# **Application for HEA Associate Fellow (AFHEA)**

Use this template to prepare your application, then access the live form at the “Click here to apply for HEA fellowship” button on the [OTL/HEA website](https://www.uvu.edu/otl/faculty/hea.html). Copy and paste from this template into the appropriate sections. ***Note you will be asked to upload a copy of your CV and reference letter at that time.*** Your referee should receive a copy of your application, [referee guidance document/template](https://documents.advance-he.ac.uk/download/file/7663) in advance in order to prepare a reference letter for you.

| Name: Job Title: Department: Email: Telephone:Name of Your Mentor:  |
| --- |

| Your teaching/supporting learning context:Please describe the context of your practice and why you have chosen to pursue AFHEA fellowship (300 words or less - not included in overall word count). |
| --- |

**Statement:** Please check the box below to indicate that you certify and agree to the following statements:

*All personal information shared in this application will be held confidential, secured, and accessed only by authorized staff for assessment and evaluation purposes, including Advance HE staff. There will be no public sharing of information contained in this application without my written permission.*

*The information I have provided is true and correct and meets all standards of academic integrity. If I am successful in this application, I will commit to remain in good standing with HEA by continuing my professional development and enhancement of my teaching/supporting learning skills, knowledge and practice.* [*HEA Code of Practice*](https://www.heacademy.ac.uk/system/files/downloads/Code_Of_Practice_0.pdf)

* I have read and understood the above statements. Date:\_\_\_\_\_\_\_\_\_\_\_

Guidance Notes

This form has three Parts – A, B and C. You should refer to the guidance provided in the section ‘Applying through the “Experiential Program” in the *Associate Fellow Handbook* when you write your application.

**Part A - Your Associate Fellowship Claim**

Applicants need to demonstrate engagement with **two of the Areas of Activity**. You should choose areas that are relevant to your work (~750 words for each Area).

You should demonstrate **Core Knowledge** (at least K1 and K2) relevant to the two Areas of Activity that you have selected and evidence an awareness and commitment to the **Professional Values**.

Annotate your statements by inserting the appropriate UKPSF dimension(s) after evidence is presented, e.g. *“I converted my classrooms to flipped model after attending a session at the AAC&U Conference and creating a number of video lectures (A1, K4).”*

**Your claim for Associate Fellowship should not exceed 1500 words (excluding references).**

**Part B – Your supporting documents**

Please attach the following:

* Your CV

**Part C – Identify Your Referee**

Applicants should name their referee and provide their contact details. In this part of the application, you will also be advised how to submit your claim including your referee’s statement.

##  Descriptor for Associate Fellow (D1)

**D.I Successful engagement with *at least two of the five Areas of Activity***

**D.II Successful engagement with appropriate teaching and practices related to these Area of Activity**

**D.III Appropriate Core Knowledge of *at least K1 and K2***

**D.IV *A commitment to appropriate Professional Values* in facilitating others’ learning**

**D.V Relevant professional practices, subject and pedagogical research, and/or scholarship within the above activities**

**D.VI Successful engagement, where appropriate, in professional development activity related to teaching, learning, and assessment responsibilities**

## Dimensions of the Professional Standards Framework (UKPSF)



## Part A

**Applicants should complete TWO Areas of Activity ONLY**

### A1. Evidencing Area of Activity 1: Design and plan learning activities and/or programmes of study

This Area of Activity refers to all your professional educational activities where you are preparing for engagement with learners in any mode of delivery. This is not the actual teaching. It is focused on the preparation for teaching. The activity in this element may vary depending on your role and discipline and may include activities such as creating a module, course, or an academic program of study; preparing materials for teaching or assessment; redesign a course or learning activity based on feedback from students or peers; or redesigning programs or curricula based on feedback from advisory boards or accreditation standards. The design of your learning activities should reflect a developing knowledge and understanding of the Core Knowledge and Professional Values Dimensions.

| Evidence for Area of Activity 1 (start typing here) |
| --- |

### A2. Evidencing Area of Activity 2: Teach and/or support learning

This Area of Activity relates to the direct engagement and interaction with learners in any mode of delivery and the strategies used to assist student learning. Engagement and interaction with students is the focus of this element. These interactions may take place in a wide range of environments, such as teaching rooms, seminar rooms, lecture theatres, labs, learning support centres, Activities that evidence this activity may include leading students through lectures, discussions, demonstrations, tutorials, seminar work, projects and teamwork, studio, laboratory, supervision, workplace-based teaching.

In demonstrating the activities of teaching and supporting learning, ensure your evidence demonstrates a current and ongoing awareness of different approaches to and methods of teaching and supporting learning, as well as a growing ability to choose the most appropriate approach for the achievement of learning aims.

| Evidence for Area of Activity 2 (start typing here)   |
| --- |

### A3. Evidencing Area of Activity 3: Assess and give feedback to learners

A3 relates to demonstrating an increasing awareness of different methods of, and approaches to, assessment and feedback/feed-forward approaches in the context of your work with learners, as well as a growing ability to choose the most appropriate approach for the achievement of your learning outcomes. to providing feedback to learners and assessment of their learning, and progress toward learning outcomes. This may include any formative or summative assessment techniques; how you give feedback on learning progress including feedback-feedforward strategies, criterion-referenced rubrics, or dialogue with students; reflective journals; or observations.

| Evidence for Area of Activity 3 (start typing here)     |
| --- |

### A4. Evidencing Area of Activity 4: Develop effective learning environments and approaches to student support and guidance

This Area of Activity is about how you make effective use of both the formal and informal learning environment to facilitate learning and how you meet the needs of your learners in terms of educational support and guidance. It includes how you:

* Utilise and manage a range of physical or virtual learning environments so that they are appropriate to your learners’ needs;
* Work with learners and service providers to ensure that your learners can access and use a broad range of learning opportunities. Learner support might include such activities as personal and academic tutoring, one-to-one advice, counselling, developing practice to meet the learning implications of widening access and supporting learners with disabilities.

| Evidence for Area of Activity 4 (start typing here)   |
| --- |

### A5. Evidencing Area of Activity 5: Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices

The UKPSF provides a powerful means of articulating the varied aspects of your role and the potential for development in a range of areas in respect of teaching and/or supporting learning. A5 relates to continuing professional development, incorporating research and scholarship to inform your teaching, and how you gain feedback into your teaching and professional practice.

This Area of Activity is about how you maintain and develop your capability to perform your teaching and learning support roles. It includes:

* Continuing professional development
* How you incorporate subject and pedagogic research and/or scholarship within your professional practice as a teacher/supporter of learning;
* How you gather and utilise information from your own activities to evaluate your teaching or professional practice.

| Evidence for Area of Activity 5 (start typing here)    |
| --- |

|  **Reference List** (start typing here)            |
| --- |

## Part B

Your Account of Professional Practice (APP) must include your CV. You will ***be asked to upload a copy of your CV*** when you click on the “Apply for HEA Fellowship” box on the [OTL/HEA webpage](https://www.uvu.edu/otl/faculty/hea.html). If you have any questions about the submission process, contact otl@uvu.edu.

## Part C

### Referee

Your Account of Professional Practice (APP) must include one reference letter that supports your claim from an experienced colleague or senior staff who works directly with you and can comment, from first-hand experience, on your teaching and professional activities related to student learning. Your referee should comment on the effectiveness and quality of your learning support practices, appropriate to the requirements for Descriptor 1. Specific examples should be included rather than vague statements such as “so-and-so is a great asset to our department.” Guidance for referees is supplied in the guidance document found on the website.

### Please complete the following table:

|   | Referee |
| --- | --- |
| Name of Referee: |   |
| Job Title: |   |
| Department: |   |
| Email: |   |
| Phone: |  |

### Submitting Your Application

A complete application includes your CV, APP, and one reference letter. You will submit your CV, APP, and one reference letter by clicking the “Apply for HEA Fellowship” box on the [OTL/HEA webpage](https://www.uvu.edu/otl/faculty/hea.html). If you have any questions about the submission process, contact otl@uvu.edu.

Your application will be reviewed by two assessors who hold HEA fellowship and have completed an annual calibration exercise. They will individually score your application, then collaborate in summarizing their feedback to you. Assessment of your application will follow one of three assessment cycles.