## Account of Professional Practice

## for

## Recognition as a Senior Fellow of the HEA

### Verbal Route

**Descriptor 3 - Senior Fellow** Demonstrates a thorough understanding of effective approaches to teaching and learning support as a key contribution to high quality student learning.

**Individuals should be able to provide evidence of:**

1. Successful engagement across all five Areas of Activity
2. Appropriate knowledge and understanding across all aspects of Core Knowledge
3. A commitment to all the Professional Values
4. Successful engagement in appropriate teaching practices related to the Areas of Activity
5. Successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice
6. Successful engagement in continuing professional development in relation to teaching, learning, and assessment, and, where appropriate, related professional practices
7. Successful coordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to teaching and learning

## 1. Contact and employment details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and title | |  | | |
| Job title |  | | | |
| Staff ID number |  | | | |
| Email |  | | Telephone |  |

College (please tick): 🗌 BTE 🗌 HWLS 🗌 SSA

OR

|  |  |
| --- | --- |
| Department |  |

If you have a disability relevant to this application please contact the TALENT Administrator to discuss the submission options available to you.

Do you currently hold:

Associate Fellowship of the HEA?  Yes  No

Fellowship of the HEA?  Yes  No

|  |  |
| --- | --- |
| Have you had a mentor during the application process?  Yes  No | |
| Name of mentor (if yes): |  |

## 2. Teaching Experience

|  |  |
| --- | --- |
| How many years higher education experience do you have? (Use full-time equivalent) |  |

[Consideration of your application will depend on the eligibility criterion of at least 3 years FTE teaching-related activity in HE being met]

Where was this experience gained?

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position | Dates of employment | Total years (use full time equivalent) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 3. Teaching Qualifications

Please list any teaching-related qualifications that you hold.

|  |  |  |
| --- | --- | --- |
| Qualification | Date awarded | Awarding institution |
|  |  |  |
|  |  |  |
|  |  |  |

## 4. Referee One (Observer)

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Department and College |  |
| Email address |  |
| Telephone number |  |
| In what context does this person know you? |  |
| HEA Fellowship Status |  |
| Date of Observation\* |  |
| Observation Session Type |  |

\* see guidance for further information: <https://blogs.shu.ac.uk/talent/observation-of-practice>

## 5. Referee Two (either internal or external)

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Department and Institution |  |
| Email address |  |
| Telephone number |  |
| In what context does this person know you? |  |

6. Audio Reflective Account of Practice*(15 minutes)*

Use the Audio Reflective Account of Practice PowerPoint template available at: <https://blogs.shu.ac.uk/talent/forms-and-templates>

Remember that in your reflections you should make explicit use of the elements of Core Knowledge and Professional Values to reflect on the activities you are describing.

**See the Guidance section of the TALENT website for more information about writing your Audio Reflective Account of Practice.**

7. Case Studies

Provide the titles and summaries of your case studies. Remember that your presentations should signpost the descriptor criteria that you are claiming against.

**See the Guidance section of the TALENT website for more information about preparing your case studies.**

|  |  |
| --- | --- |
| **7.1 Case Study One** (15 minute presentation) | |
| **Case Study Title:** |  |
| **Summary (approximately 100 words)** | |

|  |  |
| --- | --- |
| **7.2 Case Study Two** (15 minute presentation) | |
| **Case Study Title:** |  |
| **Summary (approximately 100 words)** | |

8. Audio Inclusive Practice Reflection (10 minutes)

You may adapt the Audio Reflective Account of Practice PowerPoint template available at: [https://blogs.shu.ac.uk/talent/forms-and-templates](https://blogs.shu.ac.uk/talent/forms-and-templates/?doing_wp_cron=1429268772.5350589752197265625000) or create your own equivalent, if you prefer.

Remember that in your reflections you should signpost the descriptor criterion that you are claiming against (V1 and V2 in particular).

Please provide a written plan in the space below for your future development and enhancement of inclusive practices, either for your own personal development or to disseminate good practice more widely **(200 words max).**

|  |
| --- |
| **8.1 Inclusive Practice future enhancement plan** |
| **Word count:** |

|  |
| --- |
| **References** Please use APA referencing style  (See <http://libguides.shu.ac.uk/referencing> for a guide to APA referencing) |

|  |
| --- |
| **Declaration**  To the best of my knowledge the contents of this document are accurate and true. I understand that any claims made may be further investigated.  I confirm that my referees have seen this application.  As a holder of Senior Fellowship status, I will commit to maintaining, developing and enhancing my professional knowledge, skills and competence through continuing professional development.  **Submission via email will imply agreement with the above.** |

Please send your application, audio reflective account of practice and two references to [talent@shu.ac.uk](mailto:talent@shu.ac.uk) for inclusion at the next internal review panel.

Sheffield Hallam University follows its obligations under the General Data Protection Regulation (GDPR) to protect the personal data of participants applying for HEA Fellowship. Please read our [privacy notice](https://blogs.shu.ac.uk/talent2/privacy-notice/) which informs you how and why the University uses your personal data, your rights under GDPR and how you can contact us to exercise those rights.

When considering fellowship applications, review panels may identify examples of good practice that could be used, with your consent, as an exemplar or disseminated to the wider academic community. Any information used would be anonymised to avoid identification of individuals and discipline.   
Please tick this box if you would be happy for us to contact you to discuss using your information in this way.