

LEAP REFERENCES GUIDANCE

Who should I ask to provide a reference for me?

Your references are used to corroborate what you are saying in your written portfolio or oral presentation. Each reference must be **unique**; it must be written from first-hand experience of your teaching and learning. We recommend that you contact potential referees as early as possible to check whether they are willing to write a supporting statement for you. The number (and reference type, if appropriate) required for each pathway is outlined below:

Associate Fellow	Fellow	Senior Fellow*	Principal Fellow
Two supporting references	Two supporting references	One supporting reference	One supporting reference
		One supporting reference (external to immediate discipline, but can be within the same department)	One reference from someone who holds a HEA fellowship/NTF
			One independent reference (external to University)

* One (both, if you can) reference should comment on criteria D3.7 of the [UKPSF](#) (how you co-ordinate, support, supervision, manage and/or mentor others (individual and/or teams) in relation to T&L).

What does my reference need to cover?

The reference should verify the evidence included in your written portfolio or oral presentation and confirm that your application fulfils the Descriptor for the level of fellowship you are applying for. It should consist of statements that evidence how you meet the LEAP assessment criteria and directly reference the UKPSF descriptors. It is helpful for you to provide a copy of your LEAP application to those providing your reference.

I'm not sure who to ask to provide me with a reference?

If you are unsure who to ask, then please contact your Faculty Academic Lead for advice:

- Faculty of Biology, Medicine and Health – [Dianne Burns](#)
- Faculty of Science and Engineering – [Louise Walker](#)
- Faculty of Humanities – [Claire McGourlay](#)
- Professional Support Services – [Louise Walmsley](#)

What should my reference look like?

All references should have a **letterhead logo***, be signed, dated and include contact details for the referee as well as their job title and level of HEA fellowship, if they have one. The reference should contain information about the relationship between you and the referee as well as being mapped to the UKPSF. A reference template is provided below and can be given to your referee as a guideline to be followed to ensure that your entire portfolio looks professional.

*You can access University of Manchester branded letterhead templates [here](#).

Further information

If you have any further queries about LEAP references, please contact the LEAP Administrator at leap.cpd@manchester.ac.uk or 0161 275 7565.

Please ensure the reference uses letter headed paper from the referee's institution, if applicable.

Please enter Faculty details
Please enter Division/School details,
Please enter location/address details

Date reference provided

To whom it may concern

Reference for <<INSERT NAME OF PERSON>> in support of submission for <<FELLOWSHIP PATHWAY>> of the HEA

Introduction to your reference: including your relationship to the person for whom you are providing the reference, any personal experiences of the candidate's contribution to teaching and learning.

The rest of the reference should be mapped to the [UKPSF](#). If the reference applies to only part of the UKPSF (e.g. D3.7 for Senior Fellow), please ensure you are specific about which part that is. **You could write your reference under the following headings** (this is not compulsory but may help).

<p>Associate Fellowship</p> <p>D1.1 Successful engagement with at least two of the five Areas of Activity</p> <p>D1.2 Successful engagement in appropriate teaching and practices related to these Areas of Activity</p> <p>D1.3 Appropriate Core Knowledge and understanding of at least K1 and K2</p> <p>D1.4 A commitment to appropriate Professional Values in facilitating others' learning</p> <p>D1.5 Relevant professional practices, subject and pedagogic research and/or scholarship within the above activities</p> <p>D1.6 Successful engagement, where appropriate, in professional activity related to teaching, learning and assessment responsibilities</p>	<p>Fellowship</p> <p>D2.1 Successful engagement across all five areas of activity</p> <p>D2.2 Appropriate knowledge and understanding across all aspects of core knowledge</p> <p>D2.3 A commitment to all of the Professional Values</p> <p>D2.4 Successful engagement in appropriate teaching practices related to the Areas of activity</p> <p>D2.5 Successful incorporation of subject and pedagogic, research and/or scholarship within the above</p> <p>D2.6 Successful engagement in continuing professional development in relation to teaching, learning, assessment, scholarship and as appropriate related academic or professional practice</p>
<p>Senior Fellowship</p> <p>D3.1 Successful engagement across all five areas of activity</p> <p>D3.2 Appropriate knowledge and understanding across all aspects of core knowledge</p> <p>D3.3 A commitment to all of the professional values</p> <p>D3.4 Successful engagement in appropriate teaching practices related to the Areas of activity</p> <p>D3.5 Successful incorporation of subject and pedagogic, research and/or scholarship within the above</p> <p>D3.6 Successful engagement in continuing professional development in relation to teaching, learning, assessment, scholarship and as appropriate related academic or professional practice</p> <p>D3.7 Successful co-ordination, support, supervision, management and/or mentoring of others (whether individuals or teams) in relation to teaching and learning</p>	<p>Principal Fellowship</p> <p>D4.1 Active commitment to and championing of all Dimensions of the Framework, through work with students and staff, and in institutional developments</p> <p>D4.2 Successful, strategic leadership to enhance student learning, with a particular, but not necessarily exclusive, focus on enhancing teaching quality in institutional, and/or (inter)national developments</p> <p>D4.3 Establishing effective organisational policies and/or strategies for supporting and promoting others (e.g. through mentoring, coaching) in delivering high quality teaching and support for learning</p> <p>D4.4 Championing, within institutional and/or wider settings, an integrated approach to academic practice (incorporating, for example, teaching, learning, research, scholarship, administration etc.)</p> <p>D4.5 A sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices</p>

Conclude your reference with your recommendation for the individual to be awarded the level of fellowship they have applied for. You can include personal anecdotes here if you wish to.

All letters should be **signed and give the referee's job title and HEA Fellowship award** (if relevant).