## Account of Professional Practice

## for

## Recognition as a Senior Fellow of the HEA

### Written / Multimedia 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

|  |  |
| --- | --- |
| Directorate |  |

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. Reflective Account of Practice(maximum of 2,000 words or equivalent)

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.

* If you are using multimedia resources in your Reflective Account of Practice, please provide a link to the relevant resource in section 6.1.
* If this is a written Reflective Account of Practice please complete section 6.2.

If you are using PebblePad the resource must be made available to the panel via the 'Publish' button. It is recommended that the 'Partly Private' publishing option is used.

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

|  |  |
| --- | --- |
| **6.1 Multimedia Reflective Account of Practice** | |
| **Insert Link:** |  |

|  |
| --- |
| **6.2 Written Reflective Account of Practice** |
| **Word count:** |

7. Case Study One(maximum of 1,500 words or equivalent)

Remember that in your text you should signpost the descriptor criterion that you are claiming against.

* **If you are using multimedia resources in this case study** please complete section 7.1, including a link to the relevant resource.
* **If this is a written case study** please complete section 7.2.

If you are using PebblePad the resource must be made available to the panel via the 'Publish' button. It is recommended that the 'Partly Private' publishing option is used.

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

|  |  |
| --- | --- |
| **7.1**  **Multimedia Case Study Title:** |  |
| **Insert Link:** |  |
| **Summary (approximately 100 words)** | |

|  |  |
| --- | --- |
| **7.2**  **Written Case Study Title:** |  |
| **Word count:** | |

8. Case Study Two(maximum of 1,500 words or equivalent)

Remember that in your text you should signpost the descriptor criterion that you are claiming against.

* **If you are using multimedia resources in this case study** please complete section 8.1, including a link to the relevant resource.
* **If this is a written case study** please complete section 8.2.

If you are using PebblePad the resource must be made available to the panel via the 'Publish' button. It is recommended that the 'Partly Private' publishing option is used.

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

|  |  |
| --- | --- |
| **8.1**  **Multimedia Case Study Title:** |  |
| **Insert Link:** |  |
| **Summary (approximately 100 words)** | |

|  |  |
| --- | --- |
| **8.2**  **Written Case Study Title:** |  |
| **Word count:** | |

9. Inclusive Practice Reflection (maximum of 1,000 words or equivalent)

Remember that in your text you should signpost the descriptor criterion that you are claiming against (V1 and V2 in particular). You should also include your plans for future development and enhancement of inclusive practices, either for your own development or to disseminate good practice more widely.

**If you are using multimedia resources in this Inclusive Practice Reflection** please complete section 9.1, including a link to the relevant resource.

**If this is a written Inclusive Practice Reflection** please complete section 9.2.

|  |  |
| --- | --- |
| **9.1 Multimedia Inclusive Practice Reflection** | |
| **Insert Link:** |  |
| **Summary (approximately 100 words)** | |

|  |
| --- |
| **9.2 Written Inclusive Practice Reflection** |
| **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 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.