**Application for Advance HE Recognition**

**Written**

**Senior Fellow of the HEA (SFHEA) (D3)**

Contents

[1. Applicant details 2](#_Toc86075343)

[Biography 2](#_Toc86075344)

[2. Experience Grid: Evidence of Professional Activity 3](#_Toc86075345)

[3. Critical Commentary: Demonstration of Professional and Developmental Activities 4](#_Toc86075346)

[4. Advocate supporting statements 5](#_Toc86075347)

[5. Supporting evidence 7](#_Toc86075348)

**Submission instructions**

All applications must be submitted to UTA via the PSF Recognition upload form. You can submit your claim at the following web address: <https://utaresources.mmu.ac.uk/psfsubmission>.

The UTA will review your application and will normally return feedback to you within 6 weeks of your submission.

# **1. Applicant details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title and role:** |  |
| **Department:** |  |
| **Faculty:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Mentor name:** |  |
| **Mentor email address:** |  |

## **Biography**

|  |
| --- |
| Give a brief summary of your career biography with particular reference to your experience within Higher Education (250 words max). |
|  |

# **2. Experience Grid: Evidence of Professional Activity**

Using advice from the SFHEA Guidance document, complete the grid below ensuring that you include examples of the focus of your teaching and/or supporting learning and/or assessment activities.

* Be selective, chose your strongest examples of professional activity up to a total of 10 examples.
* Ensure your grid does not exceed four pages in length.
* Cross-reference examples with the relevant dimensions of practice for SFHEA.
* Include activities which show you meeting all Areas of Practice, Core Knowledge and Professional Values.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examples of professional activity** | **Sustained engagement with the Dimensions of Practice** | | | Organisation/ leadership/ management of specific aspects of teaching and learning provision inc. successful coordination / support / supervision / management / mentorship of others. | **Dates** |
| **AA1-5** | **CK (1-6)** | **PV (1-4)** |
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| *Add more rows as required* |  |  |  |  |  |

# **3. Critical Commentary: Demonstration of Professional and Developmental Activities**

* Please ensure you do not exceed the recommended overall word count (5000 words, excluding reference list).
* Please ensure you engage with relevant educational and pedagogical literature, referenced appropriately, providing a reference list at the bottom of this section.

# **4. Advocate supporting statements**

|  |  |
| --- | --- |
| Advocate Name |  |
| Job Title |  |
| Department |  |
| Email address |  |
| Capacity in which giving statement | *This statement should be provided by colleagues who are able to:*   * *comment on the applicant's current / recent teaching and learning role, responsibilities and activities in MMU and the impact they have had on the student experience.* * *offer a “peer review” of the applicant’s practice.* * *validate the applicant’s claims made in their MMU PSF application.* |
| HEA Status of advocate (delete as appropriate) | * Senior Fellow * Principal Fellow |
| Please comment on the evidence claimed by the applicant in the experience grid and the reflective commentary. Please ensure that your statement validates the applicant’s engagement with Descriptor 3 of the UK PSF. | |
|  | |
| Please use this box to add any further comments that you would like to make. | |
|  | |
| Signature of Advocate: | |
| Date: | |

|  |  |
| --- | --- |
| Advocate Name |  |
| Job Title |  |
| Department |  |
| Email address |  |
| Capacity in which giving statement | *This statement should be provided by colleagues who are able to:*   * *comment on the applicant's current / recent teaching and learning role, responsibilities and activities in MMU and the impact they have had on the student experience.* * *offer a “peer review” of the applicant’s practice.* * *validate the applicant’s claims made in their MMU PSF application.* |
| HEA Status of advocate (delete as appropriate) | * Senior Fellow * Principal Fellow |
| Please comment on the evidence claimed by the applicant in the experience grid and the reflective commentary. Please ensure that your statement validates the applicant’s engagement with Descriptor 3 of the UK PSF. | |
|  | |
| Please use this box to add any further comments that you would like to make. | |
|  | |
| Signature of Advocate: | |
| Date: | |

# **5. Supporting evidence**

You can use the space below to include any evidence which you feel may support or strengthen your claim.

Please limit this evidence to key pieces of evidence and consider using key excerpts rather than full documents. **Please do not exceed a maximum of four pages.**

Evidence may include:

1. Evidence of engagement with peer observation of practice (including peer observation paperwork and feedback forms, any reflective commentary linked to associated mentorship, action plans).
2. Any evidence you wish to attach to provide evidence of impact of your teaching and supporting learning practice eg: feedback, testimonials etc.
3. Evidence of ongoing reflective practice e.g. excerpts from or link to reflective diary /blog.
4. A list of education-based publications/conference presentations.
5. Other evidence to support your engagement with the UK PSF e.g. teaching awards.