HERDSA

Higher Education Research and Development Society of Australasia Inc

The HERDSA Fellowship:
A Recognition and Development Scheme

Assessors' Handbook

Contents

1. Welcome to the Role of Assessor

Welcome to the HERDSA Fellowship Recognition and Development Scheme and to the special role of a HERDSA Fellowship Assessor.

The Handbook contains all the information that you need to carry out the assessment, including:
- Information about the assessment process
- Information to assist in deciding whether the requirements of the portfolio have been adequately addressed
- Forms to be completed for the assessment

Award of a HERDSA Fellowship occurs through peer assessment of a portfolio: approval of the portfolio by the Assessors will result in the award of a HERDSA Fellowship. Your contribution as a member of the Panel of Assessors is crucial to maintaining the values, standards and reputation of the Fellowship Scheme.

The Fellowship Scheme is based upon the fundamental values of HERDSA:
- HERDSA places an emphasis on the development and improvement of higher education teaching and learning. While the Fellowship Scheme recognises standards of quality educational practice in higher education, it is first and foremost a professional developmental Fellowship Scheme.
- HERDSA is a scholarly society. Scholarly teaching and the encouragement of scholarship in teaching are fundamental values on which the Fellowship Scheme is based.
- HERDSA is a society founded on the concept of peer interaction. Peer review is a fundamental element of the Fellowship Scheme.

The Fellowship scheme is voluntary and open to all members of HERDSA.

The **purposes** of the Scheme reflect a major Review carried out in 2012 by Associate Professor Michelle Scoufis. The purpose are to:
- improve the quality of educational practice through critical reflection
- reward and recognize good educational practice
- offer an avenue for peer collaboration.
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Assessment of a HERDSA Fellowship Portfolio is a peer review process which engages Fellowship holders in a process of reflection on colleagues' educational practice. The assessment process is designed to be developmental for all concerned and it is expected that the assessment and feedback process will be a positive learning experience for both Registrants and Assessors. In order to develop a shared understanding of the process and standards required, members of the panel of assessors will receive training before they are allocated a portfolio to assess.

2. The Portfolio Assessment Process

1. Two assessors are selected by the Fellowships' Sub-Committee from the current Panel of Assessors. These two assessors independently assess the portfolio using the criteria included in this Handbook. They each submit their report via the HERDSA Fellowship website. The assessor has six weeks to submit their assessment report.

2. The HERDSA Fellowship Committee reviews the Assessment reports and makes a decision on the initial outcome.

    a) If both assessors accept the Portfolio, the Fellowship Committee will recommend to the award of the Fellowship to the HERDSA Executive Committee. Once the recommendation is approved, the process is completed and the Fellowship is awarded. As far as possible, Fellowship certificates will be presented at HERDSA Annual Conferences.

    b) If additional information, evidence or further reflection is required by one or both of the assessors, you will be invited to address the relevant issues and resubmit your Portfolio as per the instructions of the Fellowship Committee. The revised Portfolio will be submitted to the assessors and/or the Fellowship Committee to decide whether the Portfolio is acceptable.

    c) If there is a significant difference in the assessor recommendations, the Fellowships Committee may decide to appoint a third assessor or to take other action. The Fellowship Committee will then consider this new assessor's report and accept the Portfolio or require further revisions.

3. In all cases, the Fellowship committee makes the final recommendation on the award of the Fellowship. If you dispute an assessment decision you have the right of appeal to the HERDSA Executive. The Executive's decision is final.

In the HERDSA Fellowship:
- *'teaching'* is used to refer to a wide range of activities in higher education which encourage and support learning: conventional higher education courses, online and distance education as well as academic development activities and learning support events and activities. The registrant is encouraged to respond to the criteria and standards in the way that best suits their particular professional situation;

- *'evidence'* means providing a description of the unit or artefact, not necessarily the inclusion of the artefact itself.

3. Criteria, Standards and Evidence

The criteria for the HERDSA Fellowship Scheme are based upon Challenging Conceptions of Teaching: some Prompts for Good Practice, HERDSA (1992) (See
http://www.osds.uwa.edu.au/other_services/publications/herdsa/conceptions

The criteria are below. Each criterion is judged according to whether the response is acceptable or not yet at an acceptable standard. Award of the Fellowship is dependent upon meeting an 'acceptable' standard on all of the criteria. In addition, the Philosophy of Teaching Statement and the Reflective Statement must also reach acceptable standard

The HERDSA Fellowship Portfolio
There are six parts to the HERDSA Fellowship portfolio.

Part 1 Introduction and Context for your Educational Practice (500 words maximum)

Part 2 Philosophy of Teaching Statement (500 words maximum)

Part 3 Statements and evidence addressing the HERDSA Fellowship Criteria or Principles of Good Practice (500 max for each criterion):

> Criterion 1: Educational practice demonstrates a concern for learning
> Criterion 2: Assessment encourages and supports learning
> Criterion 3: The needs of different participants are recognised and they are supported in their learning and development
> Criterion 4: The wider departmental/institutional/community context for learning is recognised and built upon in improving educational practice
> Criterion 5: Curricula are planned and innovation is introduced to enhance learning
> Criterion 6: Critical reflection to improve educational practice takes place in the light of evidence obtained from different types of evaluation
> Criterion 7: Research and scholarship (disciplinary and pedagogical) are used to enhance participants' learning

Part 4 Reflective Statement (500 words maximum)

Part 5 References (2 page max) and Evidence to support criteria (10 page max)

Part 6 Curriculum Vitae (8 pages maximum)

The final Portfolio must be no longer than 30 pages maximum.

Guidance on judging the evidence

1. As an Assessor, you must focus on the **evidence** presented in the portfolio and not on what you might otherwise know about the Registrant. Judgments should be made about the portfolio and evidence presented and not about the registrant themselves. If there being a close personal relationship or if you have a conflict of interest in relation to the person whose portfolio has been assigned to you, you must inform the HERDSA Office before assessing the portfolio. The convener of the Fellowship Committee will consider the issue and decide what action to take. This would normally result in assigning the portfolio to an alternative assessor.

2. Please work systematically through each of the different criteria. It will be important if/when sharing assessments with the second assessor to share specific ratings. Please take special care to provide constructive and helpful feedback, especially if a section of the portfolio is not yet at acceptable standard. Your role as assessor includes supporting the Registrant to achieve the Fellowship.

3. Please take the word lengths seriously. Registrants may have more text under one particular criterion and less in another. **The 30-page portfolio limit is to be adhered to.** In the event of a portfolio consistently ignoring word-lengths, advice should be sought from the HERDSA Fellowships Committee by contacting the HERDSA Office.

4. Completing your assessment of the portfolio

Use the Assessment Form that follows here, or download it as a Word document from http://www.herdsa.org.au/fellowship.php

You are asked to provide formative and constructive feedback on each section of the Portfolio. When the assessment is complete, you will need to indicate on this form whether, in your opinion:

A. The portfolio is complete and has met all the required standards: *a Fellowship should be awarded.*

B (i). The (revised) portfolio is substantially complete but has not yet met the standards for all 3 elements of one or two criteria/topics. *The revised portfolio does not need to be returned to the assessor(s) for approval.*

B (ii).The (revised) portfolio is substantially complete but has not met the standards for all 3 elements of one or two criteria/topics. *The revised portfolio does need to be returned to the assessor(s) for approval.*

C. The portfolio has not yet met the standards for three or more criteria/topics. It needs to be rewritten and resubmitted to the original assessors who will determine if the revised portfolio is are satisfactory.

Assessment of the HERDSA Fellowship Portfolio: Assessor's Report

Please return this form to the HERDSA office as soon as you have completed the assessment. All boxes are expandable in Word.

Date of Report submission:

Registrant's name:

A. Mandatory elements of the portfolio present?

Elements	Yes	No	Comments
Part 1: Introduction and context (500 words). *This section must be present but is not assessed.*			
Part 2: Philosophy of teaching statement (500 words)			
Part 3: Addresses the seven HERDSA Fellowship criteria (500 words for each criterion)			
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Part 4: Reflective Statement (500 words)			
Part 5: References (2 page maximum) Evidence as appendix (10 pages maximum)			
Part 6: Curriculum Vitae (8 pages maximum)			
Portfolio is 30 pages or less, including cover sheet			

B. Evaluation of the quality the portfolio

Part 1: Introduction and context for educational practice (500 words)

Comments on the Introduction

Part 2: Philosophy of Teaching Statement (500 words)

Content	Yes	No	Comments/Questions*
Description grounded in theory and practice			
Link between philosophy and descriptions for criteria in Part 3			

* if as assessor you answer no, please include clear feedback for the registrant to use in revised portfolio

Standard: Acceptable or Not Yet Acceptable (Select one)

Comments on the Philosophy of Teaching Statement:

Part 3: Evidence that HERDSA Fellowship Criteria have been addressed

Assessors are asked to rate each part of Registrant's responses (Description and Outcomes, Reflection and Learning, Further Development) on a three-point scale where:

3 = appropriate evidence is clearly presented;
2 = evidence is not clearly presented, or is not relevant to your teaching philosophy;
1 = no evidence is presented

To gain a Fellowship, assessors must be satisfied that appropriate evidence is presented for **all three elements** (Description and Outcomes, Reflection and Learning, Further Development) The assessors will consider the *critical reflection* and *evidence* used to describe the Registrant's professional practice. Clear links must be evident between the response to each Criterion and the Philosophy of Teaching Statement.

Criterion 1: Educational practice demonstrates a concern for learning

Content	Level of Evidence			Specific advice to Registrant
	3	2	1	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented If using rating 1 or 2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

Criterion 2: Assessment encourages and supports learning

Content	Level of Evidence			Specific advice to Registrant
	3	**2**	**1**	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented. If using rating 1 or2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

Criterion 3: The needs of different participants are recognised and they are supported in their learning and development

Content	Level of Evidence			Specific advice to Registrant
	3	**2**	**1**	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented. If using rating 1 or 2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

Criterion 4: The wider departmental/institutional/community context for learning is recognised and built upon in improving educational practice

Content	Level of Evidence			Specific advice to Registrant
	3	2	1	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented. If using rating 1 or2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

Criterion 5: Curricula are planned and innovation is introduced to enhance learning

Content	Level of Evidence			Specific advice to Registrant
	3	2	1	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented. If using rating 1 or2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

Criterion 6: Critical reflection to improve educational practice takes place in the light of evidence obtained from different types of evaluation

Content	Level of Evidence			Specific advice to Registrant
	3	2	1	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented. If using rating 1 or2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

Criterion 7: Research and scholarship (disciplinary and pedagogical) are used to enhance participants' learning

Content	Level of Evidence			Specific advice to Registrant
	3	2	1	
A. Description and Outcomes				
B. Reflection and Learning				
C. Further Development				

Rating (3 = appropriate evidence is clearly presented; 2 = evidence is not clearly presented, or is not consistent with the stated teaching philosophy; 1 = no evidence is presented. If using rating 1 or2 please include clear feedback for the registrant to use in revised portfolio.

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

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Evidence: Appendices (10 pages maximum)

Specific advice to Registrant:

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Part 4: Reflective Statement

Content	Yes	No	Specific advice to Registrant
A. Reflection on how registrants' educational practice has been enhanced over the past three years			
B. Assessment of activities developed from the wider HERDSA community perspective			
C. Key things learnt from preparing the HERDSA portfolio			

Standard: Acceptable or Not Yet Acceptable (Select one)

Specific advice to Registrant:

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6. Assessor Recommendation

Having judged the Registrant's portfolio, I recommend the following:

1. Initial or revised portfolio assessment *(please circle the appropriate phrase)*

> This is an initial portfolio assessment report
> This is an assessment report for a revised portfolio

2. Recommendation (please tick the appropriate box)

A. ☐ The (revised) portfolio is complete and has met the required standards. A Fellowship should be awarded.

B (i). ☐ The (revised) portfolio is substantially complete but has not met the standards for all 3 elements of one or two criteria/topics. The assessors' comments will be returned to the Registrant who will amend the appropriate sections and re-submit to the HERDSA Office. Revised portfolios will be forwarded to the Fellowship Committee who will determine if the amendments are satisfactory.

☐ *The revised portfolio does not need to be returned to me for approval.*

B (ii). ☐ The (revised) portfolio is substantially complete but has not met the standards for all 3 elements of one or two criteria/topics. The assessors' comments will be returned to the Registrant who will amend the appropriate sections and re-submit to the HERDSA Office.

☐ *The revised portfolio does need to be returned to me for approval.*

C. ☐ The (revised) portfolio has not yet met the standards for three or more criteria/topics. The portfolio should be rewritten and resubmitted to the original assessors who will determine if the amendments are satisfactory. The Registrant is encouraged to work with their mentor to devise a strategy for strengthening the portfolio.

Specific strengths of the portfolio:

Specific ideas for further development of the portfolio if changes are required (details may be in 'Specific advice to Registrant' sections of main report):

HERDSA Fellowship Registration, Assessment and Award.

Start

HERDSA Member register for Fellowship and pays $50 fee

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Registrant accesses Handbook and contacts appointed mentor

Discussions with mentor as required
↓

Registrant submits completed portfolio to HERDSA

↓

HERDSA records submission and forwards to Fellowship Committee

Fellowship Committee nominates assessors
↓

HERDSA forwards submission, handbook and documentation to assessors

Reminder sent to assessors if no response in 4 weeks
↓

4-6 weeks for assessment

Assessors forward assessments to HERDSA

Assessors agree ↓   Assessors disagree

Chair of Fellowship Committee advises HERDSA

Chair consults with Fellowship Committee and advise HERDSA of action

A: Portfolio Accepted

BI: Minor changes

BII: Major changes

4-6 weeks for resubmission

C: Rewrite

Depending on action Fellowship Committee and/or Assessors consulted for approval or re-assessment
↓

Portfolio accepted and endorsed by Executive

↓

Registrant notified and awarded Fellowship at next Conference

18 months