

**CREATE HEA Fellowship Scheme**

**Mentor Role Descriptor**

1. **Purpose**

The CREATE HEA Fellowship Scheme is open to staff from across the University of Bristol who have more than three-years’ experience of teaching in higher education. The scheme is designed for those who teach and/or support teaching and learning on the University of Bristol’s accredited courses. It is open to both full-time and part-time academic staff, staff on permanent and temporary contracts, and to postgraduate research students with teaching responsibilities.

The scheme is aligned to the UK Professional Standards Framework (UKPSF), a globally recognised framework for benchmarking success within higher education teaching and learning support and is accredited by Advance HE (formerly known as the Higher Education Academy). The Scheme has been designed to offer a flexible, supported, and engaging learning experience which enables participants to critically reflect upon and develop their academic practice to provide a high-quality learning experience for University of Bristol students. Completion of the scheme is via a reflective portfolio and observations of teaching.

Mentors play an important role in the CREATE HEA Fellowship Scheme. Mentors provide invaluable subject / disciplinary based knowledge and experience of teaching and learning in higher education, which supports scheme participants working on portfolios for HEA Fellowship.

1. **Person Specification**

Mentors should have a depth of relevant experience and knowledge of learning and teaching in higher education to support colleagues working on portfolios for HEA Fellowship.

Staff employed on all pathways and on both full and part-time contracts are eligible to act as mentors. Professional Services staff with relevant experience are also eligible to act as mentors.

Mentors should ideally hold a category of HEA Fellowship themselves (Associate, Fellow, Senior or Principal) and/or have a good understanding of the UKPSF.

Mentors should ensure they have adequate time to support participants (see Section 4).

1. **Responsibilities**

Mentors and participants should discuss expectations and requirements as needed, though the mentor’s responsibilities are, broadly, to meet with participant(s) (in person or online) to provide support with the development of CREATE portfolios. This support includes:

* Discussing and sharing experiences of best practice in teaching and learning
* Providing verbal and/or written feedback to participants on their plans for their portfolio
* Reviewing extracts and/or full drafts of portfolios and providing feedback on their engagement with key academic literature and on their understanding of the UKPSF
* Carrying out an observation of teaching\*\* and completing an observation form as required

Mentors are responsible for ensuring that their knowledge of the UK Professional Standards Framework (UKPSF) and relevant Descriptors remains current, through engaging in training as appropriate (see Section 4).

1. **Time commitment**

An indicative 5 hours\* across the duration of the CREATE Scheme per participant, plus 1 hour of training per academic year.

1. **Training and support**

Full training is provided by the CREATE team and continuing professional development in mentorship will be ongoing. Training takes place in person or online and focusses on approaches to mentorship, the assessment process, and making use of academic literature and demonstrating engagement with the UKPSF in portfolios.

To ensure that mentors remain current in their UKPSF knowledge and understanding, and in their understanding of any changes / developments within the CREATE Scheme, mentors are required to attend training once per academic year.

Records of engagement in training will be maintained as per Advance HE’s Accreditation Policy 2019/20.

1. **Benefits**

The benefits of mentoring colleagues on the CREATE HEA Fellowship Scheme include:

* Engagement in a developing community of practice at the University of Bristol around learning and teaching
* Recognition as a Bristol Institute for Learning and Teaching (BILT) Associate
* Opportunities to guest lecture and share best practice through the taught CREATE Postgraduate Certificate in Academic Practice
* Demonstration of good standing with Advance HE and strong evidence for applications for further recognition (e.g. Senior Fellowship)

1. **How to Register Your Interest and Further details**

If you are interested in participating in the CREATE Scheme as a Mentor, please complete [the Microsoft Form](https://forms.office.com/Pages/ResponsePage.aspx?id=MH_ksn3NTkql2rGM8aQVG673vBbEkR1FmtjmpHFbj-5UOVA2RUNIMkpLN0JPMDVES1lKWDg2SVlRNy4u) to express your interest and we will get in touch with you shortly.

If you have any question, please contact the CREATE team via email: [create-asd@bristol.ac.uk](mailto:create-asd@bristol.ac.uk)

\* Participants working towards Senior Fellowship do not require a teaching observation

\*\* Hours required for support should be negotiated between mentor and participant as needed