**CHRIST CHURCH, MERTON COLLEGE AND ST. JOHN’S COLLEGE OXFORD**

# Junior Research Fellowships 2018

**Further Particulars**

Christ Church, Merton College, and St John’s College Oxford propose, provided that suitable candidates present themselves, to elect in cooperation up to twelve Junior Research Fellows, four at each College, tenable from 1 October 2018. This date may be brought forward to 1 September 2018 in exceptional cases, to accommodate personal circumstances; if so, the terminal date would be adjusted accordingly. Junior Research Fellows are expected to undertake research in some branch of Arts, Science or Education. Successful candidates will be based at Christ Church, Merton or St John’s College (see Lists A, B and C below).

The basic obligation of a Junior Research Fellow is to engage full-time in research and its dissemination. The successful candidate will be expected to propose, plan and manage a high quality programme of original research; publicise the outcomes of that research through presentation of papers and publications; and engage in the life and activities of the College. Fellows may be asked to undertake a limited amount of teaching.

The colleges each propose to elect up to two JRFs in the Arts and two in the Sciences. Applications will be allocated amongst the Colleges this year by subject as specified in lists A, B and C below. Interdisciplinary applications and applications in subjects not listed will be allocated at the discretion of the Colleges. No subject is considered ineligible. Candidates must choose one subject and may submit **only one** application across all three Colleges.

Junior Research Fellowships are fixed-term posts, tenable for three years. At Christ Church and St John’s the Fellowships may be extended for a further year. The purpose of the extension is to enable the Fellow to get the full benefit of the opportunity, which the Fellowship offers to develop his or her early career by completing a research project, without embarking upon a medium-term or permanent appointment. Having taken account of the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, the colleges would not regard such an extension as entitling the Fellow to permanent employment on the following objective grounds:

(a) It is the colleges’ policy that Junior Research Fellowships should provide opportunities for academics at the beginning of their careers;

1. In order to achieve a turnover of appointments in a wide range of subjects so that this policy can continue into the future for a succession of academics at this stage of their careers, it is an essential feature of these Fellowships that they are limited in duration.

**Selection Criteria**

Candidates should:

* have an excellent educational record; the successful candidate must have a good Honours degree (either First or 2:1), or for EU/international applicants a qualification equivalent to a good Honours degree;
* be approaching the end of their doctoral research or have submitted their doctoral thesis since 1 October 2016; for students (such as medical students) whose doctorate interrupted their professional training, they should have completed their professional training since 1 October 2016;
* have research expertise in their chosen field as demonstrated by a completed doctoral thesis and/or published or forthcoming books, or articles in refereed journals, as relevant to the candidate’s field; or promise of such achievement, as relevant to the candidate’s field;
* have the ability to present research findings effectively to fellow professionals at national and international conferences or in professional research seminars;
* have a coherent plan of research for the duration of the Fellowship which can either be the further development of the doctoral work or an entirely new area and which promises to make a valuable contribution to the candidate’s field.
* have not already held a comparable career development appointment at Oxford or another university

If the research project is laboratory based, or if studio space is required for a candidate applying for Fine Art, candidates will be required to provide a letter of support from the host department confirming that laboratory or studio space can be provided without cost to the college. A copy of this letter must be submitted if candidates are called for interview. Candidates should therefore initiate discussion with the relevant department at the time of application.

Fine Art candidates should note that the colleges interpret “research” in that subject as corresponding to the “dissertation” element of a doctorate rather than the artwork elements and should frame their applications and reports accordingly. These research fellowships are not intended as residences. These requirements allow Fine Art candidates to be judged in the same competition as candidates from other subjects.

Successful candidates will be expected to contribute fully to the life of the College.

**Terms and benefits**

The annual salary is currently £22,494 plus accommodation allowance, subject to periodical review, as follows:

* Christ Church £10,000 accommodation allowance per annum
* Merton £10,000 accommodation allowance per annum
* St John’s £10,000 accommodation allowance per annum

The salary will normally be adjusted if the Fellow is in receipt of other remuneration and may be subject to annual increase. A Junior Research Fellow is entitled to single College accommodation (subject to availability) or to a housing allowance (as outlined above). Partnered accommodation may be available (for details contact the relevant College). Successful applicants will normally be required to spend most of their time in Oxford during the tenure of their Fellowship.

Fellows are entitled to free lunches and dinners at High Table. Other allowances (including University fees) and facilities are offered at the discretion of the Governing Bodies. A Junior Research Fellow may be permitted to undertake teaching up to a maximum of six hours a week during full term. The understanding is that Christ Church, St John’s and Merton will have first refusal of any teaching offered by a Junior Research Fellow.

All three Colleges offer parental leave provision comparable to the University’s. Further details are available on request. The Colleges have access to the University nursery facilities. St John’s College has a purpose-built college nursery which provides places for children of College and University staff and students. The nursery incorporates a range of state-of-the-art facilities while being homely, warm and welcoming for babies and young children up to the age of five. Those wishing to apply for a place should contact the Nursery Manager via the nursery’s website at http://www.baintonroadnursery.co.uk/.  The nursery caters for children from six months to pre-school age. Further information is available from the College’s Bursary Manager.

**How to Apply**

Applicants are asked to indicate on their application form a single subject area, chosen from those in Lists A, B & C below, which best matches the area of research they would undertake should their application be successful. Applicants whose subjects might be thought to fall into more than one of the subject areas listed (e.g. Economics/Mathematics, Philosophy/Theology) are asked to indicate this fact in their application and are invited to draw the attention of the College authorities to factors which they consider relevant to the classification of their research project.

Allocation of applications to the Colleges will be made by the College authorities in consultation. Applicants should not attempt to indicate any preference for a College. No subject of study is considered to be ineligible and all applications will be given careful consideration.

Applications will be accepted only if made according to the following instructions:

* Only one application per candidate will be considered. Please do not apply to more than one college.
* Hard copy applications are not necessary and late applications will not be accepted.
* Candidates requiring laboratory or studio space must communicate with the relevant department at the time of application and will be required to submit a letter of support from the host department if they are called for interview.
* Candidates are encouraged to include a completed equal opportunities monitoring form with their application and submit it as **a separate PDF document.** Your information will not form part of the selection process and will not be disclosed to the selection panel.
* Merton College requires applications to be made using their online application form, which can be found at https://www.merton.ox.ac.uk/about-merton/vacancies. The equal opportunities monitoring form can also be completed online.
* **Christ Church** requires applications to be submitted using their online application form which can be found at: www.chch.ox.ac.uk/vacancies/. The equal opportunities monitoring form should be emailed as a separate PDF document to the address below.
* St John’s College requires applications to be submitted electronically to the email address for the relevant college, as outlined below. Applications should be sent as a single PDF file. Applications written on a Mac MUST be ‘exported as PDF’ before submission. The equal opportunities monitoring form should be emailed as a separate PDF document.

**The closing date for receipt of applications is noon on Friday 17 November 2017. Late applications will not be accepted.**

**References**

Every candidate is asked to name two referees and to ask them to write directly to the person specified at the College of application. References should be received by the College by **noon on Friday 17 November 2017.**

References should be sent via email to the email address for the relevant college as outlined below. Hard copy references should NOT be sent.

Candidates are responsible for requesting references from their referees and for ensuring that references arrive on time; they should therefore give referees enough time to write in their support. **The Colleges will not request references directly from the referees.**

The Colleges are grateful to referees for their assistance; they hope that they will understand the impracticability of acknowledging receipt of referees’ letters.

Referees for Fine Art candidates should note that the colleges interpret “research” in that subject as corresponding to the “dissertation” element of a doctorate rather than the artwork elements and are invited to frame their references accordingly. These research fellowships are not intended as residences. These requirements allow Fine Art candidates to be judged in the same competition as candidates from other subjects.

**Selection Process**

Shortlisting, interviewing and appointing procedures will be conducted separately by each college:

* late January and early February 2018 at Christ Church
* late January to late February 2018 at Merton College
* late February and early March 2018 at St John’s College.

Christ Church, Merton and St John's are committed to equality of opportunity. It is the policy and practice of each College that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of his or her age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex or sexual orientation.

The appointment will be subject to the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

1. They have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

*and*

1. that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: <http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

**List A The Academic Administrator, St John’s College, Oxford, OX1 3JP.**

 **Tel: 01865 277316**

**Email address for applications and references: academic.vacancies@sjc.ox.ac.uk**

History Chemistry

 Archaeology Engineering

 Music Biology

 Geography

 Anthropology

**List B The JRF Administrator, Censors’ Office, Christ Church,**

 **Oxford, OX1 1DP.**

 **Tel: 01865 286574**

**Email address for applications and references:** **jrf.administrator@chch.ox.ac.uk**

 Philosophy Physics

 Politics Computer Science

 Economics Biochemistry

 Classics (including Materials Science

 Ancient History) Geology, including Earth

 Theology & Environmental Sciences

 Oriental Studies

**List C The JRF Administrator, Merton College, Oxford, OX1 4JD.**

 **Tel: 01865 276296**

 **Email address for references: jrfadmin@merton.ox.ac.uk**

 **Applications to be made online at https://www.merton.ox.ac.uk/about-merton/vacancies**

 English Mathematics

 Modern Languages Physiology & Medicine

 Art History Psychology

 Fine Art

 Law

 Sociology