



Swansea Application Route (SAR)



Guidance for Providing Supporting Statements

May 2019

SUPPORTING STATEMENTS FOR APPLICATION FOR HEA FELLOWSHIP – SWANSEA APPLICATION ROUTE

Applicants are required to select two (2) people who are in a position to comment on their effectiveness in relation to teaching and learning. Each person, which we term 'Supporter', must then provide a supporting statement.¹

The purpose of the supporting statement is to provide comment on the application and to give an informed view on the eligibility and category of the person to the category specified based on their knowledge of your work and the context in which you teach and/or support learning.

Those providing supporting statements should be experienced staff, able to comment, knowledgeably, and from first-hand experience of the applicant. The 'Supporter' **MUST** include

- a Fellow at the appropriate category to your application (AFHEA, FHEA, SFHEA or PFHEA) and
- a Fellow at the appropriate category to your application (AFHEA, FHEA, SFHEA or PFHEA) or senior member of teaching staff

Supporters may be approached for clarification during the process.

At least one of your supporters must be currently employed at Swansea University and if you choose an external supporter, please ensure that that person is currently practising² in higher education and familiar with the UKPSF.

Your supporter must NOT be in conflict of interest with you. Therefore supporting statements from family members for example are NOT permitted.

Can I re-use previously submitted references/supporting statements?

No. You can use the same people, but an amended statement must be supplied which confirms your suitability for the category of Fellowship sought. Supporters must review the relevant category descriptor to frame their statement and are encouraged to refer to it and the UKPSF Dimensions of Practice when composing their statement.

Guidance for supporters is provided in **Appendix 1: Guidance for Supporters**.

For further details about the UK PSF and the Swansea Application Route, please consult the [SALT Website](#) and the SAR Guidance Pack in particular.

¹ Statements may be provided in aural/video format provided that they address the key issues outlined in the supporting statement template.

² Persons who have retired within the six months prior to the application may also provide supporting statements (including Swansea University staff)

Thank you for agreeing to provide a supporting statement.

1. The function of the supporting statement

The supporting statement provides a review of the applicant's experience and supports and supplements the information they give in their application for HEA Fellowship recognition **at their chosen category**. The applicant is required to submit the supporting statements with their application and should make the supporter aware of that. Please comment on the applicant's most recent role/responsibilities and their practice as you know it. **Please ensure that you have read the applicant's application before composing your supporting statement.**

2. The information needed

There is a specific template required for the Supporting Statement. This is available on the SALT website³.

The supporting statement 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.

The supporting statement will require you to comment on examples (one example for Associate Fellow, two examples for Fellow and three examples for Senior Fellow) from the applicant's practice to demonstrate that they successfully meet the HEA Fellowship criteria of the category that they are applying for.

You should not simply copy and re-use statements you may have provided e.g. for a person's Associate Fellow claim when they are now seeking Fellowship recognition (and so on).

Therefore, what you write should be based on how the applicant meets the **dimensions of the UK Professional Standards Framework** at the relevant Descriptor category, using your knowledge of his/her work, professional practice in teaching and supporting learning and the context within which the applicant works. The Descriptor category for which your supporting statement is being sought will be explicit on the application and Supporting Statement template. Should you need clarification, please refer to the [UK Professional Standards Framework for teaching and supporting learning in higher education \(UK PSF\)](http://www.heacademy.ac.uk/ukpsf) (<http://www.heacademy.ac.uk/ukpsf>)

It may be useful to provide practical examples to support your comments. If you have been involved in peer observation of the applicant's teaching or support of learners, please use this to illustrate your comments. Examples of innovative practice, contribution to developments in teaching and learning at institutional category,

³ If providing a video or audio reference, you must structure your comments using the specific headings outlined in the supporting statements template and provide verification contact details as outlined in these guidance notes.

contribution to regional or national initiatives in developing approaches to teaching and learning may all form part of your supporting statement. **It would be particularly helpful if you use the UKPSF dimensions of practice in your statement (i.e. Indicate in brackets at the relevant sentence/ paragraph the Dimensions of Practice you have covered (e.g. V1, K1 etc.).**

If you are providing a statement for someone seeking Senior Fellowship recognition, the template will ask for you to comment on one example of the person's impact in leading/supporting others in learning, teaching and assessment – see the SFHEA criteria, in particular D3. VI “Successful engagement in continuing professional development in relation to teaching, learning, assessment and, where appropriate, related professional practices.”

Please provide an electronic copy to the applicant (pdf format suggested) and ensure that it includes your **name, job title, organisation (including department where applicable) and email address which can be verified**. We may wish to contact you to clarify points in your reference.

Thank you for agreeing to provide a supporting statement and supporting a colleague in their professional recognition.

RECOGNITION TEAM

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