

**Senior Fellowship of SEDA**

**Handbook**

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**Introduction**

Thank you for your interest in the SEDA Senior Fellowship. The SEDA Fellowships portfolio is a staged and progressive approach to the professional development and recognition of anyone leading and supporting educational change in post-compulsory education.

More information about the Fellowships is available on the SEDA website under Professional Development. We always welcome feedback so please get in touch if there’s anything you want to ask or tell me about the scheme.

It is always a pleasure to talk to colleagues about educational development work and how the Fellowship scheme might fit into someone’s future plans, so do get in touch if you have queries or an interest in the scheme.

I am the first point of contact for anyone thinking about applying for Associate Fellowship, Fellowship or Senior Fellowship, so please email me in the first instance.

**Fellowships Co-ordinator**

Sarah Wilson-Medhurst

Independent HE Consultant and Researcher

Email: sarahwilsonmedhurst@gmail.com

**Contents**

SEDA Values, Core Development Outcomes, and Specialist Outcomes 4

Who should apply for SFSEDA? 5

What are the benefits and prerequisites? 5

What are the processes for application and assessment? 5

Achieving Senior Fellowship: meeting the Outcomes and Values 6

How will I be supported to complete my submission? 8

What if I’ve got a question? 8

How will I be assessed? 8

What kind of reflective writing is expected? 9

How is the scheme quality assured? 9

How can I give feedback on my experience of the scheme? 10

What if I want to complain about my experience? 10

**Forms**

Self-Diagnostic Application Form 11

Registration Form 11

Submission Form 11

Senior Fellow of SEDA Assessment Form 11

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| **SEDA Values** |
|  | Developing understanding of how people learn  |
|  | Practising in ways that are scholarly, professional and ethical  |
|  | Working with and developing learning communities  |
|  | Valuing diversity and promoting inclusivity  |
|  | Continually reflecting on practice to develop ourselves, others and processes |
|  |
| **SEDA Core Development Outcomes** |
|  | Identified their own professional development goals, directions and/or priorities  |
|  | Planned for their initial and/or continuing professional development  |
|  | Undertaken appropriate development activities  |
|  | Reviewed their development and their practice, and the relations between them |
|  |
| **SEDA Fellowship Specialist Outcomes** |
|  | Identified goals for academic development processes and activities  |
|  | Planned and led academic development processes and activities towards achievement of these goals |
|  | Facilitated and led processes and activities to achieve the agreed goals  |
|  | Monitored and evaluated the effectiveness and the acceptability of the development processes and activities  |
|  | Identified any appropriate follow-up development process or activity |
|  |
| **SEDA Senior Fellowship Specialist Outcomes** |
|  | Provided a sustained contribution to the improvement of education through academic development  |
|  | Given service to the community of developers  |
|  | Contributed to the body of professional knowledge and practice in academic development.  |

**Who should apply for SFSEDA?**

Senior Fellowship of SEDA (SFSEDA) is suitable for people leading and managing academic development policy, practice or scholarship, who bring about institutional or organisational change in academic development or whose work has had a significant impact on the academic development community. You may be in a senior role within a post-compulsory education institution, a National Teaching Fellow (or equivalent overseas) working in academic development, a senior post holder in SEDA or a similar professional body, and or working in the sector in an independent role.

**What are the benefits?**

SFSEDA recognises your achievements, provides a structured and supported route for reflection and future professional development, and membership of a supportive professional community.

**What are the pre-requisites?**

SFSEDA requires a deep level of critical self-reflection on your own impact and leadership, and is valued by those who gain it as an opportunity to reflect on challenges and achievements with the support of colleagues. Although there is no formal minimum level of experience for this award, as a guideline it is suited to those experienced in Educational Development (recognising that this experience can look very different for every individual), who can both demonstrate leadership in Educational Development and are willing to reflect deeply on their experiences.

After a successful pilot in 2016/17, SEDA now employs an annual, cohort-based approach over four to five months, so that participants will be able to benefit from each other’s reflections, feedback and support as their applications progress. From talking to previous participants, and feedback from the pilot and subsequent cohorts, this has been designed as a more supportive, time-effective and developmental model.

**What does the application involve?**

The process involves preparing an application showing that you meet the SEDA Core Outcomes, SFSEDA Specialist Outcomes, and (for those not already SEDA Fellowship holders) Fellowship Specialist Outcomes. You will also need to produce a 2500 word reflection on the SEDA values.  Participants will be expected to engage in 3 short online group sessions (webinars or discussions), and three individual meetings (virtual or otherwise) with a designated mentor who already holds SFSEDA.

**How is it assessed?**

Your application will be read by two assessors who are SFSEDA and/or previous/current Fellowships Co-ordinators whose experience places them at a comparable level. It is usual for assessors to ask you to provide further evidence or reflection in relation to particular points.

**What do I do if I want to participate?**

Please complete the self-evaluation form and submit it to me, the Fellowships Co-ordinator. We will then be able to assess whether or not you are ready for SFSEDA, and let you know when the next cohort is due to begin.

What does it cost?

The cost of SFSEDA is £670 (2018/19 academic session), to be paid at registration.

**Achieving Senior Fellowship of SEDA: the Outcomes and Values**

To gain SFSEDA, you will need to show that your work is informed by each of the SEDA values and that you meet the core and specialist outcomes for the Senior Fellowship, as well as meeting the specialist outcomes for the SEDA Fellowship. You are free to determine for yourself the most effective way to demonstrate you have met the Senior Fellowship requirements, but here are some suggestions.

**Meeting the Core Development Outcomes**

Your submission should include an action plan which covers at least one complete development cycle, however you conceive of that. It should show that you have:

1. Identified your own professional development goals, directions and/or priorities
2. Planned for your initial and/or continuing professional development
3. Undertaken appropriate development activities
4. Reviewed your development and your practice, and the relations between them.

You should also demonstrate that you have identified your current approach and capabilities, your future development needs and show how you plan to remain in good standing.

**Meeting the Specialist Outcomes for Fellowship and Senior Fellowship**

If you are already a SEDA Fellow, then you need take no further action to demonstrate the specialist outcomes for fellowship. If not already a Fellow, you must demonstrate both sets of specialist outcomes.

**Fellowship Specialist Outcomes**

1. Identified goals for academic development processes and activities
2. Planned and led academic development processes and activities towards achievement of these goals
3. Facilitated and led processes and activities to achieve the agreed goals
4. Monitored and evaluated the effectiveness and the acceptability of the development processes and activities
5. Identified any appropriate follow-up development process or activity

**Senior Fellowship Specialist Outcomes**

1. Provided a sustained contribution to the improvement of education through academic development
2. Given service to the community of developers
3. Contributed to the body of professional knowledge and practice in academic development.

There is no single appropriate way to demonstrate these outcomes, and we are open to innovations (though it is worth discussing these first). However, we suggest you create a CV with commentary and annotations, which explains your role and shows how your role, your activities and your contributions to the community of developers link to the Specialist Outcomes.

**Demonstrating the SEDA Values**

There are five SEDA values:

1. Developing understanding of how people learn
2. Practising in ways that are scholarly, professional and ethical
3. Working with and developing learning communities
4. Valuing diversity and promoting inclusivity
5. Continually reflecting on practice to develop ourselves, others and processes.

To obtain the SFSEDA, your work should be informed by, and promote, each value. There is no single appropriate way to show how the SEDA values inform your work, however, one way would be through a 2500 word reflective commentary (or equivalent). Each value must be addressed.

**Supporting Letter**

Finally, we also require your submission to be accompanied by a supporting letter from an independent referee. The purpose of this letter is to verify the relevance and accuracy of your claims in your submission. It is not expected to add anything to the content of your submission, but only to confirm its authenticity.

**How will I be supported to complete my submission?**

In 2016/17, in the light of feedback, we piloted a cohort-based model for support, involving three mentoring sessions and three virtual group meetings over a period of five months. This model is designed to support progress with your submission in the following ways:

* By providing a timescale to encourage completion (this can be an issue for people in senior roles).
* By nurturing a supportive cohort to provide developmental opportunities for discussing your ideas and reflections.
* By providing opportunities to help you better understand the requirements for SFSEDA.

Following a successful pilot in 2016/17 this cohort-based model is being continued.

**Additional sources of guidance, support and information include:**

*Educational Development Communities*

There are international, national and discipline-specific communities of educational developers, and these can provide you with supportive professional networks, and are sources of information about innovations and current thinking. SEDA holds two conferences a year, and one-day events, both of which are a good way to keep up to date and meet like-minded people. The ‘Useful Links’ section on the SEDA website is a good starting place to identify and contact relevant networks.

*Resources*

The SEDA website lists SEDA publications, which cover a wide range of issues and research within educational development. Journals such as the *International Journal of Academic Development*, and *Teaching in Higher Education* are useful sources.

*Reading Groups*

You could consider inviting your colleagues and/or SFSEDA cohort members to participate in a Reading Group.

**What if I’ve got a question?**

You can contact me, the Fellowships Co-ordinator, at any point, by email with any kind of query relating to your submission. I’m always happy to talk via phone or skype, and you will also be providing me feedback on anything in the scheme which is unclear or difficult.

**How will I be assessed?**

Each requirement (the SEDA Values, the Specialist Outcomes and the Core Development Outcomes) is assessed on the basis of whether it is demonstrated or not in your submission, and to obtain Senior Fellowship, all the requirements must be demonstrated. SEDA retains a pool of assessors for Senior Fellowship submissions, of whom two will be asked to evaluate your submission. The assessors agree their final evaluation of your submission, which will either be: ‘The requirements for SFSEDA are all demonstrated’ or ‘The requirements for SFSEDA are not yet all demonstrated’. You will receive a letter from the SEDA office notifying you of the outcome with detailed feedback. The forms the assessors will use are included in this handbook.

**What kind of reflective writing is expected?**

The scheme’s current and previous assessors and external examiners agree that the following self-evaluation questions will help you reflect in sufficient depth:

* Is my application characterised by a narrative of leadership and change management? Do I present evidence of impact, and reflection on that evidence?
* Does the reflection on the values show an awareness of the different aspects of each value in the context of my work, and relate some of these to my practice at Senior Fellowship level?
* Is my reflective writing characterised by consideration of the following:
	+ Reflective analysis of how I have met challenges or conflicts,
	+ Reflection on the outcomes of my actions on myself and on my institution’s aims and objectives;
	+ Reflection on my choices and decisions made, and strategies implemented, to support Educational Development, including why they were appropriate for me, my participants/clients, my institutional setting, and Educational Development.
	+ Reflective analysis of perceived failures as well as successes;
	+ Reflections on how I would do things differently next time, including acknowledging and evaluating a range of possible approaches;
	+ Reflective engagement with the processes by which I have achieved things,
	+ A self-reflexivity regarding what I consider leadership to be in Educational Development.
	+ Interrogation of my evidence of impact, including acknowledgement of unanswered questions or weaknesses, and next steps needed.
	+ Overall evidence of an ability to learn from my work and apply this learning in a professional context
	+ Evidence of a ‘sustained’ contribution to leadership that goes beyond short-term interventions.

If you wish to present part of your application in a form other than writing (e.g. video clips), please talk to the Fellowships Co-ordinator.

**How is the scheme quality assured?**

The SEDA Senior Fellowship is recognized by SEDA’s Professional Development Framework, SEDA-PDF. The assessors are recruited from the Senior Fellowship community, and undertake an initial orientation and development process, as well as contributing to an annual process of reviewing the assessment process to check it is valid and reliable, and that feedback provided is constructive. Dr Ruth Pilkington is the scheme’s current external examiner, and she sees a sample of the submissions with the assessors’ feedback every year. The Fellowships Co-ordinator reports to SEDA via the committee structure, and makes an annual report on the scheme to SEDA Executive.

**How can I give feedback on my experience of the scheme?**

Your views on the scheme are most welcome. You can discuss your experience of the scheme with the Fellowship Co-ordinator at any time, by email, telephone or skype (please contact me via email in the first instance to arrange a mutually convenient time for a phone or skype conversation). After you have completed your submission and been assessed, you will be invited by the SEDA office to comment on your experience. At SEDA conferences where there are applicants or recent Senior Fellows attending, we will arrange a meeting, for peer support purposes, and to gather feedback.

**What if I want to complain about my experience?**

The following section is based on the draft SEDA-PDF Complaints and Appeals Procedure.

In the event you want to make a complaint, you should explain the nature of and grounds for your complaint to the Fellowship Co-ordinator who will attempt to resolve the difficulty. If unable to resolve the difficulty at this point, the Co-ordinator will investigate the appeal, taking evidence as appropriate, and will report and consult with the SEDA-PDF Committee, which will make a ruling. The process and decision will be documented, and implications for the future operation of the course and perhaps also SEDA Senior Fellowship drawn.

If this process does not lead to a resolution of the appeal, you will be invited to write to a named Co-Chair of SEDA who is not the Fellowships Co-ordinator or a member of the SEDA-PDF Committee. The Co-Chair will form and lead a group of not more than four Executive Committee members, which will include only one member of the SEDA-PDF Committee. This group will collect such information and opinions as it needs to make a recommendation to Executive Committee and the SEDA-PDF Committee on the resolution of the appeal. Again, the process and decision will be documented, and implications for the future operation of SEDA-PDF drawn.

**Senior Fellowship Forms**

The following forms can be found on the SEDA website

* Self-Diagnostic Application Form
* Registration Form
* Submission Form
* Senior Fellow of SEDA Assessment Form

See: <https://www.seda.ac.uk/senior-fellowship>