

# THE AUSTRALIAN NATIONAL UNIVERSITY

## TERMS OF REFERENCE

### EDUCATIONAL FELLOWSHIP SCHEME (EFS) COMMITTEE

#### 1. ROLES OF THE EFS COMMITTEE

- 1.1 To review and oversee the award of professional recognition to teaching and learning support staff at the Australian National University in three categories: Associate Fellow of the Higher Education Academy (AFHEA); Fellow of the Higher Education Academy (FHEA); and Senior Fellow of the Higher Education Academy (SFHEA).
- 1.2 In awarding recognition in each of the three categories AFHEA, FHEA and SFHEA, the Committee shall affirm that the applicant meets the relevant Descriptor (D1, D2, or D3, respectively) of the UK Professional Standards Framework (PSF). The PSF is available at this link: <https://www.advance-he.ac.uk/knowledge-hub/uk-professional-standards-framework-ukpsf>
- 1.3 Award of recognition will be offered in a manner consistent with the approved provisions of the University's ANU Educational Fellowship Scheme accreditation with AdvanceHE (UK), Innovation Way, York Science Park, Heslington, York, YO10 5BR, United Kingdom ([www.heacademy.ac.uk](http://www.heacademy.ac.uk)).
- 1.4 The ANU EFS Committee is a sub-committee of the [Teaching and Learning Development Committee \(TLDC\)](#) and assists in carrying out the functions of TLDC by;
  - 1.4.1 providing responsive and proactive advice on current and future developments, opportunities and risks related to the ANU's Education Fellowship Scheme's activities.
  - 1.4.2 encouraging the development of improved teaching practices through a reflective lens.
  - 1.4.3 providing appropriate working-party support for planning and coordination of activities
  - 1.4.4 serving as the conduit between the ANU and AdvanceHE.

#### 2. COMPOSITION OF MEMBERSHIP OF THE EFS COMMITTEE.

- 2.1. The EFS Committee is constituted with reference to the current accreditation requirements imposed by AdvanceHE.
  - 2.1.1. EFS Co-Chairs,
    - 2.1.1.1. all of whom must have Fellowship in good standing as SFHEA or PFHEA;
    - 2.1.1.2. will act as an advisory sub-committee for ANU Teaching and Learning Development Committee (TLDC) as required;
    - 2.1.1.3. Director, ANU Centre for Learning and Teaching (CLT) in good standing as SFHEA or PFHEA will serve as one Co-Chair
    - 2.1.1.4. will participate on behalf of the ANU on the Australian Network Accredited Program Leader Group
    - 2.1.1.5. will (when required) represent the Deputy Vice Chancellor Academic on the Australian Strategic Advisory Board (ASAB).
  - 2.1.2. At least seven (7) additional staff having recognition within the EFS, of which:

- 2.1.2.1. At least two (2) members serve as current ANU EFS College Champions;
  - 2.1.2.2. At least one (1) member having recognition as AFHEA;
  - 2.1.2.3. At least one (1) member having recognition as FHEA;
  - 2.1.2.4. At least three (3) members having recognition as SFHEA;
  - 2.1.2.5. At least two (2) members representing professional staff fellows.
- 2.1.3. Two members who are external to the University who:
- 2.1.3.1. have recognition in good standing as SFHEA or PFHEA;
  - 2.1.3.2. are current in their knowledge and understanding of the requirements of the three categories of fellowship (D1-D3) that the Scheme is accredited to award;
  - 2.1.3.3. are current in their experience as lead assessors in Dialogic Route's professional conversations for SFHEA;
  - 2.1.3.4. are aware of the context of AdvanceHE and the EFS in Australia, and suitably experienced, or able to become experienced, in making AdvanceHE fellowship judgements and providing effective feedback to the Committee and acknowledge any conflict of interest;
  - 2.1.3.5. who fulfills the requirements of external examination and moderation protocols as defined by AdvanceHE;
  - 2.1.3.6. will receive an appropriate stipend as outlined in the ANU EFS External Consultancy Agreement
  - 2.1.3.7. will be granted Visiting Fellowship status with CLT sponsored by one of the Co-Chairs.
- 2.1.4. An observer(s), without deliberative capacity, allowed so an EFS fellow of good standing can attend to observe Committee business.
- 2.2. The Co-Chairs have the power to seek additional advice as required by the Committee and may invite an advisor(s) to attend and have a voice in meetings of the Committee.

### **3. COMPOSITION OF EFS COMMITTEE SECRETARIATE**

- 3.1. The EFS Committee is constituted with reference to the current accreditation requirements imposed by AdvanceHE.

### **4. CONDITIONS OF INTERNAL APPOINTMENT TO THE EFS COMMITTEE**

- 4.1. Appointments to the EFS Committee will be made by the Deputy Vice-Chancellor (Academic), delegated as appropriate to the EFS Co-Chairs.
- 4.2. Appointments as EFS Co-Chair shall be normally for a period of two (2) years and may be renewed at the discretion of the Deputy Vice-Chancellor (Academic).
- 4.3. Appointments of College Champions will be made by College Deans and ADEs in consultation with the designated EFS Co-Chair(s).
- 4.4. Appointments to the regular membership of the Committee will be for a term of two years, with a rolling 50% renewal per annum.
- 4.5. New members will nominate through an EOI, with the Co-Chairs able to approach potential members from Colleges not represented.

- 4.6. Members will be advised in writing of their appointment to the EFS Committee and the conditions of their appointment.
- 4.7. In accepting nominations for Committee membership, the Co-Chairs will ensure a representative balance in terms of Colleges, gender, type of appointment (academic/professional staff), ideally in each instance of the Committee.
- 4.8. A person's membership of the EFS Committee may be withdrawn by the University at any time during the period of appointment. Any such decision will be advised in writing.

## **5. CONDITIONS OF EXTERNAL APPOINTMENT TO THE EFS COMMITTEE**

- 5.1. Appointment of the External Assessors will be for one year, with the provision for annual renewal for up to 3 years by mutual agreement.
- 5.2. The External Assessors will be invited to attend Committee meetings (with a virtual attendance option, given the significant distances between Australian universities). If the External Members are unable to attend a meeting, they will be given the opportunity to review the Meeting Recording and Minutes and to make comments/requests of the Co-Chairs.
- 5.3. Additional provisions with regard to the External members of the Committee are as follows:
  - 5.3.1.1. The Lead External Assessor will be advised of all D1, D2 & D3 applications submitted on the two annual deadlines and will be able to request any application(s) before each ratification Committee meeting, as part of a moderation sample.
  - 5.3.1.2. The Lead External Assessor will be advised of all D3 SFHEA Professional Conversation dates and will be able to request to participate before each ratification Committee meeting, as part of a moderation sample.
  - 5.3.1.3. The Lead External Assessor's role as moderator will be to ensure that the criteria of the relevant descriptor are reliably met before fellowship is awarded. This approach will allow the External Assessor to identify any potential concerns before fellowship judgements are confirmed.
  - 5.3.1.4. The Lead External Assessor will meet with at least one of the Co-Chairs prior to each Committee meeting to report and advise on any potential improvements on EFS processes, or any concerns about fellowship judgements.
  - 5.3.1.5. The Lead External Assessor(s) will report formally each year on the quality assurance and quality enhancement processes relating to participants' experience and appropriateness of fellowship judgements, in line with AdvanceHE requirements, for all pathways under the EFS accredited provision. This report will be provided to the EFS Committee in writing.
  - 5.3.1.6. The Lead External Assessor may provide ANU PFHEA applicants with mentoring if agreed by all parties, for an additional fee.
  - 5.3.1.7. The Second External Assessor will undertake the role of Lead Assessor in the SFHEA Professional Conversations, including assessment report and feedback.
  - 5.3.1.8. The Second External Assessor will provide the Lead External Assessor with a report on their activities to contribute to the annual report.

## **6. MEETINGS**

- 6.1 Four EFS Committee meetings will be held each year. Meeting dates will normally be set by the end of each calendar year for the ensuing 12-month period. The meeting dates will be published on the EFS web page.
- 6.2 The quorum for a meeting is defined as 50% of the committee in attendance, of whom at least 3 must have recognition in good standing in categories SFHEA or PFHEA.
- 6.3 The Co-Chairs may call additional meetings of the Committee, should a situation call for such additional meetings, provided that 7 days' notice is given to the Committee members.
- 6.4 All matters relating to applications for fellowship considered by the Committee proceedings are confidential.
- 6.4 All EFS Committee papers are to be disposed of confidentially in accordance with the ANU Privacy Policy.
- 6.5 All decisions relating to the award of professional recognition will be made on a majority basis.
- 6.6 No Committee member shall adjudicate on an application for which that member has any conflict of interest. For example, a member of the Committee who has supervisory capacity over a staff member whose application is under consideration shall absent themselves from the meeting while that application is under discussion and shall not participate in the decision on that application.

## **7. WORKING PROCEDURES**

- 7.1 All fellowship applications, from both pathways (REx and TiM) will be presented to the Committee prior to each Fellowship Accreditation Meeting in accordance with the ANU EFS assessment policy, with a summary i.e. applicant's name, position, College/University, experience level, category of fellowship, application style (written or dialogic), assigned assessors, and draft decision made by assessors. Committee members will be asked to identify any concerns or queries and will be encouraged to review formally one application per fellowship level for each ratification meeting.
- 7.2 The External Assessors will be invited to attend Committee meetings (with virtual attendance). If the External Member is unable to attend a meeting, the opportunity to review the Minutes/and or Meeting Recording and to make comments/requests of the Co-Chairs will be made available.
- 7.3 The Committee will accredit fellowship based on judgments of assessors and will be able to contribute to all award discussions, if considered appropriate by the Co-Chairs in the context of the applicant's and assessors' privacy requirements.
- 7.4 The Committee Co-Chair(s) will approve all nominations for appointments into positions/roles as EFS Mentor and EFS Assessor, and for moderators for the REx and TiM pathways.
- 7.5 The Co-Chairs will have joint responsibility for overseeing the process and communication of all Committee decisions, facilitated by the rule that all

‘congratulatory’ communication and ‘more needed’ emails (which both contain detailed feedback to the applicant) will be sent out exclusively by the Co-Chairs. This process will ensure consistency in the quality and nature of feedback, whilst also ensuring that the applicant receives the full benefit of peer review from teaching specialists from other disciplines.

- 7.6 Applicants will be advised of successful fellowship recognition and invited to the Annual EFS Award Event directly by the Deputy Vice-Chancellor Academic, with the Co-Chairs providing application detail and feedback through the assessment feedback process.
- 7.7 Dean’s and ADEs will be advised of new fellows from their college and invited to the Annual Award event.

## **8 RECORDING OF DECISIONS**

- 8.1 The ANU shall retain on file a copy of each application submitted for fellowship in all categories under the EFS.
- 8.2 Applicants will be advised of their fellowship application outcome within four weeks of the given Accreditation Committee meeting. Applicants whose submissions require revision or resubmission will be contacted by one of the Co-Chairs with advice on how to go forward.

## **9 APPEAL PROCEDURES**

- 9.1 Applicants who wish to appeal a decision made with respect to an application for any category may do so on the prescribed form within four weeks of being notified of the decision, and all appeals will be addressed at the next Committee meeting. On being fully appraised of the circumstances of the applicant, the application and the basis for the appeal, the Committee may decide to uphold the appeal, to have the application reviewed by new assessors, or to reject the appeal.

## **10 REPORTING REQUIREMENTS**

- 10.1 The Lead External will provide an annual report to the ANU EFS Committee.
- 10.2 The ANU EFS Committee will provide an annual report and other reporting to AdvanceHE is carried out in a timely manner. The report will include details of all applications considered by the Committee, the decision of the Committee in each instance and the outcome of any appeals to Committee decisions.
- 10.3 The EFS Committee will provide an annual report to the Pro Vice Chancellor (Education and Digital) and the Deputy Vice-Chancellor (Academic), and report to the Teaching and Learning Development Committee (TLDC) and College Education Committees through the College Champions.
- 10.4 The Committee will endorse any requests by AdvanceHE for copies of applications for AdvanceHE moderation.