

## SWANSEA APPLICATION ROUTE PANEL

### TERMS OF REFERENCE

The Swansea Application Route Panel makes recommendations on HEA Fellowship applications to the Inspiring Teaching at Swansea (IT@S) panel.

The panel will

- Review all recommendations concerning applications for internal recognition of HEA Fellowship
- Provide a forum for coming to agreed recommendations when the first and second assessor did not come to an agreed recommendation (this may involve the two assessors in question, or may involve referral to a third assessor on the Panel)
- Involve external assessors of Senior Fellowships in contributing to the assessment process
- Forward a list of recommendations to the IT@S Panel
- Identify a sample of the Proceed recommendations for scrutiny by the IT@S Panel
- Forward all applications which have a recommendation of Clarify or Return for review by the IT@S Panel.
- Provide a means of ensuring that recommendations made by the groups of assessors are congruent and adhere to the UK PSF standards.

### FREQUENCIES OF MEETINGS

The Swansea Application Route Panel will meet four times per year aligned with the deadlines for HEA Fellowship applications.

### CONSTITUTION AND PANEL MEMBERSHIP

<b>Title</b>	<b>Name/Notes</b>
The Director of SALT (Chair)	Professor Jane Thomas, Principal Fellow of the HEA and National Teaching Fellow
External Representative	Professor Helen Williams, Associate Dean for Learning and Teaching, Cardiff Business School, Cardiff University
External Assessors	Assessors should attend or be available via video-conferencing or other similar means
Internal assessors	All internal assessors should attend to present their recommendations
Programme Director, Swansea Application Route	Chris Hall, Manager of SALT, Fellow of the Higher Education Academy

Administrative Assistance	Louise Rees, Senior Academic Developer (HEA), FHEA
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Quoracy – at least 1 assessor from each group of assessors (written or presentation), the SALT Manager and the External representative should normally be present. If there is agreement on the overall recommendation between assessors and the feedback to the applicant is clear, in exceptional circumstances the assessors may be absent. A minimum of 3 assessors must be present for the Panel to be quorate.

Louise Rees  
Swansea Academy of Learning and Teaching

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