



BSA Fellowship Scheme: Application Process

Please send any queries regarding this application process to fellowship@thebsa.org.uk

To access the application website please visit:

<https://fitwise.eventsair.com/bsa-awards-website/submit>

PURPOSE

The purpose of the BSA Fellowship Scheme is to acknowledge current BSA members' positive contributions to the discipline of Audiology and the broad aims of the BSA. It is intended to appeal to all members of the BSA regardless of career stage or discipline/profession. The Fellowship is awarded to candidates who show commitment to supporting, shaping and influencing their discipline and is linked to sustained BSA membership.

BSA Fellowship may be used by employers as a measure of a potential employee's contribution to the discipline of Audiology. However, the scheme does not imply standards of clinical competence or professionalism.

LEVELS OF FELLOWSHIP

There are four levels of Fellowship each with specific criteria that need to be met through written application. The Fellowship is hierarchical so that progression from one level to the next is conditional on an applicant demonstrating increased significance or impact (see criteria below). The levels (in increasing order of hierarchy) are Associate Fellow, Fellow, Senior Fellow and Principal Fellow. Following successful application, individuals will be able to use the following post-nominals and the appropriate Fellowship e-badge as markers of esteem:

Associate Fellow of the BSA	AssocFBSA
Fellow of the BSA	FBSA
Senior Fellow of the BSA	SFBSA
Principal Fellow of the BSA	PFBSA

CRITERIA

Criteria that need to be met for acceptance into the BSA Fellowship are described according to level below. These criteria will be applied when judging applications. When judging applications there will be a focus on the BSA's broad aims and impact and significance, i.e. what positive outcomes resulted from a particular activity? The Fellowship scheme aims to reflect the variety of disciplines present within the BSA. As such, criteria will be applied in an open and inclusive manner to allow application from as broad a range of individuals as possible. Examples given are indicative and not exhaustive. Contributions that meet the criteria detailed below need to have been made within the last 5 years but contributions/achievements made outside of this time frame may also be considered.

Associate Fellow of the BSA (AssocFBSA)

An Associate Fellow is a full member who has made some contribution to the BSA e.g. attended more than one BSA organised conference, accessed BSA online learning tools, responded to BSA membership consultation and attended the BSA AGM. They have contributed to the evidence-base at a local level (e.g. dissemination of a small-scale project or clinical audit). They have contributed to ongoing education and/or training in their discipline (e.g. outreach or public engagement activities).

Fellow of the BSA (FBSA)

In addition to the criteria for AssocFBSA, a Fellow of the BSA has made a substantial contribution to the BSA (e.g. through active membership of a BSA group that reports to Council). They have contributed to the evidence-base at a regional or national level (e.g. oral or poster presentation at a conference, submission to non-peer reviewed publication e.g. Audacity). They undertake an education and/or training role (e.g. supervision of student project, coordination of training within their organisation). They demonstrate audiological leadership and influence policy and practice, at a local level (e.g. provides leadership to a team responsible for improving individuals with hearing and/or balance disorders), with growing influence becoming evident at the national level.

Senior Fellow of the BSA (SFBSA)

In addition to the criteria for FBSA, a Senior Fellow of the BSA has provided leadership within the BSA (e.g. Chair of a recognised BSA group, or led organisation of a BSA event). They are recognised nationally for their contributions to the relevant evidence base (e.g. invited speaker at national conference, substantial contribution to national clinical guidance, publication in international peer-reviewed journal). They undertake a substantial education and/or training role (e.g. departmental/regional training coordinator, regular contributor to HEI programme delivery, developed resources for BSA Online Learning). They regularly provide leadership and contribute to policy and practice at a national level (e.g. member of relevant national committee, invited expert on consultations) and provides effective mentorship to more junior colleagues in the field.

Principal Fellow of the BSA (PFBSA).

Principal Fellow is the highest level of recognition bestowed by the BSA to our most eminent members. In addition to the criteria for SFBSA, a Principal Fellow will have made a highly significant and lasting contribution to the success and prosperity of the BSA (e.g. Present or past Trustee or Officer), as well as to the broad discipline of Audiology. They will have a substantial portfolio of world-leading scholarship and research in a relevant field and are seen as experts on national/international stage. They provide a significant contribution to national/international education/training including quality assurance. They regularly provide leadership and influence policy and practice at a national or international level and provide effective mentorship to colleagues in the field.

APPLICATION PROCESS GUIDANCE

A maximum of 20 Fellowship applications will be processed per quarter. The online application portal will be closed once this limit has been met and any further applicants will be required to submit applications in the following quarter. Application dates will be available on the BSA website in advance.

All applicants must be current members of the BSA. The BSA Fellowship scheme application includes a personal statement and CV. A template is available on the BSA website and must be used in the application. Applications submitted without using the official template will not be processed. The personal statement should provide evidence against the relevant criteria with a focus on the impact and significance of activities against the broad aims of the BSA. The BSA strives to build knowledge and empower professionals to improve the lives of adults and children with hearing and balance problems and aims to advance audiological research, learning, practice and impact.

The personal statement is strictly limited to 5000 characters and must be signed by a referee. Cross referencing between the personal statement and the CV is encouraged.

Referees

Each application should be counter-signed by one referee. Wherever possible a referee should be a recent or current employer or line manager. A referee should know the applicant well enough to confirm the information in the personal statement is true and accurate. The chosen referee should read the applicant's personal statement and provide details of their current role and relationship to the applicant. The referee should then sign and date the application and provide their contact email address in case any further details are needed. The referee does not need to provide a formal written reference.

Application fee

To cover the cost of administration a non-refundable charge of £25 per application will be payable by the applicant. This charge is also payable where an existing member of the Fellowship scheme applies to a higher level of the scheme. Once awarded, the Fellowship lasts for the duration of an individual's normal BSA membership. The application fee applies regardless of the outcome of application. If BSA membership lapses an additional fee of £25, alongside the BSA re-joining fee, will be charged.

Submitting the application

Each applicant should create an online account on the Fellowship Scheme application website: <https://fitwise.eventsair.com/bsa-awards-website/submit>

This will allow applicants to access the template personal statement/CV document and submit Fellowship Scheme applications. Applicants must use the template personal statement/CV document provided. Any queries should be sent to fellowship@thebsa.org.uk. All emails should include the applicant's name and level of Fellowship being applied for in the subject heading.

Application review process

Applications will be forwarded to the Fellowship Panel Chair who will distribute to two further Fellowship Panel members (see below) who will independently review the applications against the relevant criteria. Decisions will be then agreed by the three reviewers and reported to Council where they will be ratified. Applicants will be notified of the decision by email (via Fitwise) within two weeks of the next Council meeting. There will be four application submission dates within each year, each being four weeks prior to the next Council meeting. Successful applicants will receive a certificate via email that will state the level of Fellowship achieved as well as the date of certification. The Fellowship e-badge specific to the level of Fellowship achieved will also be emailed to successful applicants. Unsuccessful applications will receive brief feedback. There will be no appeals process and the decision of Council will be final.

All applications will be required to state the level of Fellowship being applied for and the application will be considered for that level only. If an applicant is unsuccessful for the specific Fellowship level applied for but suitable for a different level, the review panel may either grant the applicant a different Fellowship status from that stated on the application or recommend submission of a new application to a different Fellowship level depending on the level of evidence included in the supporting statement.

FELLOWSHIP PANEL:

The Fellowship Panel will be constituted of ten BSA members representative of the multi-disciplinary membership of BSA. It will be chaired by the Membership Group Lead (a Trustee and member of Council). The Chair will be responsible for effective management of the Fellowship Scheme (e.g. recruitment and training of panel members, ensuring the panel is multi-disciplinary, liaising with Fitwise, meeting deadlines and communicating decisions).