# Appendix E4 A picture containing darkness, black, space, moon Description automatically generated Senior Fellow - Application Form (PSF 23)

Being a Senior Fellow of the HEA recognises sustained effectiveness and academic leadership in teaching and enhancing the student learning experience, combined with scholarship, research and/or other professional activities. It is awarded to professionals who can demonstrate that they meet the criteria of **Descriptor 3** of the Professional Standards Framework (PSF) for teaching and supporting learning in higher education.

Please send your completed application to [qma@qub.ac.uk](mailto:qma@qub.ac.uk). This should be a single document, signed, with a completed checklist and the inclusion of two references as per the requirements for submission..

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Job role |  |
| Contact email |  |
| School or Department (if applicable) |  |

# Word Count Guidelines

The total word count for this application is **6000 words.** You can submit an application that is up to + or – 10% of the total word count, more than 10 per cent over the maximum length, the Assessor reserves the right not to read or comment on the excess material.

# Introduction

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| PLEASE DELETE THE QUESTION PROMPTS BEFORE SUBMITTING THIS FORM  500 words about you.  This is your context piece.  The panel will expect to read about:   * Your role at QUB and briefly anywhere else; * Your educational background (where and what discipline); * If your role involves teaching, who are your students/learners (UG? PG? Staff? How many would you typically teach at a time?)  This is important because it should dictate how you teach.  You might also want to talk about the setting in which you teach.  Lectures/labs/library/tutorials etc; * Your teaching philosophy.  You are not including any evidence in this section.  There is no need to map it to the PSF or include any references to theory, this is simply for context. |

## Evidencing how your practice contributes to the Education and Skills section of the 2030 Strategy.

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| PLEASE DELETE THE PROMPTS AND TEXT BELOW BEFORE SUBMITTING THE FORM  Here you will demonstrate how your professional practice aligns and contributes to the Education and Skills workstream of 2030 Strategy.   **Please provide examples under three of the four headings, 150(ish) words for each of these to demonstrate how your teaching aligns with Strategy 2030, specifically:.**  **Educational Goals of our Strategy:** **Deliver a transformative student experience** That inspires and delivers the engaged global citizens of tomorrow with flexible and broad-based learning opportunities that are lifelong, coupled with outstanding support.**Provide education for societal impact** We have a responsibility to society to ensure that access to education is fair and flexible, and that we embed key principles such as Sustainable Development Goals into our work. We are invested in adding to a diverse and skilled society, with an excellent global reputation.**Broaden access to Higher Education** At Queen's University Belfast, we are committed to providing students with an educational experience that is on par with the best universities in the world.  We are also committed to ensuring that those most able but least likely to participate in Higher Education should have an equal opportunity to do so.**Innovate our Teaching and Learning** Using practices that incorporate responsive teaching practice, student ownership of learning, high levels of engagement, authentic contexts, the development of competencies and the strategic use of digital technologies to connect, collaborate, create and share learning. You are writing a personal claim, based on your own practice that will be supported by your referees, make it personal and remember you will be signing a statement of academic integrity as part of your claim for fellowship. |

## Reflective Account of Practice

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| PLEASE DELETE THE PROMPTS AND TEXT BELOW BEFORE SUBMITTING THE FORM Reflect on the factors which have contributed to your professional development as a teacher, mentor, facilitator of learning and academic leader. Focus on the education, training, employment, roles and experience which have contributed to your professional development.  You may wish to reflect on:   * Career milestones, roles and responsibilities related to teaching and supporting learning; relevant qualifications obtained from formal professional development; * Areas of research, scholarship and/or professional practice, relevant publications and/or presentations; * Incorporation of research, scholarship and/or professional practice into teaching and supporting learning; * Links with professional bodies or wider communities; * Involvement in teaching and learning initiatives; * Institutional/nationally funded projects, small-medium scale investigations or awards, work with professional bodies; * Development and/or adoption of learning and teaching themes, for example, internalisation, employability, assessment and feedback, retention, flexible learning, education for sustainability; * Dissemination of teaching and learning related expertise; * Recognition and reward of teaching prizes, fellowships, institutional awards for innovation, professional body recognition; * Collaborating with others: advisory, support, co-ordination roles in teaching and supporting learning, leadership and management roles; * Educational and staff development activity, mentor roles in professional development programmes for new and inexperienced staff, learning and teaching workshops/seminars, related publications/documents; * Leadership, management and organisational roles within an institutional or wider higher education context; * Learning and teaching/quality enhancement committees; * Programme design, approval and review process; * Quality assurance roles and responsibilities. |

## Case Study 1

### Describe the case study below, focusing on your organisation, leadership and/ or management of specific aspects of learning and teaching provision.

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| PLEASE DELETE THE PROMPTS AND TEXT BELOW BEFORE SUBMITTING THE FORM  What have you done? Why have you done this? Was it effective/ successful?  What was the impact on the co-ordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to learning and teaching? |

## Case Study 2

### Describe the case study below, focusing on your organisation, leadership and/or management of specific aspects of learning and teaching provision.

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| PLEASE DELETE THE PROMPTS AND TEXT BELOW BEFORE SUBMITTING THE FORM  What have you done? Why have you done this? Was it effective/ successful?  What was the impact on the co-ordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to learning and teaching? |

## References

### Contact Details for Referees

|  |  |  |
| --- | --- | --- |
| Name | 1. | 2. |
| Institution/ organisation | 1. | 2. |
| Contact email | 1. | 2. |
| HEA Fellowship Status | 1. | 2. |
| Relationship to applicant | 1. | 2. |
| How long have you worked with the applicant (dates) | 1. | 2. |

### Reference 1

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| PLEASE PASTE THE SUPPORTING REFERENCE HERE  The referee should:  Be an individual who can comment on aspects of your experiences and achievements in teaching and supporting learning in higher education.  Provide an informed peer review of your eligibility for Fellowship and be able to comment directly on the content of your application form.  See Canvas for Guidance Notes for Referees and Supporting Statement Template. You should send both of these documents to your referees. When you receive your references please copy and paste these into this application form. Remember, you are only submitting one document. Please retain a copy of your Supporting Statement Templates as they are periodically requested for checking inline with our commitment to Advance HE. |

### Reference 2

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| --- |
| PLEASE PASTE THE SUPPORTING REFERENCE HERE  The referee should:  Be an individual who can comment on aspects of your experiences and achievements in teaching and supporting learning in higher education.  Provide an informed peer review of your eligibility for Fellowship and be able to comment directly on the content of your application form.  See Canvas for Guidance Notes for Referees and Supporting Statement Template. You should send both of these documents to your referees. When you receive your references please copy and paste these into this application form. Remember, you are only submitting one document. Please retain a copy of your Supporting Statement Templates as they are periodically requested for checking inline with our commitment to Advance HE. |

## Total Word Count

Please **enter the total word count** for your completed application here: \_\_\_\_\_\_\_ words.

**The word count** includes everything that you have written in the main body of your application. The statements from your referees and your references are NOT included in the **word count**. Appendices or footnotes are not accepted.

## Statement of Academic Integrity

### Applicants should read and sign below

I confirm that this is a true reflection of my own practice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_