

RECOGNITION SCHEME

Guidance notes for referees, to support an application for Fellow



This guidance note answers the following:

1. Who is this guidance for?
2. What is the function of the reference?
3. What information do I need to provide?
4. Is there a standard reference format?

Thank you for agreeing to provide a reference.

1. Who is this guidance for?

The guidance below is designed to help you prepare your reference. If you have any questions, please do not hesitate to contact the professional recognition team at the Higher Education Academy on (+44) 01904 717500 or email recognition@heacademy.ac.uk

2. What is the function of the reference?

The function of the reference is to provide a peer review of the applicant's experience and to support and supplement the information given in their Account of Professional Practice. This is particularly important for applicants working overseas for whom referees should confirm the candidate is working at a level equivalent to Higher Education in the UK. If possible, please comment on the applicant's most recent role and responsibilities. Please take time to read the applicant's account before composing your reference. You may also wish to refer to our [website](#) for more information about The Higher Education Academy and/or specifically about becoming a [Fellow](#).

3. What information do I need to provide?

Your reference should primarily refer to the applicant's experience and achievements in teaching and learning and should refer to his/her research record only insofar as this directly informs their teaching.

Base your reference on how the applicant meets the dimensions of the UK Professional Standards Framework at Descriptor 2, using your knowledge of his/her work, professional practice in teaching and supporting learning and the context within which the applicant works.

Provide practical examples to support your comments wherever possible. If you have been involved in peer observation of the applicant's teaching or support of learners, please draw on the evidence this provides. Similarly, please comment on any innovative practice, contribution to developments in teaching and learning at institutional level, or contribution to national initiatives in developing approaches to teaching and learning within the discipline in which the applicant is involved.

The Academy expects the **core knowledge** and **professional values** of the [UK Professional Standards Framework for teaching and supporting learning in higher education \(UK PSF\)](#) to underpin the practice of those recognised by the Academy. Please provide examples, where appropriate, of ways in which this underpinning is apparent in the account.

4. Is there a standard reference format?

There is no standard form for references; you may find it helpful to comment under the **Dimensions of the UKPSF** identified in the application (e.g. within the Areas of Activity). The dimensions of the UKPSF are listed overleaf. Please provide an electronic copy to the applicant and ensure that it includes your name, job title, organisation (including department where applicable) and email address.

It is the applicant's responsibility to collect the reference from you. We recognise that this is a different kind of reference from one that is normally required for promotion or job appointment, as we are looking for evidence of commitment to and effectiveness of teaching and/or supporting learning rather than general academic achievement. We may wish to contact you to clarify points in your reference.

The Higher Education Academy's Professional Recognition Scheme for Fellow aligns to the dimensions of [The UK Professional Standards Framework](#) and focuses on Descriptor 2:

An individual working in this category demonstrates a broad understanding of effective approaches to teaching and learning support as key contributions to high quality student learning. Individuals should be able to provide evidence of:

- I. Successful engagement across all five Areas of Activity
- II. Appropriate knowledge and understanding across all aspects of Core Knowledge
- III. A commitment to all the Professional Values
- IV. Successful engagement in appropriate teaching practices related to the Areas of Activity
- V. Successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice
- VI. Successful engagement in continuing professional development in relation to teaching, learning, assessment and, where appropriate, related professional practices