

# Further information about the HERDSA Recognition and Development Scheme

## How can I gain a HERDSA Fellowship?

There are two distinct processes in the HERDSA Fellowship Scheme: a recognition process and a developmental process. The recognition process provides a peer reviewed assessment process, successful completion of which will result in the award of a HERDSA Fellowship. Maintenance of the Fellowship is secured through the developmental process.

### Recognition process

#### *Preparing your portfolio*

1. You can apply to join the Fellowship Scheme via the HERDSA website or by filling in the form attached to the Fellowship brochure. An initial fee of \$50 is required with your initial joining application. If you are not currently a member of HERDSA, but you wish to participate, you will need to join HERDSA before your registration can be accepted. You can do this online when you register for the scheme.
2. Once you have received an acknowledgement from the HERDSA office of your registration, you can log in to your member's page where you are now listed as a registrant and will find copies of the
  - *Registrant's Handbook*. A booklet outlining the nature of the Scheme in more detail and guidance on completing your portfolio.
  - *Mentoring Guidelines*. A booklet to assist mentors and mentees.
  - *Portfolio submission*
3. Preparing your HERDSA portfolio. After you have completed your registration process you will then need to prepare your portfolio demonstrating that you have met the required standards. Mentorship may help you complete your portfolio and the HERDSA office will contact you for your preference.
4. There will be three parts to your portfolio:

**Part 1. Your Philosophy of Teaching. statement**

**Part 2. Statements and evidence addressing the HERDSA Fellowship Criteria**

The criteria are related to, and are consistent with, HERDSA's "Prompts for Good Practice":

- Criterion 1: Teaching demonstrates a concern for learning.**
- Criterion 2: Assessment encourages and supports learning.**
- Criterion 3: The needs of different students/participants are recognised and they are supported in their learning.**
- Criterion 4: The wider departmental/institutional/community context for teaching is recognised and built upon in improving teaching/academic development/learning support.**
- Criterion 5: Curricula are planned and innovation is introduced to enhance learning.**
- Criterion 6: Critical reflection to improve teaching/academic development/learning. support takes place in the light of evidence obtained from different types of evaluation.**
- Criterion 7: Disciplinary research and scholarship and pedagogical research and scholarship are used to enhance students/participants' learning.**

### **Part 3. A Reflective Statement**

#### ***Submission and Assessment***

5. Your portfolio must be completed and submitted within 18 months from the date of registration. Information about the assessment process is provided in the Registrant Handbook when you log in to your member's page. You can submit your portfolio electronically via your membership page on the HERDSA web site. You will be asked to pay the submission fee of \$200 before submitting. Other submission options must be arranged with the HERDSA office.
6. Your portfolio will then be peer assessed by two independent assessors.
7. If your portfolio is judged to have met the standards, you will gain a HERDSA Fellowship. You will be awarded a Certificate. This will entitle you to use the term FHERDSA in the list of qualifications following your name provided you continue to carry out the development process.
8. If the portfolio requires further work as required by the assessors you have a period of 6 months to resubmit.

### **Development process**

***In order to keep your HERDSA Fellowship status in future years you will need to:***

- participate in professional development
- complete an annual "Professional Development Schedule" which will be reviewed
- pay the required fee

## **How is the quality of the Fellowship Scheme being monitored?**

- The HERDSA Executive is responsible for the Scheme through its HERDSA Fellowship Committee.
- Assessors are HERDSA Fellowship holders.
- An external examiner conducts an evaluation of a proportion of the portfolios and their assessment and reports to the Executive through the HERDSA Fellowship Committee.