

Guidance notes for Advocates - Principal Fellow

Thank you for agreeing to take on the role of advocate for a submission for Fellowship of the Higher Education Academy (HEA) via ENroute. ENroute is Edinburgh Napier University's Professional Recognition Framework designed to enable staff involved in teaching and supporting learning to submit for one of four categories of HEA Fellowship.

Your role as an advocate is to confirm that the practice detailed in the individual's submission is a true record. You need to have sight of their written claim (documentary option) or their Mahara collection of pages (dialogue option). In both cases, this contains their Record of Professional Activity (RPA), which is supplemented with Case Studies for the documentary submission or with a Discussion Page outlining their practice for the dialogic submission.

In providing the Advocate Statement you are confirming that you support the participant's claim for Fellowship in their chosen category.

The participant will provide you with the following information and documents:

- The category of Fellowship they are submitting for
- The date by which they need to submit your statement
- These Advocate Guidance Notes
- The Advocate Statement Form
- For documentary submissions: their written claim (RPA + Case Studies)
- For dialogue submissions: their collection of Mahara pages (RPA + Discussion Page)

To complete your reference:

- Examine the Record of Professional Activities and read the Case Studies or look at the Discussion Page – does the claim provide an accurate picture of the participant's experience and achievements in teaching and supporting learning?
- Consider the UK Professional Standards Framework (UKPSF; attached), including the Dimensions of the Framework and the Descriptor relating to the category of Fellowship applied for (both copied here on page 2 for your convenience). Do the Dimensions underpin the individual's practice in teaching and supporting learning? Does the individual meet each clause of the Descriptor relating to the category of fellowship they are submitting for?
- Complete the Advocate Statement Form to offer your view on the above (up to approx. 500 words), providing practical examples to support your comments where possible.
- Email your completed form to the participant to include as part of their submission.

The ENroute reviewers may contact you to discuss your advocate statement.

The participant will have been advised to get in touch with you well ahead of time for this supporting statement. If you do not have time to take on the advocate role or do not feel in a position to comment upon the participant's work, please decline the request.

If you have any questions the participant is not able to answer, please contact us by emailing enroute@napier.ac.uk.

Descriptor 4: Principal Fellow

Demonstrates a sustained record of effective strategic leadership in academic practice and academic development as a key contribution to high quality student learning. Individuals should be able to provide evidence of:

- I. Active commitment to and championing of all Dimensions of the Framework, through work with students and staff, and in institutional developments
- II. Successful, strategic leadership to enhance student learning, with a particular, but not necessarily exclusive, focus on enhancing teaching quality in institutional, and/or (inter)national settings
- III. Establishing effective organisational policies and/or strategies for supporting and promoting others (e.g. through mentoring, coaching) in delivering high quality teaching and support for learning
- IV. Championing, within institutional and/or wider settings, an integrated approach to academic practice (incorporating, for example, teaching, learning, research, scholarship, administration etc.)
- V. A sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices

Dimensions of the Framework:

