HEA Workshop – Review and refine applications

16 January 2017
Agenda

- Developing a profile on My Academy
- References
- Strategies for reflective writing
- Peer review and feedback exercise
- Common issues
Developing a profile on My Academy
My Academy profile

1. Go to the My Academy website: https://my.heacademy.ac.uk/
2. Click Register new account in the top right corner of the website
My Academy profile

3. Enter your **Security details** and click **Next**
My Academy profile

4. Enter your **Personal details** and click **Next**
5. Enter your **Address Details** and click **Next**
My Academy profile

6. Add your **organisation** and click **Next**
My Academy profile

7. Add your Employment details and click Add employment record
My Academy profile

8. Add your **Discipline details** and click **Next**
My Academy profile

9. Registration complete

HEA registration

Step 6 of 6
Registration complete!
Please check all of the information below.
Account details
Username & primary email address
Personal details
Full name
Contact details
Work phone
Address

Employment details
Job title
Institution
Start date
Disciplines

Finish
Requirements

• 500 words for a reference for a Fellow applicant,
• 500 - 750 for a Senior Fellow applicant

Associates, Fellows and Senior Fellows need supporting statements from two referees.
Principal Fellows need supporting statements from 3 advocates

See https://www.heacademy.ac.uk/sites/default/files/downloads/PFHEA%20advocate%20guidance%20notes.pdf

“Please provide an electronic copy of your recommendation to the applicant and ensure that it includes your name, job title (where applicable), institution (including department where applicable), email address (we may wish to contact you to clarify points in your recommendation) and the perspective from which you are providing your recommendation”.
Who should you choose?

- The referees you might choose when applying for a job are not necessarily the most appropriate for commenting on your teaching and learning practice.
- Think about which colleagues are best placed to provide your reference.
Principal fellow advocates

• Your role as an advocate, through knowledge and understanding of the applicant’s work is to support and recommend the applicant for Principal Fellow. You have been chosen by the applicant because you are able to comment from at least one of the following three perspectives:
  • You have close knowledge of the applicant’s work
  • You work in a different institution to the applicant and have knowledge of their work
  • You have been directly influenced by the practice of the applicant
  • There is no fixed word limit for your comments but we would suggest around 400 - 500 words as a typical length.
References should

• Validate the claims that the applicant is making about their professional practice;
• Confirm that the work that applicant has undertaken has had the impact claimed in their application;
• Provide a peer review of the applicant’s practice; describing what the referee has seen the applicant do, what referee knows of their work and the contribution they make to the academic team or school;
• Provide any further insights into the impact the individual has had, which they may not have themselves identified in their application;
• Provide any additional supporting evidence drawn from your experience of working with them;
• Provide additional evidence to be used in the assessment process which demonstrates that the applicant’s practice; and
• Be aligned to the Professional Standards Framework
A reference is not...

- A CV of the applicant’s work.
- Another “new” application.
- A list of publications, activity or academic qualifications.
- A repeat of the content of the application
- An endorsement of the applicant as a ‘jolly good colleague’ rather than focusing on their practice
Quality of references: you need to ensure that:

- Your referees provide verifiable referee information, e.g. name, job title, organisation/institution (including department where applicable), email address, telephone number and ideally a signature;
- They do not give you references produced using institution-wide templates using generic, non-personalised statements, but instead focus on you and your achievements and standing;
- They do not use references produced for a different purpose, e.g. job application or course completion rather than on the basis of knowledge and understanding of the professional practice of the applicant. Ensure that your referees are familiar with the HEA requirements by referring them to guidance at the appropriate level.
And references shouldn’t be ‘routine’

- It is believed that the HEA are unhappy about ‘unverifiable referee information’ (lacking phone numbers, signatures, email addresses).
- Also ‘generic’ references on institutional templates don’t convince, similarly neither to references obviously produced for other purposes.
- The ‘guidance notes’ for referees (SF) or advocates (PF) are downloadable from the HEA website, and show that references need to be carefully designed and personal to applicants.
Strategies for reflective writing
Peer review and feedback exercise
Common issues
Common issues

Common things troubling people in early drafts
• Remember international context of assessors
• Needs more use of K's, V's (& A's) in the drafts
• Decide which activities to talk about where

Common advice to people during conversations
• Structure paragraphs
• Use reflective language
• Cross reference A's, K’s and V’s as you go
• Send partial drafts for early comment
thank you!