

Frequently Asked Questions

1. How far back in my career can I go to select examples of practice for my claim for recognition?

While professional recognition through is based on a combination of your current and previous work, so part of the evidence and examples you provide in your claim should be up-to-date. However, relevant evidence from up to 10 years ago can be included, especially in circumstances in which the impact of a particular piece of leadership (D3), learning and teaching practice (D2-D3) is still being felt. With any example from your experience, the important thing is to show how it is relevant to your application.

It is not uncommon for Senior Fellow claims to draw on evidence going as far back as 10 years, enabling the claim to demonstrate sustained success. The impact of policy development, pedagogical research or publications, for example, can continue long after the work itself has come to an end.

2. What counts as evidence of assessing and giving feedback to learners?

The UK Professional Standards Framework does not require that you mark and grade assignments. The important thing is to describe what assessment means in your context, and provide details of how you give feedback to students. For example, how do you check that students are learning? How do you advise them on their progress? You might do this through Q & A techniques that enable you to judge how well students understand, or you might have worked on assessment strategies alongside academic staff, where you have developed different approaches to assessment and feedback that colleagues will use.

3. What support is available to help me prepare my claim for recognition?

The Route to Recognition for Experienced Staff is coordinated by the Academic Practice Team. Once you are registered, we will allocate you a mentor to provide advice and guidance as you formulate your claim. Wherever possible, the mentor will be someone who is familiar with your teaching subjects/discipline. You are encouraged to draw on the resource and support of relevant colleagues within your School/Faculty, who will be familiar with your teaching discipline and related research and scholarship.

4. How will I know when I am ready to submit my claim for recognition?

It is your responsibility to develop your claim. Your mentor will advise and support you. When you are confident that your claim meets the criteria for the category of Fellowship for which you are applying, they will check that the evidence in your grids and tables is appropriate. They will let you know if you are ready to submit your claim.

5. How long should my application be?

The pro-forma, grids and tables for D2 and D3 include word limits for each section. These are to ensure only relevant information is included, but are not intended to constrain your application. In general,

it is important to provide enough information to show that your examples meet the criteria for Fellowship, and for the members of the Recognition Panel to understand your work context, without creating a document that is onerous to read.

6. Who should I choose for my referees and what guidance should I give them?

It is helpful if the referees are familiar with your learning and teaching practice, and can comment on it. The references serve two main purposes:

Verification of your claim for recognition and the evidence you discuss in your Account of Profession Practice. The reference is the main way that the details of your application can be confirmed. This is not likely to be a big part of the reference, but you should share your application documents with your referees, and ask them to confirm the content.

Support for your claim for recognition. It is expected that your referees will support your application by highlighting your good practice. It is helpful if they use the UK Professional Standards Framework criteria, and comment on your learning and teaching activities, your knowledge and your professional values. For Senior Fellowship, support in relation to your leadership/mentoring/coordination roles is required.

These are guidelines only and there is no set format for the references. The expectation is that they will reflect the diversity of practice across applications. Again for guidance only: around 1-2 pages is likely to be enough.

8. What happens if my claim for recognition is unsuccessful?

The recognition panel will make a decision of 'met' or 'not yet not met' in relation to your first submitted application. In the event of an unsuccessful application, you will receive written feedback with clear guidance on aspects to address and the timescale for resubmitting a revised claim. .

For second applications, the panel decision is either 'met or 'not'. If you are unsuccessful on the second attempt, you should wait for a period of one year, allowing time for you to develop your experience and expertise.