**Account of Professional Practice**

**for Recognition as an Associate Fellow**

**Descriptor 1 - Associate Fellow**

Individuals whose practice enables them to evidence some Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:

1.1 Use of appropriate Professional Values including at least V1 and V3.

1.2 Application of appropriate Core Knowledge including at least K1, K2 and K3.

1.3 Effective and inclusive practice in at least two of the five Areas of Activity.

## 1. Contact and employment details

|  |  |  |  |
| --- | --- | --- | --- |
| Name and title |  | | |
| Job title |  | | |
| College/Dept or Directorate |  | | |
| Staff ID number |  | | |
| Preferred pronouns |  | | |
| Email |  | Telephone |  |

If you have a disability relevant to this application please contact the TALENT Administrator to discuss the submission options available to you.

|  |  |
| --- | --- |
| Have you had a **TALENT scheme recognised mentor** during the application process? Yes / No | |
| Name of mentor (if yes): |  |

## 2. Teaching Experience

|  |  |
| --- | --- |
| How many years higher education experience do you have? (Use full-time equivalent) |  |

Where was this experience gained?

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position | Dates of employment | Total years (full time equivalent) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 3. Teaching Qualifications

Please list any teaching-related qualifications that you hold (add further rows as needed)

|  |  |  |
| --- | --- | --- |
| Qualification | Date awarded | Awarding institution |
|  |  |  |
|  |  |  |
|  |  |  |

## 4. Referee Statements

See the TALENT website for guidance on [choosing your referees](https://teaching.shu.ac.uk/talent/developing-your-application/#ChooseReferees) and [observations.](https://teaching.shu.ac.uk/talent/observation/)

### 4.1 Referee One (observer)

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Department and College |  |
| Email address |  |
| Telephone number |  |
| In what context does this person know you? |  |
| Fellowship category held |  |
| Date of Observation\* |  |
| Observation Session Type |  |

### 4.2 Referee Two

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Department and College/Institution |  |
| Email address |  |
| Telephone number |  |
| In what context does this person know you? |  |

Important note on word counts and time limits

Word counts and verbal/digital story time limits are in place for largely practical reasons. They are set to indicate the **absolute maximum** required to demonstrate what is needed. Concentrate on range, depth, and quality of practice rather than volume. We have set higher than suggested limits to take account of all participants and to model inclusive practice. Aim for a lower count than the maximums set for each submission element.

The limits are stated below for each section. The **combined total maximum** for your Reflective Case Studies is **2000 written words** or **20 minutes verbal/digital stories.**

## **5. Context statement** (optional: up to 300 written words or 3 mins verbal/digital max)

A context statement is the first part of your Account of Professional Practice. Use the space below to **briefly** introduce yourself and **outline** your role(s) and responsibilities in teaching and/or supporting learning in higher education. The information in your Context Statement will help the reviewers to understand the nature of your work and the context in which you practice before they look at the evidence you provide in your application. **This section provides the background to your application and is not ‘assessed’ against Descriptor 1.** More information is available in [Advance HE’s applicant guidance for Associate Fellowship](https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/Applicant%20guidance%20-%20Associate%20Fellowship%20November%202024_1731425480.pdf) (pg 11-13).

Insert text and/or digital link(s) here

**Word count:**

## **6. Reflective Case Studies** (1500-2000 written words or 15-20 mins verbal/digital stories)

You may choose how many case studies to submit as part of your application – **use the template below and replicate this as required**. Your case studies can be variable in length but to a **minimum of 300 written words or 3 minutes verbal/digital story** for each.

* Remember that in your text you should **signpost the dimensions of practice** that you are claiming against.
* If you are using recorded verbal/digital stories within your case studies **please include clear links.**
* See the Guidance section of the TALENT website for more information about preparing your case studies.

### **Reflective Case Study One\*/Two\*/Three\*/Four\*/etc (\*delete as appropriate)**

|  |  |
| --- | --- |
| **Title:** |  |
| Insert text and/or digital link(s) here  **Word count:** | |

## 7. Reference List (500 words max – written only; not included in overall word count)

|  |
| --- |
| (Please use APA referencing style - see <http://libguides.shu.ac.uk/referencing> for guidance) |

## 8. Declaration

To the best of my knowledge the contents of this document are accurate and true. I understand that any claims made may be further investigated.

I confirm that my referees have seen this application.

As a holder of Associate Fellowship status, I will commit to maintaining, developing and enhancing my professional knowledge, skills and competence through continuing professional development.

Submission via email will imply agreement with the above.

## **9. Submission information**

Please send your application form and two referee statements to [talent@shu.ac.uk](mailto:talent@shu.ac.uk) for inclusion at the next internal review panel.

Sheffield Hallam University follows its obligations under the UK General Data Protection Regulation (UK GDPR) to protect the personal data of participants applying for fellowship. Please read our [privacy notice](https://teaching.shu.ac.uk/talent/privacy-notice/) on the TALENT website which informs you how and why the University uses your personal data, your rights under the UK GDPR and how you can contact us to exercise those rights.

When considering fellowship applications, review panels may identify examples of good practice that could be used, with your consent, as an exemplar or disseminated to the wider academic community.  Any information used in exemplars would be anonymised to avoid identification of individuals and discipline. We will never publish or circulate any part of your submission without your express written permission.

Please state if you would be happy for us to contact you to discuss using your information in this way. **Yes / No**