



ANU EDUCATIONAL FELLOWSHIP SCHEME

Guide for Referees - Associate Fellowship (AFHEA)

Thank you for supporting an applicant for Associate Fellowship of the Higher Education Academy (AFHEA) through the HEA-accredited ANU Educational Fellowship.

The award of HEA Associate Fellowship is based on peer recognition of professional practice, and you are being asked to support this application as a valued peer who has expertise in teaching and learning in Higher Education (HE).

Associate Fellowship of the HEA is the entry category of professional recognition, suited to those with relatively limited teaching or learner-support responsibilities and experience. It is also a good starting point for those with significant experience but minimal professional development in teaching and learning.

Typically, applicants for AFHEA include:

- Tutors and demonstrators who have had limited responsibilities for at least two semesters (or equivalent) in one or more courses at AQ6 or above (e.g. tutorial teaching, lab support, marking) under supervision of an experienced academic
- Experienced academic or professional staff who support academic development and/or student learning (e.g. learning technologist, educational designer, librarian, technician in a teaching laboratory, or provider of learning support through academic skills or student services, senior peer-assisted learning mentors)
- Research-intensive academics with limited experience and responsibilities associated with HDR supervision and mentoring and/or research-focused teaching programs.

Associate Fellowship of the Higher Education Academy

To be recognised as an Associate Fellow of the HEA, applicants must meet Descriptor 1 of the UK Professional Standards Framework ([UKPSF](#)). This means they must demonstrate in a written reflective narrative:

- Successful engagement in two of the UKPSF Areas of Activity and relevant practices (A1-A5)
- Understanding and application of Core Knowledge related to the subject material (K1)
- Appropriate methods for teaching, learning and assessing in their discipline (at the appropriate level) (K2)
- A commitment to all the Professional Values re student learning (V1-V4)
- Engagement in professional practices, pedagogical research, or scholarship related to their teaching experience
- Successful involvement in continuing professional development (CPD) related to teaching and learning and assessment responsibilities

Referee Report

The EFS looks to referees to authenticate as far as possible, the educational practice described in a fellowship application. For an AFHEA application, two referees are asked to provide reports which will be used to confirm that the application presents a fair and accurate reflection of the applicant's HE practice.

The referee is expected to:

- have read the application or a recent draft, before writing the reference. have current or recent experience of working in Higher Education and may hold an HEA Fellowship.
- have first-hand knowledge of the applicant's HE professional practice and 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. If the referee has been involved in peer observation of the applicant's teaching and/or support of learning, they are to draw on examples from this.
- be able to confirm that the applicant has represented their practice accurately and provide their opinion that they demonstrate the requirements Descriptor 1 criteria of the [UK Professional Standards Framework](#).

The reference:

- must comment on any good or innovative practice and/or contribution to developments by the applicant in teaching and/or supporting learning within his/her discipline as appropriate; and their perspective on the practical examples provided within the application to illustrate the Associate Fellowship requirements.
- does not need to explicitly reference the As, Ks and Vs, as these will hopefully come across implicitly in the reference.
- does not have to ensure every element of the Professional Standards Framework is covered, however referees are encouraged to broadly cover the Professional Values and Core Knowledge.

Examples:

“XXX often attends workshops to continue to develop her skills and knowledge”, or

“XXX continually demonstrates his Professional Values in teaching through the inclusive measures he puts in place to ensure all students have a voice in his classes”, or

“XXX brings strong Core Knowledge to his teaching, having completed a PhD in XXX and as a regular attendee of teaching-related professional development courses such as XXX ”.

- word-limit of 200 words is there to make the process less onerous for referees who may be put off by the idea of having to write a page-long reference. If the referee is inclined to write more than 200 words, this is quite acceptable.
- is not the same as a job reference.

Please complete the AFHEA Referee Report Form. Save it as a PDF and send it to the applicant to include in their application.

If you would rather send the reference directly to EFS, or feel the applicant is not yet ready to apply for AFHEA and would like to talk to us about this, please contact us: efs@anu.edu.au