**Ten useful things to remember when applying for HEA Fellowship­ (D1 and D2, Professional Recognition Route)**

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The following list is ten things I believe it is particularly useful to remember when applying for Fellowship of the Higher Education Academy, through the [Professional Recognition Route](http://www.heacademy.ac.uk/professional-recognition). My thoughts are focused particularly on the  Associate (D1) and Fellowship (D2) levels though they apply to Senior (D3) and Principal (D4) as well.  Here at [Brighton](http://www.brighton.ac.uk/clt/courses/uob-professional-development-and-recognition-scheme/) it is our aspiration that all teaching staff have, or are working towards, a recognised teaching qualification by 2015, and the HEA’s Professional Recognition is likely to be the main route for more experienced academic staff.

1. *Remember the Fellowship is a teaching and learning in higher education award, not a qualification in being an academic.* The Fellowships of the Higher Education Academy are concerned with teaching and learning in higher education. Other aspects of the academic role such as research, involvement in academic societies, administrations etc., *may* be relevant to the Fellowship application, but only in as much as they relate to learning and teaching in higher education.
2. *Remember the Fellowship is a teaching and learning in higher education award, and not a recognition for a long career.* It is tempting to include everything you have done over the course of your career, but it is not a recognition for everything you have done over the course of your career. Teaching outside higher education and other work/ or outside work experience *may* be relevant, but only insofar that it relates to learning and teaching in higher education. This may involve leaving out the achievements of which you are most proud.
3. *Remember the Fellowship is a teaching and learning in higher education award, and not a reward for good character.* Getting on well with colleagues, being liked and appreciated by others and being a helpful person are all good qualities. However, fellowships are not awarded for being a nice person or having people say nice things about you, but showing evidence of your learning and teaching practice.
4. *Remember to focus on teaching and learning in* ***higher education***. Other qualifications are awarded for teaching in (or learning to teach in) sectors other than higher education. These experiences may be relevant to your practice of teaching and learning in higher education, but they are not substitutes for learning and teaching in higher education.
5. *Remember that teaching and learning in higher education takes many forms.* Academic development, developing teaching materials, pedagogic research in higher education and designing and delivering workshops are all suitable examples of teaching and learning and in higher education and supporting these activities. Assessment can be formative, as well as summative. Students can be colleagues or professionals as well as undergraduate and postgraduate students.
6. *Remember to explicitly reference the professional values, core knowledge and areas of activity in the UK Professional Standards Framework (UKPSF).* These three areas of the UKPSF are central to the process and should be explicitly referenced in your application. Do not rely on the assessors to spot the relevance of each activity or case study to the UKPSF.
7. *Remember to be reflective.* The fellowship application is not just about what you have done, but what you have learnt from that experience, and its impact on your future practice.
8. *Remember to demonstrate that you are familiar with literature or theory on teaching and learning in higher education.* Like any other scholarly field, there is a vast literature around teaching and learning in higher education. You don’t need to be an expert but evidence of engagement with the literature is important. This literature can ‘generic’ and/or specific to your discipline.
9. *Remember the Fellowship is an individual award.* Teamwork is good, but the HEA fellowships are awards for individuals. If describing a team activity make your role clear. Be careful how you use the pronoun ‘we’ and how you write about “The department”, “The centre”, “The project team”, “My colleague” etc.
10. *Remember the references are an important part of the application.* The referees you might choose when applying for a job are not necessarily the most appropriate for commenting on your teaching and learning practice. Think about which colleagues are best placed to provide your reference.