**Queen Mary Academy HEA Teaching Recognition Programme**

**Advocate Statement for Principal Fellowship (D4) Application**

Thank you for agreeing to provide an Advocate statement for a colleague who is applying for recognition of the quality of their teaching and/or support of learning against the criteria of the [Professional Standards Framework 2023 (PSF 2023)](https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/PSF%202023%20-%20Screen%20Reader%20Compatible%20-%20final_1675089549.pdf) at Principal Fellowship category.  This guidance and the associated template have been designed to help you structure your Advocate statement to provide the information required by the Teaching Recognition Programme (TRP). A template is provided for you at the end of this document to complete your Advocate statement.

**What is the function of the advocate?**

We are looking for evidence of commitment to and effectiveness of sustained leadership and impact at strategic level rather than general academic achievement.

Comment on the applicant’s most recent roles and responsibilities and use your knowledge and awareness of their work to provide examples in your recommendation. Provide practical examples of how their work has supported, influenced and impacted you directly and/or that of others. Your recommendation should primarily refer to the applicant's experience and achievements in learning and teaching. Base your recommendation on how the applicant meets the dimensions of the PSF 2023 at Descriptor 4, using your knowledge of his/her work, experience in effective strategic leadership and academic development within the context in which the applicant works.

You should refer to the applicant's experience and achievements in their strategic teaching and learning responsibilities. Similarly, please comment on any evidence of effective organisational policies and/or strategies for supporting and promoting others and/or contribution to developments in learning and teaching at an institutional level. You may also comment on the applicant’s contribution to national initiatives in developing approaches to learning and teaching. You should refer to the national or international context in which the applicant has worked. Comment on any evidence of strategic leadership impact and influence in relation to learning and teaching that extends beyond the applicant’s own institution.

The **Advocate Statements endorse** your claim and are used by the reviewers to confirm that your application presents a fair and accurate reflection of your higher education practice. They are not used by reviewers to fill any gaps in the evidence you provide towards the Descriptor.

The reviewers will need to see sufficient evidence of effective practice across your APP to meet Descriptor 4 for them to award Principal Fellowship. The Advocates should be people with knowledge and understanding of your work, who are therefore able to validate your application for Principal Fellow by making specific reference to your practice.

**Are you the right person to provide an Advocate statement for the applicant?**

You will have worked closely with the applicant, have first-hand knowledge of their HE professional practice and will be in a position to comment on and substantiate the applicant’s record of effectiveness within the context in which they teach and/or support learning. You should be able to confirm that the applicant has represented their practice accurately and provide your opinion that they demonstrate the requirements Descriptor 4 criteria of the[**Professional Standards Framework 2023 (PSF 2023)**](https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/PSF%202023%20-%20Screen%20Reader%20Compatible%20-%20final_1675089549.pdf)

The application for Principal Fellowship (PFHEA) is based on current and recent HE practice (usually within the last 5-7 years). If you no longer work with the applicant, it is important that you are familiar with their recent practice. You are required in the template to indicate how long you have worked together.

**What is required of the applicant?**

The applicant needs to provide three Advocate statements together with their Account of Professional Practice (APP) which you should have read.

**Between the three Advocates** they should meet the following criteria:

* At least one should be able to comment on the ways in which you have directly influenced their own practice.
* At least one should be external to your institution (if you are employed as opposed to self-employed).
* At least one should be from a higher education provider.

The role of an Advocate is to have first-hand knowledge of the applicant’s practice so that you are able to comment on and endorse their application. Please note that the choice of Advocate should reflect a professional relationship, ie not be from a family member or based on a personal friendship.

Advocates need to have current or recent experience of working in higher education and to be familiar with the PSF 2023 - for example, as a holder of one of the four categories of Fellowship, although this is not essential. You may be asked to provide an alternative Advocate Statement for a variety of reasons when reviewers of your application judge that the statement does not endorse the evidence in your application.

The TRP reserves the right to contact Advocates for clarification so please ensure that your Advocate Statements include verifiable contact details (e.g. name, job title, email address, institution). As part of TRP’s ongoing quality assurance process, TRP may check Advocate Statements for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some Advocates may be contacted to confirm that the Advocate Statement submitted by the applicant application is the same statement that they have prepared and completed. If the professional integrity of the Advocate Statement is in question, the statement will not be accepted which may result in the application being failed.

**Requirements of Descriptor 4 (Principal Fellowship) of the Professional Standards Framework**

An applicant for Principal Fellowship of the Advance HE should demonstrate a sustained record of effective strategic leadership in academic practice and academic development as a key contribution to high quality student learning.

A successful application for Principal Fellowship will demonstrate Descriptor 4: highly experienced individual whose practice involves a sustained record of effectiveness in strategic leadership of high-quality learning. Their impact is extensive. Individuals are able to evidence:

* D4.1: sustained and effective strategic leadership of higher education practice, with extensive impact on high-quality learning: within or beyond an institution, or across a discipline or profession
* D4.2: development and implementation of effective and inclusive: strategies, or policies, or procedures, or initiatives, to enhance practice and outcomes for learners
* D4.3: active commitment to, and integration of, all Dimensions in the strategic leadership of academic or professional practices.

**Format of the Advocate statement**

All Advocates should refer to the Descriptor 4 criteria, as a guide. A template is provided below for you to complete your Advocate statement. There is no fixed word limit for your comments, but we would suggest around 400 - 500 words as a typical length. Its main purpose is to confirm and support the application.

We are looking for evidence of commitment to and effectiveness of sustained leadership and impact at strategic level rather than general academic achievement. Consider the following when writing your statement:

* Comment on the applicant’s most recent roles and responsibilities and use your knowledge and awareness of their work to provide examples in your recommendation.
* Provide practical examples of how their work has supported, influenced and impacted you directly and/or that of others.
* Your recommendation should primarily refer to the applicant's experience and achievements in learning and teaching.
* Base your recommendation on how the applicant meets the dimensions of the PSF at Descriptor 4, using your knowledge of his/her work, experience in effective strategic leadership and academic development within the context in which the applicant works.

**After completing your Advocate statement**

Once you have completed the Advocate statement template, please save it as a pdf file and return it to the applicant. The applicant will submit the three Advocate statements together with the rest of their application.

**Quality Assurance Process**

As part of the process, you will be asked to confirm that you have written the Advocate statement yourself and that the information you have provided has been written specifically for this applicant.

As part of ongoing quality assurance processes, the TRP may check the references for individual authenticity by means of textual review in Turnitin.com. In addition to the use of anti-plagiarism software, some individuals may be contacted to confirm that the Advocate statement submitted by the applicant is the statement that they have prepared and completed. If the professional integrity of the Advocate statement is in question, the statement will not be accepted.

Again, thank you for providing this Advocate statement. The template starts on the next page.

**Advocate Statement Template – Principal Fellow**

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| **Name of applicant** |  |
| Your name (Referee) |  |
| Your Institute/School/other |  |
| Your Job Title |  |
| Your email address |  |
| Your HEA Fellowship Status (if appropriate) |  |
| Your relationship to Applicant |  |
| How long have you worked with the applicant? (insert dates) |  |
| Declaration | Please check the box below to indicate that you have read and agree to the following statement:*In submitting your Advocate statement, you are confirming that the applicant’s submission relates to their Higher Education professional practice and that your statement is your own work and has been written specifically for this applicant. If the professional integrity of the Advocate statement is in question it will not be accepted.*  I have read and understood the declaration   **Date:** |

**Advocate Statement**

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| Please provide your statement to support the applicant’s submission for Principal Fellowship of the HEA in the following section. We suggest approximately 400-500 words. One side of A4 will normally be sufficient for this category of Fellowship. |

**Contact us**

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