**QMUL HEA Teaching Recognition Programme:**

**Supporting Statement for Fellowship (D2) Application**

Thank you for agreeing to provide a supporting statement for a colleague who is applying for recognition of the quality of their teaching and/or support of learning against the criteria of the Professional Standards Framework 2023 ([PSF](https://www.advance-he.ac.uk/teaching-and-learning/psf)2023) at Fellowship category. This guidance and the associated template have been designed to help you structure your supporting statement to provide the information required by the Teaching Recognition Programme (TRP). A template is provided for you at the end of this document to complete your supporting statement.

**What is the function of the supporting statement?**

Please note that the statement supporting an application for Fellowship is not the same as a job application reference. The award of Fellowship is based on peer recognition of professional practice and as such you are being asked to support this application as a valued peer who has expertise in teaching and learning in higher education (HE).

During the Fellowship review process the two independent supporting statements provided by the referees will be used to confirm that the submission presents a fair and accurate reflection of the applicant’s higher education practice.

**Are you the right person to provide a supporting statement for the applicant?**

You will be expected to have current or recent experience of working in higher education and will normally hold one of the four categories of Fellowship, although this is not essential.

You will have worked closely with the applicant, have first-hand knowledge of their HE professional practice and will be in a position to comment on and substantiate the applicant’s record of effectiveness within the context in which they teach and/or support learning. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the requirements Descriptor 2 criteria of the **Professional Standards Framework 2023** (PSF2023).

The application for Fellowship (FHEA) is based on current and recent HE practice (usually within the last 3 years). If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in the template to indicate how long you have worked together.

Please note that supporting statements for applications for Fellow should reflect professional relationships; i.e. not be from family members or based on personal friendships. The statement will be your independent and authentic account in support of the application.

**What is required of the applicant?**

The applicant needs to provide two supporting statements together with their Reflective Account of Practice (RAP) which you should have read. The two statements differ and should provide the following information:

1. A supporting statement from their Head of School or Institute, or their nominee.

This reference should confirm the basic facts of the application and that there are no issues or concerns about the applicant’s teaching and/or support of students’ learning, ranging from module evaluation to general issues. It should support the applicant’s recognition for Fellowship.

1. A supporting statement from someone who has observed them teaching, but not their School Academic Development Mentor.

This reference should confirm the quality of the observed teaching and confirm the statements made in the application about the applicant's teaching and/or support of students’ learning. In addition, where possible, the reference should confirm that the statements align with the D2 dimensions and criteria of the [PSF](https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf).

**Requirements of Descriptor 2 (Fellowship) of the Professional Standards Framework 2023**

An applicant for Fellowship of the Advance HE should demonstrate a broad understanding of effective approaches to teaching and learning support as key contributions to high quality student learning and should be able to provide evidence of:

1. Successful engagement across all five Areas of Activity
   1. design and plan learning activities and/or programmes
   2. Teach and/or support learning through appropriate approaches and environments
   3. assess and give feedback for learning
   4. support and guide learners
   5. enhance practice through own continuing professional development
2. Appropriate knowledge and understanding across all aspects of Core Knowledge
   1. How learners learn, generally and withing specific subjects
   2. Approaches to teaching and/or supporting learning, appropriate for subjects and level of study
   3. Critical evaluation as a basis for effective practice
   4. Appropriate use of digital and/or other technologies, and resources for learning methods for evaluating the effectiveness of teaching
   5. Requirements for quality assurance and enhancement, and their implications for practice
3. A commitment to all the Professional Values
4. Respect individual learners and diverse groups of learners
5. Promote participation in higher education and equality of opportunity for learners
6. Use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice
7. Respond to the wider context in which higher education operates, recognising implications for practice
8. Collaborate with others to enhance practice

Therefore, for the award of Fellow, the applicant must demonstrate that their HE practice evidences all Areas of Activity, aspects of Core Knowledge and Professional Values of the PSF 2023.

**Format of the supporting statement**

A template is provided below for you to complete your supporting statement. There is no specified format for the statement, and we are not expecting it to be long (we suggest approx. 400 words). Its main purpose is to confirm and support the application.

It would be helpful if you could link your comments to aspects of the PSF in your supporting statement. In addition, it is important that you comment on the following in your supporting statement:

* your own experience of the applicant’s recent (within the past five years) Higher Education (HE) practice
* if you have been involved in peer observation of the applicant’s teaching and/or support of learning, please draw on examples from this
* any good or innovative practice and/or contribution to developments by the applicant in teaching and/or supporting learning within their discipline as appropriate
* your perspective on the practical examples provided within the application to illustrate the requirements of Fellow.

**If you are providing the second supporting statement, your statement must clearly state that you have observed the applicant’s teaching (or support of student’s learning).**

**Quality Assurance Process**

As part of the process you will be asked to confirm that you have written the supporting statement yourself and that the information you have provided has been written specifically for this applicant.

As part of ongoing quality assurance processes, the TRP may check the references for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some individuals may be contacted to confirm that the supporting statement submitted by the applicant is the statement that they have prepared and completed. If the professional integrity of the supporting statement is in question, the statement will not be accepted.

Again, thank you for providing this supporting statement. The template starts on the next page.

**Supporting Statement Template – Fellow**

|  |  |
| --- | --- |
| **Name of applicant** |  |
| Your name (Referee) |  |
| Your Institute/School/other |  |
| Your Job Title |  |
| Your email address |  |
| Your HEA Fellowship Status (if appropriate) |  |
| Your relationship to 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:** |

**Supporting Statement**

|  |
| --- |
|  |

**Contact us**

Queen Mary Academy

Queen Mary University of London

Mile End Road

E1 4NS

Email: [qma.trp@qmul.ac.uk](mailto:qma.trp@qmul.ac.uk)

Web: <https://www.qmul.ac.uk/queenmaryacademy/>