

**Senior Fellowship of SEDA (SFSEDA)**

**Handbook 2021/22**

**Senior Fellowship of SEDA**

**Handbook**

**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 and academic development 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 Senior Fellowship, so please email me in the first instance.

**Senior Fellowship Scheme Lead**

Erik Brogt

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## SEDA Fellowships Framework

Fellowship and Senior Fellowship of SEDA are part of SEDA’s Professional Development Framework (SEDA-PDF)[[1]](#footnote-1). All named awards in SEDA-PDF share a common set of Values and Core Development Outcomes. In addition, each category of Fellowship has its own set of Specialist Outcomes which are provided below for comparison and completeness:

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| SEDA Values1. Developing understanding of how people learn
2. Practicing 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
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| --- |
| SEDA Core Development Outcomes1. Identified their own professional development goals, directions and/or priorities
2. Planned for their initial and/or continuing professional development
3. Undertaken appropriate development activities
4. Reviewed their development and their practice, and the relations between them
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| --- |
| SEDA Fellowship Specialist Outcomes1. 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
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| SEDA Senior Fellowship Specialist Outcomes1. 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.
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## 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** and whose work has had a significant **impact on the wider 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 a leadership role in academic development, a senior post holder in SEDA or a similar professional body, and or working in the sector as a consultant support institutional academic development in an independent role.

### What are the benefits?

SFSEDA recognises your achievements, provides a structured and supported route for reflection and future professional development, plus 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, generally at an institutional/organisational level and have provided service to the community of academic developers and are willing to reflect deeply on their experiences.

## What does the application process involve?

The route to gaining SFSEDA is via an annual, cohort-based approach taking place over four to five months. During this time, participants are able to benefit from working in a community of peers and gaining from each other’s reflections, feedback and support as their applications progress. The process has been designed as a supportive, time-effective and developmental model.

Participants will be expected to

* Engage in 3 short online group sessions (webinars or discussions),
* Engage with three individual meetings (virtual or otherwise) with a designated mentor who already holds SFSEDA.

The process involves preparing a reflective application demonstrating that you meet:

* SEDA Core Outcomes, through producing an Action Plan for CPD reviewing a full annual cycle of CPD
* SFSEDA Specialist Outcomes
* SEDA values

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category of SEDA Fellowship** | **CDOs** Reflect on & plan own CPD | **Specialist Outcomes** Demonstrate through Case Study/ies of own practice | **SEDA Values** Evidence through examples of own practice | **Total Word-count** |
| **Fellow** | 1000 - 1500 | 2000 - 2500 | 2000 - 2500 | 5000 - 6000 |
| **Senior**  | 1000 - 1500 | 2000 - 2500 | 2000 - 2500 | 5000 - 6000 |

SEDA recognises that participants may wish to submit their Senior Fellowship application in a range of flexible formats or, for example, submit an element as a multimedia artefact such as a Vlog to demonstrate the CDOs.

The following gives guidance on equivalent word counts for typical formats that might be considered:

* A four-minute video (or equivalent digital recording) is deemed equivalent to 500 words
* A voice recorded PowerPoint presentation or similar of 4 minutes is equivalent to 500 words.
* If PowerPoint slides (or similar) are submitted, the words together with any annotations will be counted and should be specified.

If you wish to present part of your application in a form other than writing (e.g. video clips), please talk to the Senior Fellowship Scheme Lead.

### How will I be assessed?

Each requirement (the Core Development Outcomes the Specialist Outcomes and the SEDA Values) 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.

Your application will be read by two assessors who are SFSEDA and/or whose experience places them at a comparable level. SEDA retains a pool of assessors for Fellowship submissions who are provided with training on a regular basis.

The assessors agree their final evaluation of your submission, which will either be:

1. The requirements for SFSEDA are all demonstrated
2. The requirements for SFSEDA are not yet all demonstrated
	1. Minor amendments - that can be addressed through a 30-minute viva
	2. Major revisions - that require a resubmission of all or part of the application
		1. within 1 month of receipt of feedback for consideration with the same cohort
		2. and/or a final resubmission on the deadline of the following year’s cohort

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.

It should be noted that it is not unusual for assessors to ask you to provide further evidence or reflection in relation to particular points, before making a final decision. This can generally be addressed through a 30 minute viva as per 2 a) above and this has so far proved to be a successful way of reducing the need for a resubmission as well as being a developmental experience for the applicant.

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

Please complete the self-evaluation form and submit it to me, the Senior Fellowship Scheme Lead. They will then use this to assess whether or not you have the appropriate experience to engage fully with SFSEDA, and let you know when the next cohort is due to begin. The cost of SFSEDA for the 2021/22 academic session can be found on the SEDA website[[2]](#footnote-2), 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 (if not already achieved). 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 also include an action plan which covers at least one complete annual CPD 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. This could be through a **1000 - 1500 word piece of reflective writing** or equivalent.

**Meeting the Specialist Outcomes for Senior Fellowship**

In order to gain Senior Fellowship of SEDA, you must demonstrate engagement with the Senior Fellowship specialist outcomes.

### 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 with the SFSEDA Scheme Lead or your mentor). However, one mechanism we suggest is that you select **one or more** **Case Studies of your practice** to form a reflective narrative of **2000 -** **2500 word,** or equivalent, which explains your role and shows how your role, your activities and your contributions to the community of developers links to and demonstrates 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 also be informed by, and promote, each value. Again, there is no single appropriate way to show how the SEDA values inform your work, however, a common way would be through a **2-2500 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 referee should be someone who has an awareness of SEDA Values and knowledge of the applicants work. 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. Guidance for referees plus a potential template are provided

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

We have found that a cohort-based model for support, involving three mentoring sessions and three virtual group meetings over a period of five months is an effective way of developing your submission. 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 community to provide developmental opportunities for discussing your ideas and reflections.
* By providing opportunities to help you better understand the requirements for SFSEDA.
* Allocated mentor. You will be provided with a mentor who will be an SFSEDA and will have the opportunity for a maximum of three mentor meetings. You can decide the format of these meetings once you start the Scheme

### 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 Senior Fellowship Scheme Lead, at any point, by email with any kind of query relating to your submission. I’m always happy to talk via phone, skype or Teams, and you will also be providing me feedback on anything in the scheme which is unclear or difficult.

## 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 written in the 1st person ? Do I include evidence of impact on academic practice and the student experience, and reflection on that evidence and the future impact it may have ?
* 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 and managed challenges or conflicts,
	+ Reflection on the outcomes of my actions on myself and on my institution’s teaching and learning 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 and what I have learnt from this experience;
	+ 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 SFSEDA Scheme Lead.

## How is the scheme quality assured?

The SEDA Senior Fellowship is recognised 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.

Marita Grimshaw is the scheme’s current external examiner, and she sees a sample of the submissions with the assessors’ feedback every year. The Senior Fellowship Scheme Lead reports to SEDA via the Services and Enterprise Committee (SEC) and contributes to an annual report on the scheme for SEDA’s Executive Committee.

### 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 Senior Fellowship Scheme Lead 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?

In the event you want to make a complaint, you should explain the nature of and grounds for your complaint to the Fellowships CPD Co-ordinator (XXXX) 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 Services and Enterprise Committee (SEC), which will make a ruling. The process and decision will be documented, and implications for the future operation of the SEDA Fellowship Scheme 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 CPD 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 Services and Enterprise Committee. This group will collect such information and opinions as it needs to make a recommendation to Executive Committee and the SEC Committee on the resolution of the appeal. Again, the process and decision will be documented, and implications for the future operation of SEDA Fellowship Scheme drawn.

## Senior Fellowship Forms

The following forms can be found on the SEDA website

### Self-Diagnostic Application Form

### Registration Form

### Supporting Letter Guidance & Template

### Submission Form

### Senior Fellow of SEDA Assessment Form

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

1. See <https://www.seda.ac.uk/professional-development-opportunities/seda-professional-development-framework-seda-pdf/> [↑](#footnote-ref-1)
2. <https://www.seda.ac.uk/professional-development-opportunities/fellowships-scheme/> [↑](#footnote-ref-2)