# C@N-DO Application for Senior Fellowship

## Applicant Details – all required

### Personal

|  |  |
| --- | --- |
| Title |  |
| Given names: |  |
| Family name: |  |
| Please **indicate clearly** how would you like your name to appear on your certificate: | |
|  | |
| Email address: |  |

### Employment

|  |  |
| --- | --- |
| School (or Institution) |  |
| Department |  |
| Job Title |  |

### Professional information

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| --- | --- | --- | --- |
| How many years have you been teaching or supporting learning? |  | | |
| How many years have you been teaching or supporting learning in higher education? |  | | |
| Please briefly detail your learning and teaching related roles in higher education, focusing on  the last 1-3 years. List up to five in the table provided. | | | |
| Learning and Teaching related role | | From | To |
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| Are you a member of any professional bodies or subject associations? – if so, list below | | | |
|  | | | |

### Referee Details - for Senior Fellow, at least one should be someone external to the institution

(e.g. The External referee could be an External Examiner, a colleague you collaborate with in another institution, an employer in an organisation impacted by work experience during your programme – the key is for it to be somebody who knows some aspect of your work.)

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|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Position |  |  |
| Contact Details – including email address |  |  |

Declaration

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| --- | --- |
| Please check the boxes below to indicate that you have read and agree to the following statements: | |
|  | Please tick below |
| • the information I have provided is true and correct, and does not breach anyone else's rights to privacy or confidentiality; and |  |
| • if I am successful in this application, I will commit to:  o upholding the HEA Code of Practice;  o remaining in good standing with HEA by continuing my professional development and enhancement of my teaching skills, knowledge and practice; |  |

## In completing your application remember that

* Your application for Senior Fellowship is centred round the processes of continuing professional learning and development, including appropriate research and scholarly activity in relation to learning and teaching and the leadership, management and administration of academic provision and support.
* You should focus in particular on the education, training, employment, roles and experience which have contributed to your professional development as teacher, mentor, facilitator of learning and academic leader within Higher Education. This might include informal activities whether individual, collaborative or team-based, that you believe have had a significant impact on your academic practice and/or on the practice of others.
* Your application is a personal account so you should focus throughout on your own professional practice and decision-making.
* The award of Senior Fellowship (D3) requires you to demonstrate achievement against the UKPSF Senior Fellow assessment criteria. You will need to demonstrate a thorough understanding of effective approaches to teaching and learning support as a key contribution to high quality student learning and to provide achievement and success in all the Dimensions of the Framework, addressing the Areas of Activity, Core Knowledge and commitment to the Professional Values in a way which goes beyond mechanistic coverage and which reflects the complex and integrative nature of professional practice at this level:

D3i Successful engagement across all five Areas of Activity

D3ii Appropriate knowledge and understanding across all aspects of Core Knowledge

D3iii A commitment to all the Professional Values

D3iv Successful engagement in appropriate teaching practices related to the Areas of Activity

D3v Successful incorporation of subject and pedagogic research and/ or scholarship within the above activities, as part of an integrated approach to academic practice

D3vi Successful engagement in continuing professional development in relation to teaching, learning, assessment, scholarship and, as appropriate, related academic or professional practices

D3vii Successful co-ordination, support, supervision, management and/ or mentoring of others (whether individuals and/or teams) in relation to teaching and learning.

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| --- |
| For details of the Dimensions of the Framework – Areas of Activity, Core Knowledge and Professional Values – see the UKPSF at: <http://www.heacademy.ac.uk/assets/documents/ukpsf/UKPSF_2012_v2_050912_1044.pdf> |

**Please adhere to the indicated word count and remember that only the written submission will be considered alongside the referee statements. No other information will be considered by the panel members, therefore do not include footnotes or appendices in your application. Applications that exceed word limits will not be forwarded to the assessment panel.**

**Complete all four parts of the application.**

## Part 1 : Case study illustrating your impact and influence on the Learning & Teaching Practice of Other(s) (D3vii)

## (1500-2000 words)

Using a format of your choice, use a case study to illustrate how your own teaching experience, practice and scholarship have informed your impact and influence on the Learning & Teaching Practice of other colleagues within Higher Education. Examples of relevant case studies might include (but are not limited to)

* Supporting others starting out in HE teaching
* Impact on others in relation to the move to Active Blended Learning (ABL) or the use of digital practices in teaching
* Leadership of others in embedding Changemaker in the curriculum
* Influence on others in relation to practices to enhance inclusion, retention and/or progression and meeting the needs of diverse groups of students.

Remember to indicate where you feel there is evidence relevant to your demonstration of UKPSF Areas of Activity, Core Knowledge and Professional Values, and to explain how your research, scholarship (D3v) and CPD (D3vi) influence your practice.

## Part 2 : Case study of a minimum of 2 instances of your engagement in effective support and mentoring of others through peer-to-peer review of teaching (face-to-face or online) (2000 words) (D3vii; A5)

**Part 2**

In this part you should discuss a case study of a minimum of 2 instances of your engagement in effective support and mentoring of others through your peer-to-peer observation of their teaching or support practice, whether of face-to-face or online teaching.

Your discussion should show

* how you supported your peers
* what they learned through the process &
* what you have learned through the process.

The observation should be undertaken using the C@N-DO observation forms (See Appendix 1 of the C@N-DO Handbook) which focus on the peer-to-peer observation as a learning and developmental process. You do not need to submit the forms themselves, which remain the ‘property’ of the person observed and confidential between observer and observee. However, the discussion should discuss the learning you both gained through the observation process and address similar aspects as those included in the form.

Typically you would include discussion of:

* the issues selected as the ‘agenda’ for the observation and why they were chosen
* the learning gained through the observation
* the implications for the development of future practice.

Remember to indicate where you feel there is evidence relevant to your demonstration of UKPSF Areas of Activity, Core Knowledge and Professional Values, and to explain how your research, scholarship (D3v) and CPD (D3vi) influence your practice.

## Part 3 - Discussion relating the above to your sustained evolution as an effective HE L&T practitioner and educational leader

(2000 words)

Using a format of your choice, you should draw together issues from each of the assessment elements above to contextualise them in relation to your sustained evolution as an effective Higher Education Learning &Teaching practitioner and educational leader and to evidence your sustained contribution to scholarship, practice and the realisation of professional values.

You should focus in particular on the education, training, employment, roles and experience which have contributed to your professional development as Higher Education teacher, mentor, facilitator of learning and academic leader. This might include informal activities whether individual, collaborative or team-based, that you believe have had a significant impact on your academic practice and/or on the practice of others, and should ensure that you demonstrate achievement and success in all the Dimensions of the Framework, addressing the Areas of Activity, Core Knowledge and commitment to the Professional Values.

This is a personal account so you should focus throughout on your own professional practice and decision-making, but also make reference to appropriate research and scholarly activity in relation to learning and teaching.

Remember to indicate where you feel there is evidence relevant to your demonstration of UKPSF Areas of Activity, Core Knowledge and Professional Values, and to explain how your research, scholarship (D3v) and CPD (D3vi) influence your practice.

Part 4 : Record of engagement in CPD showing learning & application to practice **(**7-12 examples, within the last 5 years**) (A5, D3v, D3vi)**

Examples might include (but are not limited to) participation in academic development workshops internal to the university (e.g. C@N-DO workshops) or external to the university (e.g. HEA workshops), conferences, roles within or external to the university e.g. panel membership, committee involvement, external examining etc. The key thing is that you can identify learning gained, and how this has been implemented and extended within your practice.)

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| **Participation in L&T CPD** | **Date** | **Led by** | **Key Learning gained & links to UKPSF** | **Implementation & Extension** | **Further action planned** |
| *e.g. CAIeRO for the Masters in Integrated Urbanism* | *June 2013* | *SB & AA* | *- New appreciation of the need to plan for student LEARNING rather than concentrating on the design of teaching. (A1)*  *- New strategies for planning for OL/BL delivery (K2, K4)* | *e.g. Storyboards developed for 2 other modules of the Masters in Integrated Urbanism.*  *A minimum of one etivity introduced into each module.* | *Obtain student evaluation of new approach to Blended Learning*  *Arrange peer observation with focus on my management of online discussion.*  *Obtain support to rollout CAIeRO process with 2 departmental UGrad programmes* |
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**(Extend as needed –** 7-12 examples, within the last 5 years (minimum 500 words**)**

### Reference 1

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| --- | --- |
|  | **Referee 1** |
| Name |  |
| Institution / Department / other |  |
| Email address |  |
| Position |  |
| Your HEA Fellowship Status  (if appropriate) |  |
| In what capacity do you know the work of the applicant? |  |
| How long have you worked with the applicant (insert dates) |  |
| Declaration | Please check the box below to indicate that you have read and agree to the following statement:  *In submitting your 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.*  \_\_\_\_ I have read and understood the declaration.  Date: |
| **Drawing on your knowledge and experience of the applicant’s work, please comment on their demonstration of the criteria for the award of Senior Fellowship of the HEA:** | |
| **Senior Fellowship Assessment criteria**  Claims for Senior Fellowship should demonstrate a thorough understanding of effective approaches to teaching and learning support as a key contribution to high quality student learning and should provide evidence of: | |
| **D3** I. Successful engagement across all five Areas of Activity |  |
| **D3** IV. Successful engagement in appropriate teaching practices related to the Areas of Activity |  |
| **D3** II. Appropriate knowledge and understanding across all aspects of Core Knowledge |  |
| **D3** III. A commitment to all the Professional Values |  |
| **D3** V. Successful incorporation of subject and pedagogic research and/ or scholarship within the above activities, as part of an integrated approach to academic practice |  |
| **D3** VI. Successful engagement in continuing professional development in relation to teaching, learning, assessment, scholarship and, as appropriate, related academic or professional practices |  |
| **D3** VII. Successful co-ordination, support, supervision, management and/ or mentoring of others (whether individuals and/or teams) in relation to teaching and learning |  |

### Reference 2

|  |  |
| --- | --- |
|  | **Referee 2** |
| Name |  |
| Institution / Department / other |  |
| Email address |  |
| Position |  |
| Your HEA Fellowship Status  (if appropriate) |  |
| In what capacity do you know the work of the applicant? |  |
| How long have you worked with the applicant (insert dates) |  |
| Declaration | Please check the box below to indicate that you have read and agree to the following statement:  *In submitting your 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.*  \_\_\_\_ I have read and understood the declaration.  Date: |
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| **D3** VII. Successful co-ordination, support, supervision, management and/ or mentoring of others (whether individuals and/or teams) in relation to teaching and learning |  |