



Charles Sturt
University

Teaching Academy

Advance HE Fellowship 2024

Guidelines



teachingacademy@csu.edu.au

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Introduction to the Advance HE Fellowship Scheme

Advance HE Fellowship is a demonstration of your commitment to teaching and learning and evidence of your standing as a Higher Education (HE) practitioner. There are four categories of fellowship reflecting the diversity of learning, teaching and educational leadership roles in higher education. This fellowship scheme is referred to as the Higher Education Academy (HEA) fellowship. Advance HE Fellowship requires demonstration of sustained activity (3-5 years) relating to practice including teaching, learning support, provision of continuing professional development in the higher education context and at AQF level 5 and above.

Find out more: <https://www.advance-he.ac.uk/fellowship#overview>

Fellowship Categories

Fellowships are awarded in four categories based on evidence of personal professional practice that meets the requirements of the Professional Standards Framework 2023 (PSF 2023) for the higher education sector. These four categories reflect the diverse roles of those who teach and support learning in higher education, from positions that support teaching and learning to senior and strategic roles.

- Associate Fellowship (AFHEA) – this is suitable for staff who are fairly new to a role in teaching and/or support for learning or may have a limited teaching portfolio; for example, sessional/ part time staff or early career researchers with some teaching responsibilities. They may be new or experienced staff with specific roles in supporting HE learning such as technicians, librarians, professional staff, learning technologists, careers advisors, etc.
- Fellowship (FHEA) - this is suitable for staff with substantive teaching responsibilities or professional staff with responsibilities to support HE learning.
- Senior Fellowship (SFHEA) – this is suitable for staff who lead and influence HE academic practice and higher education learning in a many different settings. Working with and through ‘others’ (e.g., colleagues, peers, mentees, etc.) they operate to support, guide and initiate change or lead / influence enhancement of practice in a wide range of global contexts.
- Principal Fellowship (PFHEA) – this is suitable for highly experienced individuals whose practice involves a sustained record of effectiveness in strategic leadership of high-quality learning. Their impact is extensive.

Eligibility

Academic staff who teach and/or support learning and professional staff who support learning can apply for a fellowship. Prospective applicants will need to use the [Fellowship Category Tool](#) to determine which category Fellowship is the closest match to their current practice.

Up to six funded places will be available each year per Faculty subject to a competitive selection process. To apply for a funded place, you must complete and submit the 2024 Advance HE Fellowship online EOI form. A selection process is applied if numbers are greater than places.

If you are successful in getting a funded place, you will need to commit to participating in the associated professional development sessions offered via the Teaching Academy and submit your fellowship application by or before 31 December 2024.

If you are not successful in getting a funded place, you can also self-fund your submission at a 50% discount with Charles Sturt University institutional membership.

Application requirements

- Word counts for applications are as follows:
 - Associate Fellowship - 1400 words
 - Fellowship - 3000 words
 - Senior Fellowship - 6000 words
 - Principal Fellowship - 7000 words
- Applications need to contain a reflective narrative about your professional role as an educator and be supported by a mix of evidence in support of your claims (SuES data, student and/or staff comments).
- You will need to provide referee statements that substantiate your claims endorse your claim and confirm that your application presents a fair and accurate reflection of your higher education practice.
 - Associate Fellowship -1 referee
 - Fellowship - 2 referees
 - Senior Fellowship - 2 referees
 - Principal Fellowship - 3 advocate statements.

Getting started

- Identify which category of fellowship is the closest match to your current practice using the [Advance HE Fellowship Category Tool](#).
- Discuss your intention with your Head of School (HoS), Associate Head of School (AHoS), or supervisor, ideally in the context of your EDRS. Gain their written endorsement.
- Complete the Charles Sturt University [2024 Advance HE Fellowships EOI online](#).

Applicant support

- The Teaching Academy will provide workshops, advice, writing support, and feedback on applications. See the key dates section.
- Those who are successful in receiving a funded place are expected to attend all the professional development sessions.
- If you are not successful in getting a funded place, you are still most welcome to join these professional development sessions. Please inform the Teaching Academy of your intentions.

Application costs

- Associate Fellow – AUD \$292.41
- Fellow – AUD \$428.86
- Senior Fellow - AUD \$643.29
- Principal Fellow – AUD \$1072.15

Paying for and submitting an application

- Set up an account with Advance HE via the [My Advance HE](#) portal.
- There are multiple options for payment.
- If you have received a funded place, please liaise with your Faculty Finance office to identify which of the payment options to use. See appendix for payment instructions for university funded places.

After submission

- Advance HE will inform you of its review timelines.

- You may be asked to resubmit - if this is the case, please reach out to the Teaching Academy for support.
- Once your application outcomes are known, inform the Teaching Academy.
- If you are successful in obtaining Fellowship, you will be invited to mentor and/or contribute to Fellowship capacity building as part of the Teaching Academy.

Key dates for 2024

Date	Activity	Responsibility
2 May 2024	Submit EOI	Applicant
15 May 2024	Notification to applicants about outcomes	Teaching Academy
May – June 2024	Information Session and Workshops	
July – November 2024	Accountability group sessions (writing and feedback)	Teaching Academy and applicants
Before on 13 September 2024	One draft due for feedback	Teaching Academy
October	Set up an account with Advance HE via the My Advance HE portal	Applicants
November 2024	Liaise with Faculty Finance Officer regarding payment and make payment	Applicants
1 December 2024	Upload application to Advance HE Portal (aligns with closing of Charles Sturt University finance accounts for the year)	Applicants
31 January 2025	Report on application submission to the Teaching Academy	Applicants
2025	Report on application outcomes once known to the Teaching Academy	Applicants

Link to Expression of Interest Form

[Go to the EOI form](#)

Contact

Website: <https://www.csu.edu.au/division/learning-teaching/teaching/teaching-academy/grants>

Email: teachingacademy@csu.edu.au

Appendix A – Payment instructions for university funded places

1) Payment via invoice

- Go into the Fellowship section of the [My Advance HE](#) portal and follow the steps to 'make a direct fellowship application' and then 'click to start a new application'.
- Select the right application link for the Fellowship category you are applying for.
- Accept the terms and conditions and click 'next'.
- Select the option 'my organisation is paying'.
- Exit the application by selecting the Fellowship tab (top right) of the [My Advance HE](#) portal.
- You should now see a 'draft' of your application with the unique application number (PRXXXXXX) which is needed for payment.
- Liaise with your Faculty/Division Finance office to raise an electronic purchase order which should include your full name, the category of fellowship being applied for and your unique application reference number (PRXXXXXX).
- Email this Purchase Order to the Fellowship Team (fellowship@advance-he.ac.uk) or upload it to the Invoiced section of the My Advance HE portal.
- The Advance HE Finance team will then invoice Charles Sturt University.
- When you submit your completed application through the [My Advance HE](#) portal, you must notify the Advance HE Fellowship Team (fellowship@advance-he.ac.uk) so that they can manually override the payment stage and allocate the application to a review panel. If you do not provide this written notification, the application will remain on the system as 'awaiting payment' and no action will be taken on it.

2) Payment online with a credit/debit card

- Go into the Fellowship section of the [My Advance HE](#) portal and follow the steps to 'make a direct fellowship application' and then 'click to start a new application'.
- Select the right link for the Fellowship category you are applying for.
- Accept the terms and conditions and click 'next'.
- Select the option 'my organisation is paying'.
- You then need to submit a 'draft' or 'dummy' application to reach the payment stage online. You can progress through the pages of the online application form (the system should allow

you to progress by adding minimal words) and uploading blank PDF documents instead of Supporting / Advocate Statements (if you don't have these ready yet) to get to the point where you can submit the application.

- Once submitted the status of the application will change to 'awaiting payment'. You can obtain the payment link by navigating to My Profile>Invoices.
- Copy and forward the payment link to your Faculty/Division Finance officer.
- They need to use the payment link and make the payment online using a debit or credit card.
- Once payment has been made, you (the applicant) will need to contact the Fellowship Team (fellowship@advance-he.ac.uk) to inform them that payment has been made. They will re-set the status of the application back to 'draft' so that you can continue to work on your application and upload final Supporting / Advocate Statements when you are ready to submit.
- You will then need to complete your application and submit it again. At that point the status of the application will change to 'awaiting payment', and you will need to contact the Fellowship Team (fellowship@advance-he.ac.uk) again to let them know that you have submitted. They will manually intervene to by-pass the payment stage and allocate the application to a review panel.