

HEA@UQ – Guide for Supervisors

Endorsing Expressions of Interest (EOIs)

Thank you for continuing to support the professional learning and development of UQ Academic and Professional staff through the HEA@UQ Fellowship Program.

This Guide has been developed to provide you with some information about the program and details the commitment being made by your staff when they become involved.

- [HEA@UQ Fellowship Program](#)
- [How to apply](#)

What is the HEA@UQ Program?

HEA Fellowship is a professional recognition scheme for University Educators, which provides international recognition of individuals and institutional commitment to professionalism in teaching and learning in higher education. The scheme is administered by Advance HE in the UK and UQ runs an accredited program.

HE Fellowship provides academic and professional staff with recognition of their practice, impact and leadership of teaching and learning across four categories, from Associate Fellow to Principal Fellow.

The HEA@UQ program supports academic staff, professional staff who support teaching and learning and PhD students to draw on the [UK Professional Standards Framework \(UKPSF\)](#) to work towards recognition as one of three different categories of HEA Fellowship outlined below.

Participants are selected to participate on the basis of evidence provided and up to 100 applicants per semester can be accommodated in the accredited program. Prospective applicants will be notified via email within 10 working days of submitting an expression of interest. Unsuccessful applicants will receive feedback and advice regarding the proposed *Descriptor* or the evidence of experience if it appears too early in a career or that a different *Descriptor* might be more appropriate based on the evidence provided in the application.

HEA@UQ program participants then prepare a written application which maps their teaching experience to the UKPSF. The support program includes a face-to-face workshop series, online modules, mentoring and writing sessions (both small group and day-long retreats).

The application includes:

- a philosophy of teaching;
- evidence supporting claims around practice;
- a report of peer review of teaching; and
- a statement of support (or teaching reference) provided by a HEA Fellow; an educational leader at UQ (such as a UQ or National award winner or grant recipient) or a recognised external teaching expert.

What is the expected timeframe to develop a written application?

Applicants can expect to devote about the same amount of time to preparing an application as it takes to draft a journal article or an application for promotion. Engaging with the support program may take between six and 20 hours depending on which activities the applicant chooses to complete. Most applicants submit their full final application between six and 12 months after being accepted into the program, depending on their capacity to devote time to reflective writing.

Descriptors

As mentioned, there are three different categories of fellowship that an applicant may respond to:

Associate Fellow – Descriptor 1

- Those with a limited teaching and learning portfolio.
- Associate Fellows demonstrate an understanding of specific aspects of effective teaching, learning support methods and student learning.

Fellow – Descriptor 2

- Those with substantive teaching and learning responsibilities.
- Fellows demonstrate a broad understanding of effective approaches to teaching and learning support as key contributions to high quality student learning.

Senior Fellow – Descriptor 3

- Those with responsibility for the organisation, leadership and/or management of specific aspects of teaching and learning.
- Senior Fellows demonstrate a thorough understanding of effective approaches to teaching and learning support as a key contribution to high quality student learning. Successful co-ordination, support, supervision, management and/ or mentoring of others (whether individuals and/or teams) in relation to teaching and learning.

Your responsibility

As the applicants' direct Supervisor (and usually Head of School or PhD Supervisor), we rely on your advice to confirm that the applicant's practice is suitable for recognition by the Fellowship scheme, that in your opinion, the aspiring fellow is applying for a category of fellowship that is commensurate with their current responsibilities and their experiences in teaching and learning.

We ask that you review and sign the certification enclosed with this document, indicating your support for their participation.

If you have any questions regarding HEA Fellowships at UQ, or supporting applicants in this process, please contact the HEA@UQ Program team by email to: professional.learning@uq.edu.au.