

Thinking about applying for a National Teaching Fellowship?

A series of pop-up events in support of people planning to apply for NTF2017 and looking forward to NTF2018.

Led by Members of the Committee of the Association of National Teaching Fellows (ANTF) and Colleagues

March 2017

<http://ntf-association.com> [@ntf_tweet](https://twitter.com/ntf_tweet)

How to use these slides?

These slides are intended as a guide for anyone running workshops about the scheme this year. Feel free to use any of the content in your own presentations.

The content is largely from the HEA website, and no further amendments have been received from the HEA to date.

Points to emphasize are in **green text**, and ANTF comments are **in red**.

The teaching fellowship scheme is an umbrella scheme made up of a range of awards:

- The National Teaching Fellows Scheme;
- Collaborative Award for Teaching Excellence;
- Teaching Excellence Ambassadors.

Most of the advice offered in this presentation is taken directly from the HEA website but always double check by referring to their website:

https://www.heacademy.ac.uk/individuals/national-teaching-fellowship-scheme/NTF?utm_source=CRM&utm_campaign=Professional%20Practice%20-%20NTFS&utm_medium=Email&utm_content=HEA%20Update%20March%202017

Background

- **The purpose of the National Teaching Fellowship Scheme is to recognise, reward and celebrate individuals who are judged to make an outstanding impact on the student learning experience, and provide the means to develop a proactive community of National Teaching Fellows (NTFs).**
- **The Higher Education Academy (HEA) organises and runs the Scheme (with funding from the Higher Education Funding Council for England (HEFCE), the Higher Education Funding Council for Wales (HEFCW) and the Department for the Economy (DfE) Northern Ireland (now incorporating the responsibilities of DELNI) with advice and guidance from the UK Teaching Excellence Awards Advisory Panel (the Panel).**
- **The Panel advises on the criteria, the processes of assessment and moderation, and the selection of the winners. The Panel consists of a range of representatives from across the sector and other relevant stakeholders.**

An emergent scheme

- It's been running since 2000;
- There are now almost 750 NTFs across all disciplines and types of HEI
- The scheme has changed over the years and is changing further now;
- The very substantial cash reward has been reduced over the years;

Advice from ANTF: It's still really worth doing!

Key things to note for 2017!

- Closing date 12 noon **25th April 2017**
- Nominations must be submitted by the specified NTFS/ CATE coordinator in each institution. To register as the NTFS/ CATE coordinator and gain log in details for the online nomination system email ntfsindividual@heacademy.ac.uk

ANTF advice: don't leave submission to the last minute and get a time for signing it into the VC's diary!

What's new this year?

- A **significantly reduced** word length allowed (down to 3,500 words from 5,000);
- Reduced word length for **CV** (down from 1,500 to 1,000 words);
- The marking scheme shows more clearly how points are awarded;
- There's a strengthened emphasis on the importance of it **being one's own work** and that the HEA will use plagiarism software to check applications;
- There is a greater emphasis on the student voice and evidence from students;
- You need to **pre-register** in order to upload an application.

ANTF advice: pre-register now!

What's also new?

- The nominee should **not be the team leader of a current CATE nomination.**
- Staff contracted to HE providers in England, Wales or Northern Ireland but **working at an overseas campus** will be eligible to be nominated.
- A nominee should be a Fellow (any category) of the HEA **or be working towards Fellowship.**

Eligibility

- Eligible institutions are invited to nominate up to three individual members of staff who clearly demonstrate excellence in teaching and/or supporting the higher education learning experience of students.
- In nominating these individuals, institutions are strongly encouraged to consider the **full diversity** of roles that support the student learning experience.
- The text of the Claim should be **the work of the nominee only**. The HEA may process nominations through anti plagiarism software.

What are the benefits to individuals?

- It is widely recognised in HE in the UK and internationally as difficult to achieve and a mark of quality as awards are made each year from a large number of nominations.
- It opens doors: many NTFs find they can use the award as a springboard to progress their careers.
- You join a national community of like-minded professionals who are passionate about teaching. **The ANTF network is a fantastically supportive community of learning and their annual symposia are enjoyable networking events;**
- The cash element can give you some flexibility to attend conferences and to travel where institutional budgets are constrained.

What are the benefits for institutions?

- **Increasingly used as a model to develop and extend university-wide schemes, aiming to raise the status of teaching and instil pride in the profession and student learning.**
- **Can be a focal point for discussions about innovation and professional development – past NTFS funding has enabled NTFs to capitalise on their status and bid for extra funding for research and projects to enhance learning and teaching.**
- **Can enable staff to cross boundaries, collaborating with colleagues in other disciplines and forging links with universities nationally and internationally.**

Nominations

- In developing nominations, eligible institutions should identify what is innovative, inclusive and excellent practice within their own organisational settings (as well as, in brief, and where appropriate, how far this may reflect national and/or international practices).
- The HEA and the UK Teaching Excellence Awards Panel recognise that excellence in teaching and learning support will be situated within specific academic, professional and institutional contexts and consider that excellent practice should be inclusive practice.
- Although the HEA and the UK Teaching Excellence Awards Advisory Panel appreciate that some advice or assistance from the institution or an external mentor may be deemed appropriate, the **text of the Claim should be the work of the nominee only**. The HEA may process nominations through anti-plagiarism software.

Career stage, sustained impact and equal opportunities

- Eligible institutions are strongly encouraged to nominate individuals at **any stage of their career** who undertake any role(s) which clearly contribute to the enhancement of the student learning experience.
- Nominees should demonstrate impact on student learning over a **sustained period**.
- The HEA is committed to equality of opportunity. In this process it ensures that no nominee is treated less favourably than others on the grounds of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstances, sexual orientation, gender reassignment, spent criminal convictions, age, or for any other unlawful reason. The HEA and the funders **expect institutions to ensure their own processes to identify nominees are grounded in appropriate equality and diversity good practice.**

Important to note:

- Nominations are made by a central contact at the institution (NTFS institutional contact) through an online system hosted by the HEA's Virtual Learning Environment (VLE).
- The NTFS institutional contact will have been **issued with a username and password** for this system. Full instructions will be provided.
- A provider can **withdraw a candidate up to one week prior to the Panel results meeting**.

ANTF advice: familiarise yourself with the portal soon!

Nomination documents should comprise as separate documents:

- **Claim for National Teaching Fellowship: a statement **written by the individual** of how they demonstrate excellence relevant to each of the three award criteria (maximum 3500 words).**
- **Signed Statement of Support from the institution's Vice-Chancellor or equivalent, this document should be submitted as a Word document, however can also be submitted as a scanned PDF to include the signature (maximum 1000 words).**
- **Brief Curriculum Vitae (maximum 1000 words).**
- **Nomination Form available via the HEA website.**

The three criteria

- **Individual excellence:** evidence of enhancing and transforming the student learning experience commensurate with the individual's context and the opportunities afforded by it.
- **Raising the profile of excellence:** evidence of supporting colleagues and influencing support for student learning; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.
- **Developing excellence:** evidence of the nominee's commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support.

The Claim for National Teaching Fellowship:

- nominees are required to present their excellence claim against the three criteria with **reference to examples** of supporting evidence, which may include (but need not be confined to): student feedback and evaluations, feedback from peer observations, feedback from other national engagements, student support materials, work with other partner institutions and organisations.
- The decision of what constitutes appropriate evidence rests with the nominating institution and the individual nominee but nominees are encouraged to ensure that the **student voice** is explicit in their nomination.
- Individuals from various academic disciplines inevitably demonstrate different communication and analytical styles and this will be accounted for in the assessment process. As such there is no 'style' that is expected in applications and examples will be assessed and marked for their contribution to the criteria as a whole.

Signed Statement of Support:

- The supporting statement from the institution's Vice Chancellor or equivalent is an essential and critical aspect of the nomination.
- It is recommended that the nominee's claim for a NTF is read prior to composing the institutional supporting statement.
- Please provide evaluative comments under the 3 criteria. In particular, the statement should:
 - endorse the validity of the nominee's claim for excellence,
 - provide an institutional context within which the nominee has been identified as excellent,
 - provide confirmation of support of the nominee, should they be successful, in terms of carrying out the requirements associated with a National Teaching Fellowship,
 - provide **any additional supporting information which might be most appropriately expressed by the Vice-Chancellor or equivalent** rather than the nominee her/himself.
 - provide the name, job title and signature of the supporter (electronic signatures are permitted within this document)

The CV

- **Nominees are advised to focus on their experience and outputs with a view to demonstrating a **robust** commitment to enhancing and supporting student learning and delivering, or facilitating, teaching excellence.**
- **The formatting requirements apply to the CV too.**
- **As a guide for the production of the CV the following headings may be included (but need not be confined to):**
 - **Qualifications**
 - **Awards**
 - **Past employment, roles and achievements**
 - **Current roles and appointments**
 - **National and international contributions to education or subject sector**
 - **Publications (**education related**)**
 - **Conference Papers and Workshop Facilitations**
 - **Non-Accredited Training and Development**

Nomination Form:

- **Nominees must submit a completed form with the three other nomination documents (i.e. Claim, Statement of Support and CV).**
- **The application form, available to download at www.heacademy.ac.uk/ntfs, contains information used for internal administration purposes and will not be sent to reviewers.**
- **All sections must be completed in full.**
- **Forms should be submitted in Microsoft Word format, although the **page 5 signature should be submitted as a PDF document.****
- **Personal profiles (compulsory but not assessed).**

What should be included within the nomination form?

- Nominees must provide a 350-word personal profile, three useable photographs of a minimum of 1Mb or 300dpi, a 50 word summary of the personal profile and two 20 word quotes.
- Personal profiles will not be assessed as part of the application. However, please note that personal profiles and quotes are a **required component** for a complete submission to the NTFS. These will be used by the HEA for promotional purposes when the winners are announced.
- In submitting images to the HEA, you are **providing consent** for the HEA to use your images for promotional purposes or publicity (the “Purpose”). You confirm that **you are the owner** of any intellectual property rights or have an appropriate licence to share your images with the HEA and for the HEA to use your images for the Purpose.

Assessing the three criteria

- **All nominees will be assessed on the evidence provided in the core nomination documents (Claim, Statement of Support and CV) in relation to each of the three criteria.**
- **You should ensure the relevant evidence is included under the correct criterion.**

ANTF advice: when writing your application, be careful to balance equally the evidence for each criteria.

Criterion 1 Individual excellence: evidence of enhancing and transforming the student learning experience commensurate with the individual's context and the opportunities afforded by it.

This may, for example, be demonstrated by providing evidence of:

- **stimulating students' curiosity and interest in ways which inspire a commitment to learning;**
- **organising and presenting high quality resources in accessible, coherent and imaginative ways which in turn clearly enhance students learning;**
- **recognising and actively supporting the full diversity of student learning needs;**
- **drawing upon the results of relevant research, scholarship and professional practice in ways which add value to teaching and students' learning;**
- **engaging with and contributing to the established literature or to the nominee's own evidence base for teaching and learning.**

Criterion 2 Raising the profile of excellence: evidence of supporting colleagues and influencing support for student learning; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.

This may, for example, be demonstrated by providing evidence of:

- **making outstanding contributions to colleagues' professional development in relation to promoting and enhancing student learning;**
- **contributing to departmental/ faculty/ institutional/ national initiatives to facilitate student learning;**
- **contributing to and/or supporting meaningful and positive change with respect to pedagogic practice, policy and/or procedure.**

Criterion 3: Developing excellence: evidence of the nominee's commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support.

This may, for example, be demonstrated by providing evidence of:

- **on-going review and enhancement of individual professional practice;**
- **engaging in professional development activities which enhance the nominee's expertise in teaching and learning support;**
- **engaging in the review and enhancement of one's own professional and/or academic practice;**
- **specific contributions to significant improvements in the student learning experience.**

It's important to note that

- nominees should address and make a specific claim against each criterion in turn;
- each of the three criteria above is given **equal consideration** in the assessment process;
- nominees should not feel limited by the illustrative examples: these are designed to provide indicative areas of evidence for each criterion;
- the scheme recognises impact and engagement **beyond a nominee's immediate academic or professional role**;
- the **nature of the institutional context and each individual nominee's opportunity to contribute** will be taken into account and therefore should be made explicit in the submission. A nominee may, for example, have made a significant contribution to learning and teaching in an area that falls outside his/her substantive institutional role.

Assessment by Reviewers and Marking Scheme

- Nominations are considered by independent, external peer reviewers who will judge nominations on the information submitted against the three headline criteria. **No information other than the core nomination documents submitted will be taken into consideration.**
- The reviewers are all experienced in criteria-based assessment and have undertaken training before they review nominations.
- All nominations are **double reviewed** and a 10% **sample** is reviewed by a third reviewer as part of our Quality Assurance process.

More about assessment by reviewers and the marking scheme

- **Any nominations where reviewers disagree by a total (aggregated mark over three criteria) of five marks or more are reviewed by a third reviewer and referred to the Panel.**
- **The HEA will allocate reviewers using the information provided by the nominee in the nomination form to avoid conflicts of interest.**
- **The reviewers submit their assessment ratings and comments to the HEA which oversees the standardisation of assessment and reports to the Panel.**
- **The reviewers rate each of the criteria using the marking scheme below and the criteria are equally weighted in the assessment process.**

The outstanding submission (5 points) provides clear evidence that the nominee:

- meets the criterion in **highly** explicit, relevant and **innovative** ways;
- demonstrates that s/he has made an **outstanding** contribution that has had a transformative impact on student learning over a range of projects both internally and externally to the nominating institution;
- has significantly raised the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates commitment to raising the status of teaching and learning in higher education;
- the evidence presented clearly demonstrates the impact of the individual on their institution and their **sector on a national and/or international scale**;
- evidence is extensive demonstrating breadth and depth of experience over a sustained period within the sector.

*The evidence provided toward this criterion is **fully commensurate** with that expected of a National Teaching Fellow.*

The very good submission (4 points) provides clear evidence that the nominee:

- meets the criterion in explicit, relevant and **innovative** ways;
- demonstrates that s/he has made an **excellent** contribution to and significant impact on student learning across a range of projects either internally or externally to the nominating institutions;
- has **clearly** raised the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in higher education.
- the evidence presented clearly demonstrates the impact of the individual on their institution and their sector;
- evidence demonstrating breadth and depth of experience over a sustained period within the sector.

*The evidence provided toward this criterion is **very clearly commensurate** with that expected of a National Teaching Fellow.*

The submission provides clear evidence (3 points) that the nominee:

- meets the criterion in explicit and relevant ways;
- demonstrates that s/he has made a **good** contribution to and impact on student learning;
- has raised the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in the future.
- the evidence presented demonstrates the impact of the individual on their institution and their sector;
- evidence demonstrating breadth or depth of experience over a period within the sector.

*The evidence provided toward this criterion is **commensurate** with that expected of a National Teaching Fellow.*

The submission (2 points);

- demonstrates incomplete fulfilment of the criterion;
- offers some specific and relevant evidence that is, however, limited in breadth and/or depth;
- demonstrates that the nominee has, to a limited degree, helped raise the profile and/or standard of learning and teaching;
- demonstrates some commitment to raising the status of teaching and learning in higher education;

*The evidence provided in this submission is **not commensurate** with the standard expected of a National Teaching Fellow*

The submission (1 points)

- demonstrates limited fulfilment of the criterion; offers limited evidence that lacks depth and/or breadth;
- demonstrates that the nominee has, to a very limited degree, helped raise the profile and/or standard of learning and teaching;
- demonstrates some commitment to raising the status of teaching and learning in higher education.

*The evidence provided in this submission is **not commensurate** with the standard expected of a National Teaching Fellow*

The submission (0 points)

- does not demonstrate fulfilment of the criterion;
- provides little or no explicit and/or relevant evidence of meeting the criterion.

*The evidence provided in this submission is **not commensurate** with the standard expected of a National Teaching Fellow*

Potential conflicts of interest

- The Panel will make its judgements on the basis of the reviewers' assessments and comments.
- The reviewers and members of the Panel will not be permitted to consider nominations from their own institution, or from any institution with which there may be a conflict of interest.
- Panel members take **no part in the nomination process within their own institution***.
- The Panel does not assess individual nominations and only reviews anonymous data derived from the assessment process.

***ANTF advice: note this any panel members!**

The three nomination documents (Statement of Support, Claim for National Teaching Fellowship, and CV) must adhere to all the following formatting requirements:

Word limits: All section headings, text within tables or diagrams, numerical characters and any references will count towards the word limit;

- **Statement of Support:** maximum 1000 words and submitted as a Word document (unsigned). The Statement can also be submitted in PDF form if including a hard copy signature;
- **Claim for National Teaching Fellowship:** maximum 3500 words and submitted as a Word document;
- **Curriculum Vitae :** maximum 1000 words and submitted as a Word document.

Final word count

- The entire document should be **highlighted** and the word count tool utilised, ensuring that the tick box ‘include textboxes, footnotes and endnotes’ is selected, to add up all relevant free text.
- If any text is included in diagrams, this should be **added to the word count total** and the total sum should be stated at the end of the document.
- Headers and footers, used for the nominee’s name, nominating institution and page numbers, are **not counted**.

The details

- **Font: Arial 12 point;**
- **Page orientation: A4 portrait only;**
- **Line spacing: 1.5 lines;**
- **Margins: 2cm minimum (not including footers);**
- **Headers: Should contain the nominee's full name and nominating institution only;**
- **Footer: Should indicate "page x of y" only. Footnotes: should not be used.**
- **References should be included in the body text or put as endnotes, which should be added to the final word count;**
- **Pictures: the claim should not contain any pictures or logos;**
- **Diagrams: are permitted. Any text appearing within the diagram should be manually counted and stated next to the diagram in brackets and added to the final word count.**

More details and a warning!

- **Web links:** should only be used for reference and put in the end notes. The content of web links will not be considered in the nomination;
- **File Saving Conventions:** The following convention should be included __ for example J.Bloggs_UniofPoppleton_Claim
- The UK Teaching Excellence Awards Advisory Panel supports a **strict application** of the above formatting requirements to ensure fairness and consistency to all nominees.
- We reserve the right to reject any nominations failing to adhere to these requirements, the requirement check will be made after the deadline therefore **non-compliance could result in removal from the process.**
- It is therefore **the responsibility of the nominating institution and individual nominee** to ensure that the nomination adheres to the requirements with regard to formatting, required signatures and word limits.

Additional information requests

- **Equality and Diversity Form: The HEA is committed to promoting equality and diversity and wishes to collect data on nominees for statistical monitoring.**
- **After applications have been received nominees will be contacted by email with an Equality and Diversity survey which is anonymous and not linked to the application.**
- **Nominations will not be complete (and therefore reviewed) until this form has been submitted.**
- **The Equality and Diversity survey will be sent to the nominee directly, via email from the HEA. This should be submitted by return as the nomination is not complete without submission of the survey. The submission is anonymous but completion is tracked.**

Submission and receipt of nominations

- The nomination documents must be uploaded to the HEA VLE by the NTFS institutional contact (who will have been issued with a VLE username and password) by 12 noon on **25th April 2017**.
- If the institution is submitting more than one nomination, the NTFS institutional contact is able to **upload the multiple documents** using the same username and password for each nomination so it is **essential that the correct file naming convention is adopted**.
- The NTFS institutional contact is acting on behalf of their institution and will be assumed by the HEA to be acting in accordance with the expectations of their senior management when submitting their institution's nomination(s).

Has it got there safely?

- Receipt of uploaded nominations will be acknowledged by automatic email to the individual that submitted the application.
- A nomination should only be considered successfully submitted on receipt of a final confirmation email from the Professional Practice team.
- This **final email will only be sent after a further manual check** to ensure all documents meet the formatting requirements.
- If the institutional contact has not heard from the HEA five working days after submitting the nomination(s), they must contact the Professional Practice team at ntfsindividual@heacademy.ac.uk or telephone: 01904 717500 at their earliest convenience to ensure the submission has been fully received.
- Separate confirmation emails will be sent for each nominee.

ANTF advice: don't leave it until the last minute!

Outcomes and publicity

- All nominees will be informed of the outcome via email on 31 July 2017. The email will also be copied to the Vice-Chancellor or equivalent of the nominating institution.
- The announcement of NTFS winners is strictly embargoed until Thursday 31 August 2017. A **condition of the competition is that nominees do not share news** of their success before this date in order to ensure maximum publicity. Contravention of this requirement could lead to the award being **revoked**.
- The names of the award winners will be officially announced on 31 August 2017 on the HEA's website www.heacademy.ac.uk/ntfs.

ANTF advice: keep it under your hat!

Reviews and appeals

- After the outcome of the 2017 NTFS Awards is published, the HEA will publish an **overview report** of the 2017 cycle. This will provide an analysis of significant issues, trends and strengths identified in nominations, as well as a statistical data about nominees and winners, including equal opportunities and subject profiles of nominations and winners.
- All nominees will be informed once this is available. Some individual **feedback** will be provided to nominees.
- The NTFS is a **competition**, the reviewer decision confirmed by the Panel is **final** and no appeals can be made against their decision.
- The HEA has a complaints process to address issues of fair treatment in the administration of nominations but, as is common in UK HE, will not reconsider the validity of the judgement made by reviewers.

Awards ceremony and briefing event

- The individual awards will be presented at a celebratory dinner, to which successful nominees, their personal guest and the Vice-Chancellor or equivalent will be invited.
- The new National Teaching Fellows will also be invited to a briefing. The briefing and the ceremony are to be held on the same day in November 2017.

ANTF advice: it's a fabulous event: if you win don't miss it at any cost and the briefing provides great networking opportunities

Checklist part one

- 1. The institution NTFS contact and nominee must read the guidance and use the HEA website to check for further advice.**
- 2. The institution's NTFS contact must register with the HEA for a VLE Username and Password – please email ntfsindividual@heacademy.ac.uk to register the institution's interest as soon as possible**
- 3. The nominee should download the nomination form and complete the relevant sections, including a signature. Electronic signatures are not acceptable.**
- 4. The institution's Vice-Chancellor or equivalent must complete their section on the nomination form and sign the form. Electronic signatures are not acceptable.**
- 5. The nominee should prepare their Claim using the guidance in Section 2.3 and the Award Criteria (section 2.4) as a guide to the evidence that should be demonstrated within the submission. Submissions will be marked against the scheme detailed in Section 2.5 therefore this should be considered when making the Claim.**

Checklist part two

- 6. The CV should be prepared by the nominee using the guidance in Section 2.3. The nominee should be mindful of preparing a CV specific to this submission.**
- 7. The Statement of Support should be prepared by the Vice-Chancellor or equivalent using the guidance in section 2.3 and 2.4 after they have read the Claim for National Teaching Fellowship from their nominee. Electronic signatures are acceptable within this document.**
- 8. Formatting of all documents should be checked against the guidance given in Section 2.6. In 2017 all documents must be uploaded via the VLE in a Zip file, this should follow the file naming convention in Section 2.6.**
- 9. The deadline for submission is **25 April 2017 12 noon**. Documents to include:**
 - **Claim for National Teaching Fellowship – to be submitted as a Word document; Statement of Support – to be submitted as a Word document. Can be submitted as a PDF as well if signature is hard copy;**
 - **Curriculum Vitae – to be submitted as a Word document;**
 - **Nomination form (with all sections complete but section 6 unsigned) - to be submitted as a Word document;**
 - **Nomination form Section 6 signed by the Vice-Chancellor or equivalent – to be submitted as a PDF document. Electronic signatures will not be accepted.**
 - **Three 1 Mb or 300dpi (minimum) images of the nominee. At least one image should be portrait.**

Note the HEA's emphasis here:

- Up to 55 individual awards will be made in 2017;
- On gaining the award, each NTF has a role to support the enhancement of learning and teaching in both the institution and the sector.
- Each winner will be awarded prize money (to be determined by the funding partners).
- Each NTF will be expected to use this money to disseminate their excellent practice by contributing to events, resources and by providing advice to colleagues.
- All NTFs will be required to provide the HEA with indicative plans for their dissemination activity and be able to demonstrate how their work has impacted on the sector by providing regular reports to the HEA.
- A nominee should be a Fellow (any category) of the HEA or be working towards Fellowship.

Timescales

- Closing date **12 noon 25 April 2017**
- Nominees will be informed of the outcomes in August 2017
- The National Teaching Fellowships will be awarded at a celebratory event in November 2017.

Those awarded the National Teaching Fellowships become members of the Association of National Teaching Fellows (ANTF). Further details of the Scheme and of the Association of National Teaching Fellows are available at www.heacademy.ac.uk/ntfs.

ANTF advice: If you become an NTF the ANTF is a great source of peer support and advice!

How to apply: the HEA say

- The process of submitting NTFS applications has changed slightly this year as we move to using an online system for submissions.
- In order to apply institutions must nominate one NTFS contact or coordinator who will inform the HEA team of their intention to send in an application. You can do this by emailing ntfsindividual@heacademy.ac.uk
- Once you have pre-registered a username and log in will be sent to you
- Each institution can submit applications for up to three NTFs
- To complete the application submission the NTFS contact or coordinate must upload all required documents to the online system in a Zip file before the closing date.
- Nominees will be informed of the outcomes in August 2017 and the National Teaching Fellowships will be awarded at a celebratory event in November 2017.

Writing good applications

The next slides are advice on writing good applications based on a historic report by the HEA on what makes a successful application and on the experiences of NTFs in writing their own applications and supporting others over the years.

2013 advice on characteristics of successful nominations: Criterion 1

Successful nominations were able to clearly demonstrate **engagement of students** and a **transformative impact** on their learning, the evidence to support this criterion was **wide ranging** and **outstanding**, and it was clear that the nominees' teaching was not only **informed by pedagogy** but that they further shaped these theories with their **own research**. The key words most often used by reviewers when describing successful nominees/nominations in this criterion were: **innovative, creative, impact, transformative, and inclusive**.

Characteristics of successful nominations (2013): Criterion two

Reviewers commented on successful nominees being able to evidence how they have **supported student learning** and **influenced change** not only amongst colleagues within their institution but also nationally and internationally, and even within their local communities. The examples given by successful nominees were **well evidenced** and underpinned by **scholarship**. The initiatives they put in place within their institutions were **well-developed** and **evaluated** in terms of their impact and disseminated both nationally and internationally through shared practice, education/teaching and learning committees, and at conferences. The key words and phrases most often used by reviewers when commenting on nominees/nominations successful in this criterion were: **leadership, mentor, influence, impact, and national and international dissemination of practice.**

Characteristics of successful nominations (2013): Criterion three

Successful nominees demonstrated a **continuous development of personal and professional practice** and looked to the future as well as the past, using a **wide range of evidence** to underpin their claims. Moreover, these nominees also **linked** this development **to their practice** in the classroom/ learning environment. It is difficult to identify any key words associated with this section of the nomination as each submission is very personal. However, reviewers did comment that successful nominees were **engaged in reflective practice**, demonstrated a **breadth and depth** of engagement with CPD and often took advantage of both **formal and informal** learning and development opportunities.

Unsuccessful nominations (2013) often:

- were not explicit in terms of addressing the criteria;
- offered little in the way of evidence to underpin claims of excellence;
- lacked breadth or depth;
- failed to make clear how the nominee's practice was excellent and/or transformative;
- focused on research rather than teaching and learning;
- included details of work or projects that were in the early stages of implementation with little detail of evaluation or impact;
- failed to give equal weighting to each of the three criteria or combined elements of different criteria into a single section

What kinds of evidence are convincing? (ANTF advice)

- Anything that gives external validation to your claim, so that it is supported rather than being mere assertion;
- This is likely to involve raiding your 'plaudits file' for verbatim quotes demonstrating your excellence;
- These can be from module evaluations, feedback forums, student comments, letters and emails;
- Aim to collect a range of quotes from current and past **students** at different levels, past and current **colleagues**, **managers**, **employers** who take your students on placement, **external examiners** etc.
- You don't need to provide full detail of each originator of quotes: 'former 2nd-year student' 'previous line-manager', 'employer of our graduates' etc is sufficient detail.

Collecting and using evidence

(ANTF advice)

- **Qualitative data can be really useful: it's helpful to include statements such as 'Over the past five years my student evaluations have averaged 80+ who said I was good or excellent, and this is higher than average within my department';**
- **You are not expected (or allowed) to provide supporting documentation but your own HEI is expected to assure the validity of your application;**
- **You should aim to match your evidence with the three criteria, so you can add quotes and data to each section.**

You need to demonstrate scholarship and commitment to reflection (ANTF advice)

- **Your application should include reference to a handful of texts (books, journal articles etc) from which your educational philosophy and teaching approaches have derived;**
- **The application, however, is all about *you*, so you need to use the first person singular and refer to your achievements rather than your teams’, (‘Shy bairns get nowt!’);**
- **It’s helpful to include examples of where you’ve changed your practices in the light of experience or where your scholarship has guided you to change.**

ANTF advice for people thinking of applying in future years:

- **There is no certainty the scheme will run in 2018, although it is anticipated it will;**
- **If you are thinking of applying, it's worth thinking about building your profile further over the next year or so;**
- **Keep yourself up-to-date by regularly scrutinising the HEA website for information.**

How can your institution help you? They could:



- If you haven't already got one, help you find a mentor who is an NTF or very familiar with the scheme to guide your progress;
- Celebrate your merited achievements by recognising you by awarding you an internal teaching award;
- Encourage you to share your good practice internally through your university annual teaching and learning conference, CPD seminars, on your PGCHE course for new lecturers, Teachmeet events or similar;
- Offer support for you to disseminate your good practice beyond your institution, for example, enabling you to present at national or international conferences.

ANTF would love to see you at our conference open to NTFs and non-NTFs in Leeds Beckett on 10th May for example and the call for papers closes at midnight on Friday 17th March 2017

ANTF advice: How can you help yourself? Why not:



- Draft an application based on this year's guidelines (while being aware that the guidance may change year on year) and show it to your institutional NTF leader or mentor for initial comment;
- Make sure you achieve fellowship of the HEA, ideally at a level commensurate with your role (assessors might not be impressed to see someone very senior with only an Associate Fellowship);
- As the third criterion is often the one that is least well covered, use this next year very positively to undertake plenty of CPD and reflect on it, not just **what** you did, but also the **outcomes** and **impact** it had on your practice.

(ANTF advice): what some people say:

- **‘Being a National Teaching Fellow has changed my life, my career, everything!’**
- **‘I am certain my NTFS directly contributed to me getting my promotion and my professorship!’**
- **‘I’ve just loved the travel, the networking and the opportunities being an NTFS has given me!’**
- **‘[The celebratory dinner was] the best occasion (other than my wedding) in my life!’**
- **‘It’s been fantastic to have my teaching recognised as much as my research!’**