any Areas of Activity here:

Senior Fellow – Application Template (PSF 2023)

Your application for Senior Fellowship takes the form of an **Account of Professional Practice consisting of a Reflective Narrative and two Case Studies (6,000-word limit shared across all three elements)** plus citations (overall maximum of 6,500 words).

You will need to **continue to refer to the applicant guidance and Descriptor 3 of the PSF 2023** as you prepare your application to ensure that you are writing to meet the requirements.

You will be able to use the relevant boxes below to complete your draft application. Once completed, **all the guidance can be deleted** and this template containing your application can be sent to your two referees so that they can write their supporting references.

When you have finalised your application, send it to both of your referees so that they can write their Supporting Statements. Please direct your referees to the [Senior Fellowship Guidance for Referees](#). The referees need to return their Supporting Statements for you to upload with your application into the ASU portal.

Senior Fellow – Application

Name as you would like it to appear on your certificate	
--	--

Context statement:

Write your Context statement here (up to 300 words)

Reflective Narrative

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Case Study One

Title Case Study 1	
Write your first case study here. References and citations are to be listed in a dedicated field below:	

Case Study Two

Title Case Study 2	
Write your second case study here. References and citations are to be listed in a dedicated field below:	

References/Citations:

Write any references or citations used in your application here:

Appendix 4: Workshop Schedule in Outline

Date and Time	Workshop Focus	Workshop Goals	Resources Needed	Homework (may be adapted)
Introductory Workshop to be accessed prior to joining the Scheme, to be followed by completion of Fellowship Category Tool and formal expression of interest in Fellowship Recognition. The workshop is mandatory and introduces the participants to the PSF, its Dimensions and its Descriptors.				
Workshop 1	For All Participants What do I need to do? RPA, Claim and Supporting Statements Building Your RPA – More than a list	Participants will be able to identify the component parts of their application and their different purposes. Participants will begin the process of building their claim.	ASUrise Handbook PSF 2023	Create at least two entries on your RPA and meet with your mentor to discuss them
Workshop 2	For SFHEA participants only	Participants will demonstrate their understanding of what a successful SFHEA application requires – leading, influencing and effectiveness.	ASUrise Handbook PSF 2023	
Workshop 3	For All Participants Show and Tell focused on the RPAs	Participants will gain insight and confidence from the process of giving and receiving feedback.	ASUrise Handbook PSF 2023	
Workshop 4	AF and FHEA Participants only The claim <ul style="list-style-type: none"> how many words? what is the structure? 	Participants will be able to explain the structure for their claim and will be able to start to write it.	ASUrise Handbook PSF 2023	Draft of one Area of Activity, ready to show their mentor and get feedback.
Workshop 5	For SFHEA participants only The claim <ul style="list-style-type: none"> how many words? what is the structure? 	Participants will be able to explain the structure for their claim and will be able to start to write it.	ASUrise Handbook PSF 2023	Decide on the two case studies; provide outline draft for mentor.
Workshop 6	For the Mentors An open forum to discuss challenges (and joy) in the mentoring process.	Mentors will have had a space to identify their challenges and to decide on appropriate solutions.	ASUrise Handbook PSF 2023	To be agreed as needed
Workshop 7	For All Participants Why do I do, what I do?	Participants will be able to identify why they must evidence the evidence that underpins their practice – exploring V3.	ASUrise Handbook PSF 2023	To be agreed as needed
Workshop 8	For All Participants How do I evidence impact of my Action?	Participants will be able to identify different means by which they can identify the effectiveness of what they do.	ASUrise Handbook PSF 2023	To be agreed as needed
Workshop 9	For All Participants Help, I'm stuck ...	Participants will have had time and opportunity to talk about challenges writing their claim and/ or completing their RPA	ASUrise Handbook PSF 2023	To be agreed as needed

Date and Time	Workshop Focus	Workshop Goals	Resources Needed	Homework (may be adapted)
Workshop 10	For All Participants A Drop In Session for Last Minute Panics ☐	Participants will have the forum to drop into for last minute questions/support.	<i>ASUrise</i> Handbook PSF 2023	
Workshop 11	For All Reviewers – standardisation exercise	Reviewers will be competent and confident in their decision making against descriptor requirements.	<i>ASUrise</i> Handbook PSF 2023	

Appendix 5: Supporting Statement Templates

Associate Fellowship

Supporting Statement Template

Your Name	
Applicant Name	
Your institution/organisation/other	
Your current role	
Email address	
Your Fellowship status (if appropriate)	
Relationship to Applicant	
How long have you worked with the applicant (insert dates)	
Declaration	<p>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.</p> <p>I confirm that I have read and agree with the declaration above:</p> <p>Date:</p>

Supporting Statement

Please provide your statement to verify and endorse the applicant's submission for Associate Fellowship in the following section. You are required to comment on the applicant's recent higher education practice (usually within the last 3 years), providing examples to support your statement wherever possible.

In completing this Supporting Statement you are confirming that you have read the **Advance HE Guidance for Referees writing a Supporting Statement**. In association with the **Descriptor 1 criteria of the PSF 2023**, as a guide, you should comment on the following in your Supporting Statement:

- + your own personal experience of the applicant's recent and effective HE practice;
- + if you have been involved in peer observation of the applicant's teaching and/or support of learning, please draw on relevant examples from this;
- + any inclusive practice and/or contribution to developments by the applicant in teaching and/or supporting learning within their context as appropriate;
- + your perspective on the practical examples provided within the application to illustrate the Associate Fellowship requirements.

A single page statement will normally be sufficient for this category of Fellowship

Fellowship

Supporting Statement Template

Your Name	
Applicant name	
Your institution/organisation/other	
Your current role	
Email address	
Your Fellowship status (if appropriate)	
Relationship to Applicant	
How long have you worked with the applicant (insert dates)	
Declaration	<p>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.</p> <p>I confirm that I have read and agree with the declaration above:</p> <p>Date:</p>

Supporting Statement

Please provide your statement to verify and endorse the applicant's submission for Fellowship in the following section. You are required to comment on the applicant's recent higher education practice (usually within the last 3 years), providing examples to support your statement wherever possible.

In completing this Supporting Statement you are confirming that you have read the **Advance HE Guidance for referees writing a Supporting Statement**. In association with the **Descriptor 2 criteria of the PSF 2023**, as a guide, you should comment on the following in your Supporting Statement:

- + your own personal experience of the applicant's recent and effective HE practice;
- + if you have been involved in peer observation of the applicant's teaching and/or support of learning, please draw on relevant examples from this;
- + any inclusive practice and/or contribution to developments by the applicant in teaching and/or supporting learning within their context as appropriate;
- + your perspective on the practical examples provided within the application to illustrate the Fellowship requirements.

Senior Fellowship

Supporting Statement Template

Your Name	
Applicant name	
Your institution/organisation/other	
Your current role	
Email address	
Your Fellowship status (if appropriate)	
Relationship to Applicant	
How long have you worked with the applicant (insert dates)	
Declaration	<p>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.</p> <p>I confirm that I have read and agree with the declaration above:</p> <p>Date:</p>

Supporting Statement

Please provide your statement to verify and endorse the applicant's submission for Senior Fellow in the following section. You are required to comment on the applicant's recent higher education practice (usually within the last 3-5 years) providing examples to support your statement wherever possible.

In completing this Supporting Statement you are confirming that you have read the **Advance HE Senior Fellow Guidance for Referees writing a Supporting Statement**. In association with the **Descriptor 3 criteria of the PSF 2023** as a guide, it is important that you comment on the following in your Supporting Statement:

- + your own personal experience and knowledge of the applicant's effective, inclusive and comprehensive HE practice;
- + your perspective on the practical examples provided within the application to illustrate the requirements of Senior Fellow, focusing on the way(s) in which the applicant has effectively influenced or led on other colleagues' HE practice.
- + Two sides of A4 will normally be sufficient for this category of Fellowship.

Appendix 6: Decision Making Templates

Associate Fellow Review Grid

Applicant name					
Outcome first submission	Award		Refer		Date
Cohort/ Year					
Reviewer 1					
Lead Reviewer (Reviewer 2)					
Outcome following resubmission	Award		Unsuccessful		Date

Section 1: Reviewer judgement and feedback against Descriptor 1 Criteria

Each Reviewer (1 and Lead) to complete their section of the review grid below to note their decision against each criterion (please tick Met or Not Met) and add comments to explain your decision.

SECTION 1: Review of application against Descriptor 1 Criteria			
D1 is suitable for individuals whose practice enables them to evidence some Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:			
D1.I		Met (X)	Not Met (X)
Use of appropriate Professional Values, including at least V1 and V3			
Reviewer 1			
Lead Reviewer			
D1.II		Met (X)	Not Met (X)
Application of appropriate Core Knowledge, including at least K1, K2 and K3			
Reviewer 1			
Lead Reviewer			
D1.III		Met (X)	Not Met (X)
Effective and inclusive practice in at least two of the five Areas of Activity			
Reviewer 1			
Lead Reviewer			
Do Supporting Statements broadly corroborate the account? (If 'no' add comments below)		Yes (X)	No (X)
Reviewer 1			
Lead Reviewer			

SECTION 2: Record of Discussions			
SECTION 3: Initial individual Reviewer judgement and feedback to referred applicants		Award (X)	Refer (X)
Reviewer 1			
Lead Reviewer			
Lead Reviewer to record agreed first Outcome (Award or Refer) and, if relevant, second Outcome (Award or Unsuccessful) in the sections at the top of this form.			

The Lead Reviewer completes the **Associate Fellowship Application: Outcome and Feedback Template** if applicants are referred.

The same completed Review Grid is used to review revised applications when applicants resubmit. Please add your second decision and comments in blue font. Lead Reviewer to add the final outcome at the top of the form.

Fellow Review Grid

Applicant name					
Outcome first submission	Award		Refer		Date
Cohort/ Year					
Reviewer 1					
Lead Reviewer (Reviewer 2)					
Outcome following resubmission	Award		Unsuccessful		Date

Section 1: Reviewer decision and feedback against Descriptor 2 Criteria

Each Reviewer (1 and Lead) to complete their section of the review grid below to note their decision against each criterion (please tick Met or Not Met) and add comments to explain your decision.

SECTION 1: Review of application against Descriptor 2 Criteria			
<p>D2 is suitable for individuals whose practice with learners has breadth and depth, enabling them to evidence all Dimensions.</p> <p>Effectiveness of practice in teaching and/or support of high-quality learning is demonstrated through evidence of:</p>			
D2.I Use of all five Professional Values		Met (X)	Not Met (X)
Reviewer 1			
Lead Reviewer			
D2.II Application of all five forms of Core Knowledge		Met (X)	Not Met (X)
Reviewer 1			
Lead Reviewer			
D2.III Effective and inclusive practice in all five Areas of Activity		Met (X)	Not Met (X)
Reviewer 1			
Lead Reviewer			
Do Supporting Statements broadly corroborate the account? (If 'no' add comments below)		Yes (X)	No (X)
Reviewer 1			
Lead Reviewer			

SECTION 2: Record of Discussions				
SECTION 3: Initial individual Reviewer judgement and feedback to referred applicants			Award (X)	Refer (X)
Reviewer 1				
Lead Reviewer				
Lead Reviewer to record agreed first Outcome (Award or Refer) and, if relevant, second Outcome (Award or Unsuccessful) in the sections at the top of this form.				

The Lead Reviewer completes the **Fellowship Application: Outcome and Feedback Template** if applicants are referred.

The same completed Review Grid is used to review revised applications when applicants resubmit; Reviewers please add your second decision and comments in blue font. Lead Reviewer to add the final outcome at the top of the form.

Senior Fellow Review Grid

Applicant name					
Outcome first submission	Award		Refer		Date
Cohort/ Year					
Reviewer 1					
Reviewer 2					
Lead Reviewer (Reviewer 3)					
Outcome following resubmission	Award		Unsuccessful		Date

Section 1: Reviewer decision and feedback against Descriptor 3 Criteria

Each Reviewer (1, 2 and Lead) to complete their section of the review grid below to note their decision against each criterion (please tick Met or Not Met) and add comments to explain your decision.

SECTION 1: Review of application against Descriptor 2 Criteria			
<p>D3 is suitable for individuals whose comprehensive understanding and effective practice provides a basis from which they lead or influence those who teach and/or support high-quality learning.</p> <p>Individuals are able to evidence:</p>			
D3.I		Met (X)	Not Met (X)
A sustained record of leading or influencing the practice of those who teach and/or support high quality learning			
Reviewer 1			
Reviewer 2			
Lead Reviewer			
D3.II		Met (X)	Not Met (X)
Practice that is effective, inclusive and integrates all Dimensions			
Reviewer 1			
Reviewer 2			
Lead Reviewer			
D3.III		Met (X)	Not Met (X)
Practice that extends significantly beyond direct teaching and/or direct support for learning			
Reviewer 1			
Reviewer 2			

Lead Reviewer			
Do Supporting Statements broadly corroborate the account? (If 'no' add comments below)		Yes (X)	No (X)
Reviewer 1			
Reviewer 2			
Lead Reviewer			
SECTION 2: Record of Discussions			
SECTION 3: Initial individual Reviewer judgement and feedback to referred applicants		Award (X)	Refer (X)
Reviewer 1			
Reviewer 2			
Lead Reviewer			
Lead Reviewer to record agreed first Outcome (Award or Refer) and, if relevant, second Outcome (Award or Unsuccessful) in the sections at the top of this form.			

The Lead Reviewer completes the **Senior Fellowship Application: Outcome and Feedback Template** if applicants are referred.

The same completed Review Grid is used to review revised applications when applicants resubmit; Reviewers please add your second decision and comments in blue font. Lead Reviewer to add the final outcome at the top of the form.

Appendix 7: Panel Outcome and Feedback Templates

Associate Fellowship Application: Outcome and Feedback

Applicant name:	
Cohort/ Year:	

Thank you for your application to become an **Associate Fellow**. Your application has been reviewed by independent reviewers. They have carefully considered your application and, whilst recognising strengths in your application, they conclude that it does not currently fully meet the criteria for **Descriptor 1** of the [Professional Standards Framework 2023](#) which forms the basis for the award of Associate Fellowship.

We appreciate that this is not the outcome you will have wanted but hope that you will find the feedback below helpful. **We encourage you to revise and resubmit** your application.

The decision against each of the Descriptor 1 criteria is provided in Section 1 below. Sections 2 and 3 then provide you with feedback intended to guide and support you in making appropriate amendments to your application to fully meet the Descriptor 1 criteria in a second submission.

The deadline for submission of your revised application is

Section 1: Decision against Descriptor 1 Criteria			
Descriptor 1 Criteria		Met (✓)	Not Met (✓)
I	Use of appropriate Professional Values, including at least V1 and V3	✓	✓
II	Application of appropriate Core Knowledge, including at least K1, K2 and K3	✓	✓
III	Effective and inclusive practice in at least two of the five Areas of Activity	✓	✓
Supporting Statements		Yes (✓)	No (✓)
Supporting Statements broadly corroborate the account		✓	✓

Section 2: Feedback summary for First Submission
Write here....

Section 3: Key action points for First Submission
Key actions bulleted here after a brief introduction....

Section 4: Outcome and feedback on revised application

**Please note this section of the template is only used if submission of your revised application is unsuccessful. If that is the case, the table in Section 1 will be updated to indicate the outcome of the second review process and Section 4 below will provide feedback explaining the final outcome.*

Fellowship Application: Outcome and Feedback

Applicant name:	
Cohort/ Year:	

Thank you for your application to become a **Fellow**. Your application has been reviewed by our independent reviewers. They have carefully considered your application and, whilst recognising strengths in your application, they conclude that it does not currently fully meet the criteria for **Descriptor 2** of the [Professional Standards Framework 2023](#) which forms the basis for the award of Fellowship.

We appreciate that this is not the outcome you will have wanted but hope that you will find the feedback below helpful. **We encourage you to revise and resubmit** your application.

The decision against each of the Descriptor 2 criteria is provided in Section 1 below. Sections 2 and 3 then provide you with feedback intended to guide and support you in making appropriate amendments to your application to fully meet the Descriptor 2 criteria in a second submission.

The deadline for submission of your revised application is

Section 1: Decision against Descriptor 2 Criteria			
Descriptor 2 Criteria		Met (✓)	Not Met (✓)
I	Use of all five Professional Values	✓	✓
II	Application of all five forms of Core Knowledge	✓	✓
III	Effective and inclusive practice in all five Areas of Activity	✓	✓
Supporting Statements		Yes (✓)	No (✓)
Supporting Statements broadly corroborate the account		✓	✓

Section 2: Feedback summary for First Submission
Write here....

Section 3: Key action points for First Submission
Key actions bulleted here after a brief introduction....

Section 4: Outcome and feedback on revised application

**Please note this section of the template is only used if submission of your revised application is unsuccessful. If that is the case, the table in Section 1 will be updated to indicate the outcome of the second review process and Section 4 below will provide feedback explaining the final outcome.*

Senior Fellowship Application: Panel Outcome and Feedback

Applicant name:	
Cohort/ Year:	

Thank you for your application to become a **Senior Fellow**. Your application has been reviewed by our independent reviewers. They have carefully considered your application and, whilst recognising strengths in your application, they conclude that it does not currently fully meet the criteria for **Descriptor 3** of the [Professional Standards Framework 2023](#) which forms the basis for the award of Senior Fellowship.

We appreciate that this is not the outcome you will have wanted but hope that you will find the feedback below helpful. **We encourage you to revise and resubmit** your application.

The decision against each of the Descriptor 3 criteria is provided in Section 1 below. The outcome against Descriptor 3.VII is listed in the table first as the influence and impact you evidence on the learning and teaching practices of colleagues is key to Senior Fellowship.

Sections 2 and 3 provide you with feedback intended to guide and support you in making appropriate amendments to your application to fully meet the Descriptor 3 criteria in a second submission.

The deadline for submission of your revised application is

Section 1: Decision against Descriptor 3 Criteria			
Descriptor 3 Criteria		Met (✓)	Not Met (✓)
I	a sustained record of leading or influencing the practice of those who teach and/or support high quality learning	✓	✓
II	practice that is effective, inclusive and integrates all Dimensions	✓	✓
III	practice that extends significantly beyond direct teaching and/or direct support for learning	✓	✓
Supporting Statements		Yes (✓)	No (✓)
Supporting Statements broadly corroborate the account		✓	✓

Section 2: Feedback summary for First Submission
Write here....

Section 3: Key action points for First Submission
Key actions bulleted here

Section 4: Outcome and feedback on revised application

**Please note this section of the template is only used if submission of your revised application is unsuccessful. If that is the case, the table in Section 1 will be updated to indicate the outcome of the second review process and Section 4 below will provide feedback explaining the final outcome.*