

Advance HE Fellowship Recognition Policy

Purpose and Context

Advance HE Fellowship is an international recognition of commitment to professionalism in teaching and learning in higher education and demonstrates that practice is aligned with the Advance HE UK Professional Standards Framework (UKPSF).

Securing 100% Advance HE Fellowship recognition by eligible academic staff is a strategic priority for the University.

Scope

This policy applies to all academic members of staff engaged in undergraduate and/or postgraduate taught provision.

1. Introduction

- 1.1 Advance HE (formerly the Higher Education Academy - HEA) awards four different categories of Fellowship - Associate Fellowship, Fellowship, Senior Fellowship and Principal Fellowship. The University believes that in seeking to secure and demonstrate quality in teaching and learning, requiring all Academic staff to achieve Advance HE recognition at a minimum of Fellowship level is reasonable.

2. Eligibility

- 2.1 All members of staff who are employed on an academic staff contract (academic staff) and engaged in undergraduate and/or postgraduate taught provision must achieve Advance HE recognition as a Fellow (FHEA) within 12 months of appointment. All senior academic leaders (VC, DVC, PVCs, Deans and Heads of Department) will secure recognition regardless of levels of taught provision undertaken.
- 2.2 Members of staff employed on a fixed term contract of longer than 12 months or where members of staff are employed for more than 12 months due to a renewal or extension of a contract are classed as eligible academic staff. In such cases academic staff employed on a contract where the original term is more than 12 months are expected to secure recognition within the first 12 months of employment. Where contracts are renewed or extended which extends the contractual term beyond 12 months, staff are expected to secure recognition within 12 months of receiving confirmation that the contract is to be renewed or extended.
- 2.3 Members of staff on fixed term contracts of less than 12 months and part time hourly paid (PTHP) colleagues are not required to secure recognition. However,

such staff are encouraged to pursue recognition as part of their individual personal and professional development.

- 2.4 Members of staff who commence employment who formally confirm their intention to retire within 12 months of appointment are not required to secure recognition.
- 2.5 Members of staff employed on research (research staff) or practitioner contracts are not required to secure recognition. However, such recognition is encouraged as it may be helpful to the career development of research staff, particularly to those research staff who may wish to move to academic staff contracts.
- 2.6 Members of staff employed on professional support contracts who are engaged in learning support, student support and/or training activity may be eligible to apply for recognition, as either Associate Fellow or Fellow. Whilst this is not a contractual requirement such members of staff are encouraged to apply

3. Routes to Achieve Advance HE Recognition

- 3.1 The University offers two routes for staff to become professionally recognised by Advance HE: a taught route and an individual recognition route. The taught route requires completion of the University's PgCert Higher Education course (PGCHE), or PgCert Health Professional Education (PGCHPE) / NMC recordable teaching qualification. Individual recognition requires a direct application to Advance HE by providing an evidence-based account of practice which is peer reviewed.

4. Advance HE Recognition and Probation Periods

- 4.1 Members of staff who are seeking to secure recognition by direct application to Advance HE are expected to do so as soon as possible and within their first 12 months of employment. A failure to progress their application during this time will result in their probation being failed or the probationary period extended depending on the circumstances of the individual case.
- 4.2 Members of staff who are seeking to secure Advance HE recognition via the taught qualification route should secure recognition upon successful completion of the PGCHE / PGCHPE course. Failure to make satisfactory progress on the course will result in their probation being failed or the probationary period extended depending on the circumstances of the individual case. Where the course lasts for longer than 12 months, or where successful completion of the course is not determined until after the probationary period, the decision whether the probationary period is passed will be based on an assessment of performance across the twelve months of employment, including a review of progression on the course.
- 4.3 Probation periods may be confirmed as "passed" subject to later confirmation of HEA recognition once the course has been completed. (A failure to secure a NMC recordable teaching qualification would mean that individuals are unable

to meet the NMC requirements and would no longer be allowed to continue their employment in this capacity).

5. Family Leave

- 5.1 The timescales outlined in section 2 will be adjusted if individuals take a period of family leave during the first 12 months of employment. Where the full entitlement to maternity/adoption leave is taken recognition must be secured within 12 months of return. Shorter periods of leave or shared parental leave will result in an extension reflecting the period of absence taken.

6. Sickness Absence

- 6.1 Failure to secure recognition within 12 months of employment due to sickness absence will be considered as part of the assessment of the probationary period.

7. Support

- 7.1 Guidance and support is available for members of staff via line managers and/or School Teaching and Learning leads.
- 7.2 The University will pay the necessary fee to support applications for academic, research and professional support staff who meet the eligibility criteria. If the application is rejected or incorrectly submitted and recognition is not secured the staff member will be expected to resubmit at their own expense. It is therefore important that staff seek support and advice regarding their application from their School Teaching and Learning lead.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Compliance Checks:	HRG SMT regularly review to ensure compliance
Related Policies/Procedures:	Induction and Probation Procedures

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template.	HR Manager
V1.3	December 2021	Formatting updates (minor amends not requiring committee approval)	HR Manager
V2.0	December 2023	Formal Review. Change of policy name to reflect national changes. Changes to terminology, formatting and layout of document	HR Manager