**Application for D2 Fellowship**

Fellowship is awarded to those who provide clear evidence of success and effectiveness in a substantive teaching and supporting student learning role(s) in higher education.

(Please see *GOLD Participant Handbook for D2 Fellowship Applicants* for information on how to complete this form)

This section must be completed for written **and** screencast submissions. Please read the separate guidance at the end of the *Participant Handbook* for further information regarding screencasts.

|  |  |  |
| --- | --- | --- |
| **SECTION 1: Personal Information** | | **Written / Screencast (delete as appropriate)** |
| **Name:** | | |
| **Role/Job Title:** | | |
| **Faculty/School/Department:** | **Length of employment at University of Greenwich:**  **Full or part time (please specify fractional equivalent if you are hourly paid):**  **Total years of employment in Higher Education:** | |
| **BANNER Number:** |
| **This is an application for Fellowship (Descriptor 2). Please list any relevant qualifications or awards you already hold (relating to learning and teaching), together with date of attainment.** | | |
| You should submit your completed application and your TWO supporting statements as ONE pdf attachment to [gold@gre.ac.uk](mailto:gold@gre.ac.uk). Please mark subject header as CONFIDENTIAL GOLD APPLICATION. Do not append any other documents or include any links e.g. to a YouTube channel, website etc. **They will not be read/opened**. Your application will be shared only with relevant GOLD administrators, reviewers and potentially the External Examiner.  Please note:  For screencast submission you are required to include a link to your recording. Please include the password for this in your application submission email to [gold@gre.ac.uk](mailto:gold@gre.ac.uk).  You must state the total number of words of each section where requested. Do not exceed the word limit. Any applications that are overlength will be returned (including screencasts if they are over the time allowance). Any applications with missing items e.g. bibliographic reference list, supporting statements etc., will be returned and will not be reviewed. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 1b: Your Supporting Statement referees**  This section must be completed for written **and** screencast submissions.  Please note that your first referee must be a current employee of University of Greenwich, be an approved GOLD mentor and hold a category of Fellowship themselves.  It is your responsibility to ensure that both supporting statements are on the approved template and mapped to the UKPSF/D2. **Supporting Statements not on the template will result in your application being returned to you.** | | | |
| First referee (Your Mentor) | | | |
| **Name:** |  | | |
| **Job title:** |  | | |
| **Faculty/School** |  | **Category of Fellowship:** |  |
| **Email address** |  | | |
| **In what capacity can this person comment on your professional practice?** | | | |
| Second referee: | | | |
| **Name:** |  | | |
| **Job title:** |  | | |
| **Category of Fellowship:** |  | | |
| **Faculty/School**  **Organisation** |  | | |
| **Email address** |  | | |
| **In what capacity can this person comment on your professional practice?** | | | |

|  |
| --- |
| **GOLD CANDIDATE DECLARATION**  I declare that all written work in this application is my own and I grant permission for this application to be processed through plagiarism detection software and for any other checks to be made regarding the accuracy of the information included in my submission.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Privacy Statement**

For the purposes of the GOLD Professional Development Framework the University of Greenwich processes the following personal data about you, as provided in your application form:

Name, contact details, qualifications, experience, skills and personal reflections.

The retention period for this data is the current annual year+1. Retention periods are based on our retention schedule. This data is used in order to take a decision on your GOLD application and is shared with a small number of GOLD panel reviewers. Your application may also be selected for annual review by our external examiner. Our GOLD panel reviewers and external examiner are bound by confidentiality obligations. We rely on the following legal basis for processing the data: Contract with the individual; this is in order to comply with our employment contractual obligations in relation to continuing professional development.

If your application is successful, we will share your name and email address with Advance HE for the purposes of registering you as a Fellow of Advance HE. For more information about how Advance HE will collect, generate and use personal information about you please see <https://www.advance-he.ac.uk/privacy/my-advance-he>

You have rights as a Data Subject. You can see more information about those rights on our website. To contact Peter Garrod, the University of Greenwich Data Protection Officer and University Secretary, email: [compliance@gre.ac.uk](mailto:compliance@gre.ac.uk)

To support the University in meeting the aims and commitments set out in its equality policy, we seek to collect EDI information from all GOLD candidates. Completion of the EDI monitoring form is voluntary, and data collected is treated confidentially and in accordance with GDPR regulations.

|  |
| --- |
| **SECTION 2: Outlining your professional context**  This section must be completed for written **and** screencast submissions.  Please give a succinct factual overview (300 words maximum) of your roles, activities and responsibilities in relation to supporting HE learning, and those you have held over the last three years, at University of Greenwich or elsewhere in the HE sector. Where appropriate, include (year) dates of the activities and experience you include.  Part of authenticating your practice for Fellowship (D2) includes having a teaching observation from your mentor. Confirm the date of the observation here: \_\_\_\_\_\_\_\_\_\_.    [N.B. Date of teaching observation should have taken place no more than 12 months prior to panel date].  This context statement is not assessed by the GOLD reviewers, but you must include it. Its purpose is to briefly introduce you and to outline your roles and responsibilities and your context to the reviewers. You must not map the context statement to the UKPSF.  **Professional Context (300 words maximum):** |
| ***Please state the word count of your Section 2 Professional Context below (a maximum of 300 words):***  \_\_\_\_\_\_\_\_ words. |

|  |
| --- |
| **SECTION 3: Reflective Account of Professional Practice (RAPP)**  This section must be completed for written submissions. If you are submitting via screencast, please state this below and include a link to your recording for the 2 reviewer panel to access.  The RAPP is the heart of your application (both written and screencast), where you present your reflections on, and explanation of, your professional practice in your various roles, linked to scholarship of teaching and learning, and including evidence of your effectiveness from third parties (students, colleagues, externals).  You should organise this section around each of the 5 Areas of Activity (A1-5) of the UKPSF and make appropriate claims against Core Knowledge (K1-6) and Professional Values (V1-4) in each section. Please do NOT use bullet or numbered points.  When you claim for A5 you are reminded that the emphasis of this Areas of Activity is to provide evidence of the *impact* of previous CPD undertaken in your teaching/supporting role during the last 3 years. In order to fully meet **D2.VI** **- Successful engagement in continuing professional development activity related to teaching, learning, assessment and, where appropriate, related professional practices -** you should explain what CPD you’ve undertaken and how it has influenced your subsequent development/practice, and/or reinforced and enhanced existing practice. You should reflect upon what you’ve learned, and the benefits made to your professional practice as a result of the engaging with the CPD you mention.  You should not only share *what* you do, but also *how* you do it, *why* you do it that way, and *how* you know it is effective. It is a personal account but should include short quotations/evidence from third parties and citation from authors on learning and teaching, as appropriate. Because it is a personal account, it should be original and unique to you, and the GOLD panel reserves the right to make checks that this is so. Please see GOLD *Participant Handbook D2 Fellowship* for further advice.  Maximum length 3000 words – about 5-600 words for each area. You are advised to have an even split to ensure each Area of Activity is covered in a way that balances the content and detail across all 5. The 3000 words includes all in text citations, all mapping and all quotes/testimonials/tables etc.  *Do not list your bibliographic references in Section 3, please collate them into one place in Section 5.* |
| **A1 Area of Activity (Design and plan learning activities and/or programmes of study)** |
| ***Please state the word count:*** \_\_\_\_\_\_\_\_ words. |
| **A2 Area of Activity (Teach and/or support learning)** |
| ***Please state the word count :*** \_\_\_\_\_\_\_\_ words. |
| **A3 Area of Activity (Assess and give feedback to learners)** |
| ***Please state the word count :*** \_\_\_\_\_\_\_\_ words. |
| **A4 Area of Activity (Develop effective learning environment and approaches to student support and guidance)** |
| ***Please state the word count :*** \_\_\_\_\_\_\_\_ words. |
| **A5 Area of Activity (Engage in CPD in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices)** |
| ***Please state the total word count of your RAPP: (3000 word limit) \_\_\_\_\_\_\_\_ words.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 4: Professional Development Action Plan**  This section must be completed for written **and** screencast submissions. This action plan is not assessed by the GOLD reviewers, but you must include it. Doing so is part of demonstrating your intention to remain in good standing, which is expected by Advance HE fellows.  To demonstrate this commitment please give a succinct action plan (not exceeding 500 words) of your professional development around learning and teaching for the next year. Please detail any conferences, CPD etc. that you plan to attend. You may also include private professional development (reading, online research, one-to-one on-the-job learning). Please see *GOLD Participant Handbook for D2 Fellowship* for further advice. | | | |
| **Professional Development Action Plan (next 12 months)** | ***A 1-5*** | ***K1-6*** | ***V1-4*** |
|  |  |  |  |
| **Please state the word count of your Professional Development Action Plan: (500 words max)**  \_\_\_\_\_\_\_\_ words. | | | |

|  |
| --- |
| **SECTION 5: Bibliographic reference list**  Please provide a reference list for all the citations that you have mentioned in your application here: |

**Ready to submit?**

**Please double check you have:**

* completed all of the sections
* explicitly mapped all dimensions of the UKPSF within the submission as a whole
* have met the word length (time length for screen cast submission) and stated it clearly in all sections
* not included appendices/other attachments/links to other documents/websites etc.
* for a screen cast submission ONLY included a live, working link for reviewers to access your recording (remember to include the password in your email to [GOLD@greenwich.ac.uk](mailto:GOLD@greenwich.ac.uk) when you submit)
* two supporting statements on the GOLD supporting statements template with mapping/reference to the UKPSF/D2 (the mentor supporting statement must mention the teaching observation)
* a complete reference list in one consistently and correctly applied referencing convention
* proofread carefully to ensure your submission is clear and coherent
* signed the form