GUIDE TO THE COVENTRY UNIVERSITY FRAMEWORK FOR PROFESSIONAL ACCREDITATION

SENIOR FELLOW

Senior Fellow – Guide to the Coventry University Framework for Professional Accreditation

Introduction

This guide should be read in conjunction with the Handbook for the Coventry University Framework for Professional Accreditation. This guide gives specific guidance in respect of your application for Senior Fellow of the Higher Education Academy. It consists of the following key sections:

1. The Descriptor for D3, Senior Fellow
2. The UKPSF Dimensions of Practice
3. When should you apply for Senior Fellow?
4. Which documentation to include in your submission and how to submit to Aula.
5. The advocate statement (How the advocate statement should be written). You may wish to provide this section to your advocate.
6. Key links
7. Additional support / Answers to typical Questions?

1. The Descriptor 3 (D3), Senior Fellow – Mapping the Coventry University
Framework for Professional Accreditation D3 requirements against the UKPSF
Descriptor 3, Senior Fellow

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
I. Successful engagement across all **five Areas of Activity**	Senior Fellowship mapping document Senior Fellowship application form: Record of effectiveness in teaching learning and assessment Senior Fellowship application form: Evidence of successful impact in teaching Senior Fellowship application form: Evidence of student feedback	See Dimensions mapping sheet for detailed mapping of evidence that might be cited. • Participation in course review meetings • Successful teaching observation • Module Evaluation Questionnaire Feedback • Participation in Course Review Meetings • Course Evaluation Questionnaire Feedback • Course Performance Report – Module data • Student Forum Feedback • Development and Performance Review (DPR) • CQEM Report • Coaching, mentoring and supervising new staff • Leading on effective learning and teaching initiatives and innovations which influence the practice of others and contributes to enhanced service provision and a positive student experience • Working with staff to embed assessment and feedback opportunities within a programme • Creating opportunities to recognise and celebrate staff and student achievements • Maintaining and contributing to communities of practice • Mentoring or supporting less experienced supervisors and/or examiners in undertaking the above • Undertaking roles in leading, managing , and co-ordinating supervision

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
II. Appropriate knowledge and understanding across **all aspects of Core Knowledge**	Senior Fellowship mapping document Senior Fellowship application form: Record of effectiveness in teaching learning and assessment Senior Fellowship application form: Evidence of successful impact in teaching Senior Fellowship application form: Evidence of student feedback Senior Fellowship application form: Evidence of student feedback	See Dimensions mapping sheet for detailed mapping of evidence that might be cited. • Participation in course review meetings • Successful teaching observation • Module Evaluation Questionnaire Feedback • Participation in Course Review Meetings • Course Evaluation Questionnaire Feedback • Course Performance Report – Module data • Student Forum Feedback • Development and Performance Review (DPR) • Qualifications and Publications Record • CQEM Report • Advising colleagues on appropriate curriculum design and delivery • Developing partnerships with other HEIs to inform developments or as critical 'friends' • Chairing/working on relevant committees/groups • Mentoring and supporting less experienced colleagues to evaluate their supervision • Mentoring PhD students who are in a teaching role

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
III. A commitment to **all the Professional Values**	Senior Fellowship mapping document Senior Fellowship application form: Record of effectiveness in teaching learning and assessment Senior Fellowship application form: Evidence of successful impact in teaching Senior Fellowship application form: Evidence of student feedback Senior Fellowship application form: Evidence of student feedback	See Dimensions mapping sheet for detailed mapping of evidence that might be cited. • Participation in course review meetings • Successful teaching observation • Student feedback through MEQ, CEQ, Student forum • Course Performance Report • Participation in Professional Development Events • Engagement with appropriate Professional Bodies, HEA, SRHE etc. • Aligning staff development to service priorities and aims • Adjusting procedures to ensure they are fair and equitable • Extending service open hours to increase flexibility and accessibility • Using external survey data (e.g. NSS data) to inform service provision • Mentoring and supporting less experienced colleagues in respecting individual learners and diverse learning communities

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
IV. Successful engagement in appropriate teaching practices related to the **Areas of Activity**	Senior Fellowship Application Form: Evidence of successful impact in teaching Senior Fellowship mapping document	See Dimensions mapping sheet for detailed mapping of evidence that might be cited. • Successful teaching observation form • Module Evaluation Questionnaire Feedback • Participation in Course Review Meetings • Course Evaluation Questionnaire Feedback • Course Performance Report – Module data • Student Forum Feedback • Development and Performance Review (DPR) • CQEM Report

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
V. Successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice	Senior Fellowship mapping document Senior Fellowship application form: Record of effectiveness in teaching learning and assessment	Largely this is implicit within the other sections of the application and should underpin the activities, values and core knowledge. • Evidence of disciplinary and pedagogic research – publications and qualifications • Course Performance Report • Successful teaching observation form • Engagement with enquiry led teaching: e.g. flipped classroom, activity led-learning, PBL etc. • CQEM Report • Engagement with appropriate Professional Bodies, HEA, SRHE etc.

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
VI. Successful engagement in continuing professional development in relation to teaching, learning, assessment and, where appropriate, related professional practices	Senior Fellowship Application Form: Engagement in Professional Development Performance and Developmental Review (DPR)	• DPR Record • Evidence of attendance at professional development events • Attendance at course review meetings • CQEM Report • Engagement with appropriate Professional Bodies, HEA, SRHE etc. • Conference Attendance

UKPSF D3		
Descriptor Requirement	Where Evidenced in CU Framework Application	Evidence that might be cited
VII. Successful co-ordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to teaching and learning	Senior Fellowship Application Form: Evidence of successfully leading learning	• Course Performance Report • Chairing of Course Review Meetings • Evidence of Mentoring Others • Course Evaluation Questionnaire • DPR Record • Contribution to Staff Development Events • Participation in Management Development Programme • Chairing Programme Boards • Participation in Course Design Process • Evidence of Designing a New Module • CQEM Report

**These examples are illustrative and not exhaustive

2. The UKPSF Dimensions of Practice – UK Professional Standards Framework Dimensions of Practice

Areas of activity (HEA Code)

1. Design and plan learning activities and/or programmes of study (A1)
2. Teach and/or support learning (A2)
3. Assess and give feedback to learners (A3)
4. Develop effective learning environments and approaches to student learning, educational support and guidance (A4)
5. Engage in continuing professional development in subject/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices (A5)

Core knowledge (HEA Code)

1. The subject material (K1)
2. Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme (K2)
3. How students learn, both generally and in the subject/disciplinary area(s) (K3)
4. The use and value of appropriate learning technologies (K4)
5. Methods for evaluating the effectiveness of teaching (K5)
6. The implications of quality assurance and quality enhancement for academic and professional practices with a particular focus on teaching (K6)

Professional values (HEA Code)

1. Respect for individual learners and diverse learning communities (V1)
2. Promote participation in higher education and equality of opportunity for learners (V2)
3. Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development (V3)
4. Acknowledge the wider context in which higher education operates recognising the implications for professional practice (V4)

3. When should you apply for Senior Fellow?

1. It is recommended that you should apply for Senior Fellow when you have been working in Higher Education in teaching and learning for no less than five years on a full time basis. One key aspect is to ensure that you demonstrate you have been leading staff learning for three of those years. Evidencing this three-year experience is critical to obtaining D3.

2. As a rough guide, Senior Fellowship is most appropriate for staff such as managers, Course Directors of three or more years standing or experienced academics supporting other members of staff in a variety of different ways. Senior Fellowship may also be appropriate for Professional Services staff in managerial roles.

3. If you have just joined Coventry University we recommend that you wait for six to eight months before submitting your application and that you also provide an advocate statement from a colleague at your previous Higher Education Institution (HEI) to verify evidence you are using from your work at that HEI.

4. Remember that you should draw on examples over the last five years of your experience in Higher Education.

4. Submitting your application for Senior Fellow (please follow the instructions for submission carefully)

Please submit your application on-line, via Aula. The registration form and instructions on how to register may be found on the Academic Development website (https://acdev.coventry.domains) Advance HE Recognition tile opening the page covering Key Information and Panel dates.

Submit your Senior Fellowship application form to the **Advance HE : Applying for Professional Accreditation** Aula or if you are from a partner institution **Advance HE: Professional Accreditation – International Partners** Aula.

Submit your Senior Fellowship application with the following documentation attached as five separate files to Handin by the relevant closing date:-

- Senior Fellowship Application Form (Endorsed by your Deputy Head or Head of School, Head of Department or Head of Curriculum – CU Group). An electronic signature is required. You must also sign the form.

- Advocate statement (See Guide).

- UKPSF Descriptor 3 (Senior Fellow) Dimensions Mapping document;

- Coventry University Management Led Teaching Observation Form (No more than two years old and no more than two satisfactory areas highlighted) or if you are not teaching at all, an alternative means of authenticating practice i.e. an additional advocate statement.

- Report from Turnitin on your Application Form.

Please do not submit scanned documents only Word or PDF. Submit files separately, using your staff email address e.g. abc123@coventry.ac.uk.

Please note that no other attachments will be opened.

How to submit via Aula

Firstly, submit your application form to Turnitin and then submit your application form and the report from Turnitin along with the other documentation to Handin.

Please note that if any of this documentation is missing your application will not proceed to the current Panel.

5. Guidance notes for advocates writing advocate statements to support applications for Senior Fellow

E.1 selecting an advocate

The advocate should be a colleague who is in a position to comment, from first-hand experience, on your sustained record of effectiveness in relation to leading learning and/or mentoring and supporting others, in addition to your sustained record of effectiveness in your own learning and teaching practice. They should be experienced staff, familiar with the UKPSF, but it is not mandatory that the advocates have HEA professional recognition themselves.

If you have joined Coventry University within the last six to eight months, we would recommend that your advocate be chosen from your previous Higher Education Institution especially if much of your evidence is based on your experience there.

E.2 Guidance notes *for referees* to help them in the preparation of the Advocate Statement

Who is this guidance for?

This guidance is for individuals writing advocate statements. It is designed to help referees prepare advocate statements. If you have any questions, please do not hesitate to contact the Academic Developer for Professional Recognition (see start of this Handbook for contact details).

What is the function of the Advocate Statement?

The function of the advocate statement is to provide a *peer review* of the applicant's experience and to support and supplement the information given in their application form and dimensions mapping document. It is important that referees are able to comment, from first hand-hand experience, on the applicant's most recent roles and responsibilities. Referees should take time to read the applicant's full application form and dimensions mapping document, which gives an account of their professional practice, before composing the advocate statement. Advocates may also wish to refer to the relevant section of the HEA website http://www.heacademy.ac.uk/ukpsf for more information about The Higher Education Academy and the UKPSF.

What information does a referee need to provide?

The statement should primarily refer to the applicant's experience and achievements in teaching and learning and refer to his/her research record only insofar as this directly informs their teaching. Advocates should base the reference on how the applicant meets the Dimensions of the UKPSF at D3 for Senior Fellow including, how their practice is underpinned by the **core knowledge** and **professional values** of the UKPSF. This should be based on the advocate's own knowledge of the applicant's work, experience in organisational, leadership/and or management of specific aspects of teaching and learning provision in the context within which the applicant works.

Referees should provide practical examples to support their comments wherever possible. Similarly, comment on any innovative practice, mentoring, contribution to developments in teaching and learning at departmental or institutional level should be included where relevant. Advocates may also comment on the applicant's contribution to national initiatives in developing approaches to teaching and learning within the discipline or subject.

Is there a standard Advocate Statement format?

There is no standard form for advocate statements but it must make direct reference to the evidence and claims made in the completed application form and dimensions mapping document. It is advised that the statement either is on headed notepaper or is sent from an official email address.
A word count in the region of 300 to 400 words would be appropriate. Referees should provide an electronic copy to the applicant, ensure it includes the referee's name, job title, organisation (including department where applicable), and email address.

If possible, the advocate statement should be written on headed notepaper.

It is the applicant's responsibility to collect the statement from the referee and submit it with their documentation.

Assessors may wish to contact referees to clarify points in the advocate statement.

6 - Key Links

Link to book on to a Professional Recognition workshop for Senior Fellowship (workshops run throughout the year)
https://share.coventry.ac.uk/staff/Pages/Default.aspx

The Academic Development website where you will find all the information you need relating to your application under 'Professional Recognition' tile
(https://acdev.Coventry.domains)

You will also be able to find the Coventry University Management Led Teaching Observation Form under the 'Teaching Observation' tile

UKPSF Dimensions of the Framework – staff in learning support roles

UKPSF Dimensions of the Framework for Doctoral Supervisors

7 - **Additional support / Answers to typical Questions?**

Your advocate must be current and recent. This also applies if your advocate is from a previous university that you have recently worked for. If you have worked for Coventry University for less than six to eight months, we would recommend that your advocate statement be from your previous institution.

Make sure you have had all your paperwork completed and signed where required, so that your application may be considered.

Please ensure that you have uploaded four separate files and adhered to the word limits.