

## **The University of Manchester Advance HE Fellowship Scheme Recognition and Management Group**

### **Terms of Reference**

#### **1. Overview**

The University of Manchester's Advance HE fellowship scheme is accredited by Advance HE to enable staff and students who teach and/or support learning to achieve Advance HE fellowship. The scheme is aligned with the Professional Standards Framework (PSF 2023) and is an experiential route to accreditation of teaching practice.

The University of Manchester Advance HE Fellowship Scheme Recognition and Management Group is primarily responsible for the quality assurance processes, quality enhancement and development of the scheme. The Group will:

- Discuss recommendations made by scheme reviewers on applications for Advance HE fellowships including a moderated sample.
- Ratify awards of Advance HE fellowships.
- Ensure that the rules and regulations of the Scheme are upheld including (but not limited to) requirements around eligibility or academic integrity.
- Identify annual priorities in alignment with the University's strategic goals.
- Monitor progress on key priorities and have overall responsibility for reporting.
- Support the continued enhancement and iterative development of the scheme.

The Group will meet four times per year.

#### **2. Reporting**

The Group will report to the University's Academic and Researcher Development Board (ARDB), which is chaired by the Vice Presidents for Teaching and Research, and to the Teaching Enhancement and Education Development Strategy Group (TEEDSG).

The Group will provide an annual report to Advance HE.

#### **3. Membership**

Membership of the Group includes representatives from across the University to reflect the breadth of those engaging with the scheme. Membership of the group is:

- Chair: The Vice President for Teaching and Learning – Professor April McMahon (or suitable nominee, must hold Principal Fellow)
- External Examiner - Prof Alex Owen PFHEA NTF, University of Ulster
- University Academic Lead for Teaching Excellence and Quality – Dr James Brooks

- Lead Reviewer for D1-D3 – Lisa McDonagh SFHEA
- Secretary and Scheme Administrator – Beth Rotherham AFHEA
- Faculty representatives:
  - Biology, Medicine and Health - Dianne Burns SFHEA (or nominee)
  - Humanities - Prof Claire McGourlay PFHEA NTF (or nominee)
  - Science and Engineering - Prof Andrew Weightman (or nominee)
- Representatives for specialist strands:
  - Lead for taught students – Dr Nicholas Weise PFHEA (or nominee)
  - Lead for Professional Services - Holly Dewsnap SFHEA
  - Co-lead for NHS Clinical Educators - Dr Jessica Grundy PFHEA
  - Co-lead for NHS Clinical Educators - Dianne Burns SFHEA
  - Co-lead for Clinical Debrief Tutors - Dr Ryan Peers FHEA
  - Co-lead for Clinical Debrief Tutors - Dr Susan Harris FHEA
  - Co-lead for Graduate Teaching Assistants/Teaching Assistants - Dr Claudia Henninger SFHEA
  - Co-lead for Graduate Teaching Assistants/Teaching Assistants - Prof Thomas Rodgers PFHEA