

**CREATE HEA Fellowship Scheme**

**Assessor Role Descriptor**

1. **Purpose**

The CREATE HEA Fellowship Scheme is open to staff from across the University of Bristol who have more than three-years’ experience of teaching in higher education. The scheme is designed for those who teach and/or support teaching and learning on the University of Bristol’s accredited courses. It is open to both full-time and part-time academic staff, staff on permanent and temporary contracts, and to postgraduate research students with teaching responsibilities.

The scheme is aligned to the UK Professional Standards Framework (UKPSF), a globally recognised framework for benchmarking success within higher education teaching and learning support and is accredited by Advance HE (formerly known as the Higher Education Academy). The Scheme has been designed to offer a flexible, supported, and engaging learning experience which enables participants to critically reflect upon and develop their academic practice to provide a high-quality learning experience for University of Bristol students. Completion of the scheme is via a reflective portfolio and observations of teaching.

1. **Person Specification**

Assessors should have a depth of relevant experience and knowledge of learning and teaching in higher education. This means assessors are likely to be colleagues with several (more than 3) years’ experience in teaching/supporting learning in Higher Education. Staff employed on all pathways and on both full and part-time contracts are eligible to act as assessors. Professional Services staff with relevant experience are also eligible to act as assessors.

All assessors must hold a category of HEA Fellowship themselves (either Fellow, Senior or Principal), and will only be eligible to assess portfolios of the same category (or below) than they hold themselves – e.g., an assessor who has been recognised as an HEA Fellow (D2) may assess portfolios at Fellow (D2) or Associate Fellow (D1).

Assessors should ensure they have adequate time to engage in the Scheme (see Section 4).

1. **Responsibilities**

Assessors perform a very valuable role within the CREATE HEA Fellowship Scheme, in working closely with the CREATE team and External Examiner to make recognition decisions on colleagues claims for Fellowship (at three categories – Associate, Fellow and Senior Fellow).

Assessors will be responsible for making recognition decisions, for providing feedback to both successful and unsuccessful applicants, and for attending relevant Internal and External Assessment Panel meetings as appropriate.

Assessors are responsible for ensuring that their knowledge of the UK Professional Standards Framework (UKPSF) and relevant Descriptors remains current, through engaging in training as appropriate (see Section 4).

1. **Time commitment**

The time required to act as an assessor on the CREATE HEA Fellowship Scheme will vary for everyone (depending on how many portfolios assessed and at which category of fellowship) though the following can be taken as an estimate:

* 30-60 minutes per application reviewed (maximum of three per assessment period)
* Up to 6 hours per year for attendance at and preparation for Internal/External Panel Meetings
* Up to 3 hours training per year (including Advance HE Calibration events)

1. **Training and support**

In order to ensure the quality of the assessment and feedback process through the CREATE HEA Fellowship Scheme, all assessors must participate in initial training which is provided by the CREATE Team. The initial training session offers an opportunity to explore:

* The UKPSF: Dimensions and Descriptors
* The CREATE Scheme assessment process
* Making recognition decisions at D1, D2 and D3 (Associate, Fellow & Senior Fellow)
* Writing Feedback on Portfolios
* The External Assessment Panel (EAP)

Ongoing opportunities for training will also include participation in Advance HE run calibration events. To ensure that assessors remain current in their UKPSF knowledge and understanding, and in their understanding of any changes / developments within the CREATE Scheme, assessors must participate in training before beginning any assessment on the CREATE Scheme.

Assessors are required to attend training once per academic year, and records of engagement in training will be maintained as per Advance HE’s Accreditation Policy 2019/20.

1. **Benefits**

The benefits of participating in the CREATE HEA Fellowship Scheme as an assessor include:

* Engagement in a developing community of practice at the University of Bristol around learning and teaching
* Recognition as a Bristol Institute for Learning and Teaching (BILT) Associate
* Opportunities to guest lecture and share best practice through the taught CREATE Postgraduate Certificate in Academic Practice
* Demonstration of good standing with Advance HE and strong evidence for applications for further recognition (e.g., Senior Fellowship)

1. **How to Register your Interest and Further details**

If you are interested in participating in the CREATE Scheme as an Assessor, please complete [the Microsoft Form](https://forms.office.com/Pages/ResponsePage.aspx?id=MH_ksn3NTkql2rGM8aQVG673vBbEkR1FmtjmpHFbj-5UOVA2RUNIMkpLN0JPMDVES1lKWDg2SVlRNy4u) to express your interest and we will get in touch with you shortly.

If you have any questions, please contact the CREATE team via email: [create-asd@bristol.ac.uk](mailto:create-asd@bristol.ac.uk)