Appendix: Academic Promotions and Teaching Excellence
Frequently Asked Questions

1. What are Lancaster’s expectations towards teaching qualifications and ongoing professional development?

Achieving professional recognition of one’s teaching is a requirement for the successful completion of academic probation. It is also a necessary condition for achieving promotion. Applicants can demonstrate this through the following pathways:

   a) Achieve professional recognition status against the UK Professional Standards Framework for Teaching and Supporting Learning in HE (UKPSF) as a Fellow of the Higher Education Academy.

   b) Complete the Postgraduate Certificate in Academic Practice (PGCAP).

   c) Hold an equivalent HE teaching qualification.

2. What equivalent HE teaching qualifications would count?

Equivalent HE teaching qualifications may include awards comparable to PGCAP (e.g. PGCLTHE) completed at other institutions, or programmes that develop educational practice within a particular discipline, for example, a PGCert in Clinical or Medical Education. The qualification should have a focus on the practice of teaching at Higher Education level.

Enquiries about equivalency may arise from those staff who join the university having wholly or partially completed programmes of teaching development at a previous institution. In particular, there may be a question of equivalency to PGCAP when considering qualifications from outside the UK. In these instances, colleagues would typically be expected to provide a transcript of their study and/or evidence of any credit/awards obtained as a result. This information can be used to ascertain equivalency, and where appropriate, can potentially be used as Recognition of Prior Learning (RPL) against the PGCAP offered at Lancaster. Departments should contact OED for support in relating existing qualifications to the PGCAP programme.

If staff are uncertain about their HEA recognition status they should contact Advance HE (formerly the HE Academy) directly to clarify this. Staff new to Lancaster who already hold a category of Fellowship with the HEA should also be aware that their recognition status will remain affiliated to their previous institution until they update their HEA record from www.heacademy.ac.uk. HR can only view HEA recognition status for people affiliated to Lancaster University.
3. What categories of HEA Fellowship are there?

There are four categories of Fellowship outlined in the UK Professional Standards Framework for Teaching and Supporting Learning in HE (UKPSF). An individual would only hold one category of Fellowship at any one time.

- UKPSF Descriptor 1 = Associate Fellow
- UKPSF Descriptor 2 = Fellow
- UKPSF Descriptor 3 = Senior Fellow
- UKPSF Descriptor 4 = Principal Fellow

Further information can be found on the Advance HE website.

4. Is there a mechanism at Lancaster for valuing equivalent teaching experience, or a means by which teaching experience can be accredited?

The Advancing Teaching: Lancaster Accreditation Scheme (ATLAS) offers experience-based pathways to colleagues seeking professional recognition for teaching and supporting learning. These launched in September 2015.

Via ATLAS pathways, colleagues can work towards professional recognition as an Associate Fellow, Fellow or Senior Fellow of Advance HE (the Higher Education Academy), appropriate to prior and existing teaching experience, role and responsibilities.

ATLAS differs from a taught pathway in that it assumes you already have considerable teaching experience on which you can draw from and reflect upon. ATLAS pathways do not hold any academic credit or contribute to a taught award. Applicants are required to author a critical review of educational practice and submit it for peer review for the purposes of professional recognition.

Many people talk about the benefits of accessing continuing professional development activities to support them in preparing for a critical review or filling in small gaps in their experience. Although ATLAS is largely self-directed there will be workshops and support you can access e.g. peer conversations, writing retreats and professional mentorship.

See also Academic and Research Staff Development on the OED website.
5, What programmes offered by Lancaster lead to HEA Fellowship?

Lancaster operates several pathways aligned to the UKPSF, leading to Fellowship status with Advance HE (the Higher Education Academy (HEA)):

- **The Postgraduate Certificate in Academic Practice (PGCAP)** is a taught pathway, appropriate for colleagues with less than three years’ HE teaching experience in a full academic role. It leads to Fellowship of the HEA, UKPSF Descriptor Level 2.

- **ATLAS** is an experience-based pathway suitable for colleagues with more than three years’ HE teaching experience in a full academic role. Pathways are available for applicants able to work towards Associate Fellow, Fellow or Senior Fellow recognition, UKPSF Descriptor Levels 1, 2 and 3 respectively.

- **The Associate Teacher Programme** (previously known as the Supporting Learning Programme) is a non-credit bearing taught programme designed primarily for postgraduates who teach. It leads to Associate Fellowship of the HEA, UKPSF Descriptor Level 1.

See also [Academic and Research Staff Development](#) on the OED website.
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6. What other programmes of CPD accredited to descriptors 1, 2, 3 or 4 of the UKPSF are acceptable?

Accredited programmes of CPD are hosted by HE providers across the sector. Nearly all UK Universities have at least one programme of teaching development that is accredited against the UKPSF. This may take the form of a Postgraduate Certificate in Academic Practice (or similarly titled award), or through a non-taught professional recognition scheme. Colleagues who have successfully participated in one of these programmes should be aware if they have also achieved HEA Fellowship. If they are unsure, this status can be checked by Advance HE (the Higher Education Academy).

Colleagues may make a direct application to Advance HE (the HE Academy) for professional recognition status. The process is undertaken using an online submission template and incurs a fee. Because Lancaster University is an Advance HE subscribing institution this fee is reduced. (£100 for Associate Fellowship; £200 for Fellowship; £300 for Senior Fellowship; and £500 for a Principal Fellowship application). The cost of these applications will not be met centrally.

Principal Fellow applications should be made directly to Advance HE (the HE Academy). Contact OED for further information and guidance.