



Charles Sturt  
University

Teaching Academy

Advance HE Fellowship 2025

Guidelines



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# Introduction to Advance HE (AHE) Fellowship

Advance HE works with partners across the globe to improve higher education for staff, students and society. AHE Fellowship is for academic staff who teach and/or support learning and professional staff who support learning at Australian Qualifications Framework level 5 and above. Obtaining AHE Fellowship requires the demonstration of sustained activity relating to teaching, learning support, and/or provision of continuing professional development aligned to the Professional Standards Framework 2023 (PSF 2023). Individuals who are awarded fellowship are entitled to use the post-nominal letters (AFHEA, FHEA, SFHEA, PFHEA) aligned to the level of fellowship they have been awarded.

## Fellowship categories

There are four categories of fellowship reflecting the diversity of learning, teaching and educational leadership roles in higher education. Prospective applicants will need to use the AHE Fellowship Category Tool to determine which category Fellowship is best suited to them.

- Associate Fellowship (AFHEA) – 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, or for experienced staff with specific roles in supporting HE learning such as technicians, librarians, professional staff, learning technologists, careers advisors, etc.
- Fellowship (FHEA) - suitable for staff with substantive teaching responsibilities or professional staff with responsibilities to support HE learning.
- Senior Fellowship (SFHEA) – suitable for staff who lead and influence HE academic practice by working with and through 'others' (e.g., colleagues, peers, mentees, etc.) to support, guide and initiate change or lead / influence enhancement of practice in a wide range of global contexts.
- Principal Fellowship (PFHEA) – suitable for highly experienced individuals whose practice involves a sustained record of effectiveness in strategic leadership of high-quality learning and extensive impact.

## The AHE application at a glance

- The application needs to contain a reflective narrative supported by evidence about the staff member's professional role and be aligned to the [Professional Standards Framework 2023 \(PSF 2023\)](#)
- Applications need to adhere to the expected structure and word count outline by AHE:
  - Associate Fellowship - ~ 1400 words
  - Fellowship - ~ 3000 words
  - Senior Fellowship - ~ 6000 words
  - Principal Fellowship - ~ 7000 words
- Applications need to be supported/endorsed by referees/advocates who can substantiate the claims being made and confirm that the application presents a fair and accurate reflection the person's practice.
  - Associate Fellowship -one referee
  - Fellowship - two referees
  - Senior Fellowship - two referees
  - Principal Fellowship - three advocate statements

## Funding support and eligibility at Charles Sturt

Funding support for AHE fellowship is provided by the Faculties. **In 2025, funded places are only available for academic staff in the Faculty of Science and Health and the Faculty of Arts and Education.**

Faculty-funded places are subject to a competitive selection process. To apply for a funded place, you must complete and submit the AHE Fellowship EOI. This EOI requires you to outline how you have demonstrated sustained activity relative to the level of fellowship being applied for, what you hope to demonstrate and gain through fellowship, how you plan to get to a successful outcome i.e. submission of a high-quality application in the expected timeframe, and how you plan to contribute to your School/Faculty/University if you are successful in gaining fellowship.

EOIs will be subject to a two-stage review involving the Teaching Academy and final review and endorsement by the Executive Dean/leadership of the respective Faculty.

EOIs will be subject to the following assessment criteria:

- How well has the applicant shown sustained activity relative to the level of fellowship being applied for?
- How well has the applicant articulated what they hope to demonstrate and gain through Fellowship?
- How well has the applicant articulated their plans for reaching a successful outcome (submitting a high-quality application in the expected timeframe)?
- How clearly has the applicant identified how they plan to contribute to their School/Faculty/University?

## Funding exclusions

In 2025, funded places are not available for staff from the Faculty of Business, Justice and Behavioural Science.

This call for EOIs also excludes staff within the Divisions and other central portfolios who will need to discuss and obtain funding support through their work unit.

To ensure equitable distribution of funding, staff who have received funding support via the Teaching Academy Grants or HEA Fellowship scheme or the Tri Faculty funding scheme in the last three years, or those who are concurrently funded by another Charles Sturt funding scheme are not eligible to apply.

## Self-funding option

If staff are not eligible for funding or not successful with obtaining funding support in any given year, they can consider self-funding their fellowship application. Staff are eligible for a 50% discount as Charles Sturt University is an institutional member of AHE. If you are self-funding your application, you are still eligible to participate in the professional development offered via the Teaching Academy.

## Application costs

Application costs (including the 50% discount for a member institution) are listed below with the approximate cost in Australian dollars based on the exchange rate on 10/03/25:

- Associate Fellow – 150 pound sterling / AUD \$307.32
- Fellow – 220 pound sterling / AUD \$450.45
- Senior Fellow – 330 pound sterling / AUD \$675.60

- Principal Fellow – 550 pound sterling / AUD \$1125.99

## Applicant expectations

Applying for AHE Fellowship involves taking a planned and consistent approach to reflecting on, documenting and evidencing your professional practice in Higher Education. If you are planning to apply for AHE fellowship and especially if you are being funded, it is important to make a commitment to the actions outlined on the next page to set yourself up for success.

- Proactively discuss intention to apply with your supervisor in the context of annual performance planning e.g. Performance Planning Development and Review (PPDR)
- Review the [fellowship resources from Advance HE](#) and the Charles Sturt Teaching Academy to familiarise yourself with the expectations and process
- Use the AHE [Fellowship Category Tool](#) to identify the right level of fellowship and request the information pack from AHE aligned to the level of fellowship being applied for
- Inform the Teaching Academy if you are self-funding your application
- Attend Teaching Academy professional development sessions
- Get yourself a mentor (or let the Teaching Academy know if you need a mentor)
- Meet with your mentor (self-selected or assigned) and proactively seek feedback
- Organise appropriate referees and referee statements
- Submit application draft to the Teaching Academy
- Keep the Teaching Academy informed about application submission and outcomes
- Become an AHE mentor/reviewer in future years and contributing to developing capacity at Charles Sturt

Additional actions for those on funded places:

- Gain written endorsement from Head of School to apply for a funded place (this is needed as part of the AHE EOI)
- Submit the application in the year that funding is awarded
- Let the Teaching Academy (and your supervisor know) if you are unable to engage in the process, so that your funded place can be reallocated

## Professional development support

The Charles Sturt Teaching Academy will provide professional development in the form of initial workshop, connecting you with other applicants, and providing feedback on applications to set you

for up for success in your Fellowship journey. Based on the numbers of applicants and capacity, you may also be assigned a mentor.

## Key dates for 2025

Date	Activity
Wed 12 March 2025	EOIs open
Thurs 27 March 10.00-11.00am	Teaching Academy PD - AHE fellowship information session (registration will be via the <a href="#">Teaching Academy PD Events</a> tab on Teams)
Wed 16 April 2025	EOIs close
Mon 05 May 2025	Notification regarding EOI outcomes
Tues 06 May 2025 10.00 -11.00am	Teaching Academy PD – Setting yourself up for success to apply for AHE fellowship (registration will be via the <a href="#">Teaching Academy PD Events</a> tab on Teams)
May – July 2025	Develop a first draft of your context statement and 1 case study
31 July 2025	Submit first draft to your mentor for early feedback
Aug – Sept 2025	Keep developing your application; get feedback from mentor/colleagues; identify referees/advocates and brief them
Oct 2025	Set up your AHE account and organise your payment with Faculty Finance if on a funded place (note organising payment takes time)
31 Oct 2025	Submit final draft to the Teaching Academy
Prior to 31 Dec 2025	Finalise and submit your application; Report on submission status to the Teaching Academy
2026	Report on application outcomes once known to the Teaching Academy

## Expression of Interest Form

[Go to the EOI form](#)

## Contact

Website: <https://www.csu.edu.au/division/learning-teaching/teaching/teaching-academy/awards-and-fellowships/higher-education-academy-fellowships>

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