



## Job Description and Person Specification

<b>Post</b>	<b>Associate Professorship in English Literature 1550-1760</b>
<b>College</b>	<b>St John's College</b>
<b>Department/Faculty</b>	<b>English</b>
<b>Division</b>	<b>Humanities</b>
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement upon completion of a successful review.</b>
<b>Salary</b>	Salary on a scale from £45,562 pa plus additional College pensionable benefits of up to £18,190, including a Housing Allowance (currently £13,500 p.a., provided the Fellow does not occupy residential accommodation wholly provided by the College) and a Supplementary Duties allowance of £4,690. An allowance of £2,655 p.a. would be payable by the University upon award of Full Professor title

### Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of English Literature to be held in the Faculty of English with effect from 1<sup>st</sup> October 2017 or as soon as possible thereafter. The successful candidate will also be appointed as Fellow in English at St. John's College.

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

Applications for this post are welcome from well-qualified candidates with expertise in English literature of the period 1550 to 1760, and particularly from those with a specialism in the earlier part of this period, up to 1640. The successful candidate will be expected to engage in advanced study and academic research, and to enthuse and inspire students at both undergraduate and graduate level through tutorials, classes, lectures, and supervision.

The post combines an Official Fellowship at St John's College with membership of the English Faculty. Candidates wishing to speak to someone informally about the post may contact Prof. Alan Grafen, Fellow and Senior Tutor at St John's College (email: [senior.tutor@sjc.ox.ac.uk](mailto:senior.tutor@sjc.ox.ac.uk)), or Prof.

Seamus Perry, Chair of the English Faculty Board (email: [seamus.perry@ell.ox.ac.uk](mailto:seamus.perry@ell.ox.ac.uk)), or Prof. Patrick Hayes, Fellow in English at St John's College (email: [patrick.hayes@sjc.ox.ac.uk](mailto:patrick.hayes@sjc.ox.ac.uk)). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

## Duties of the post

The appointee will be part of a lively and intellectually stimulating teaching and research community that performs to the highest international levels in research and publications, and will have access to the excellent research facilities that Oxford offers. Oxford is the largest university in the UK, and has one of the largest English departments in the world, with an excellent reputation for the quality of its research and teaching. The appointee will be a member of both the College and the University community, and will have an active role to play in the running of the College (as a member of the Governing Body and a trustee of the College), and of the University (as a member of Congregation).

The main duties of the post are as follows:

1. to engage in scholarly research and publication at an internationally competitive level in English Literature 1550–1760;
2. to give 192 tutorial hours of teaching (an average of 8 hours each week across the 24 teaching weeks of the academic year) to undergraduate students at St John's, focusing on the period 1550-1760. The appointee will have responsibility for teaching the Final Honour Schools papers in Literature 1550-1640, Literature 1640-1760, and a paper devoted to Shakespeare; they will supervise undergraduate dissertations that fall within this period; they will also make a contribution to the first year introductory paper on literary theory;
3. in exercising the normal duties of a College Tutor, to take responsibility (normally shared with other members of academic staff) for the organization, supervision, and teaching of English at St John's College, including arrangements for the admission of new students, outreach activity, and the pastoral care of students reading English and its Joint Schools;
4. to make an appropriate contribution to the supervision and/or teaching of graduate students in the University, including supervising graduate students when requested to do so by the English Faculty Board and acting as College Adviser to St John's College graduate students;
5. under the direction of the English Faculty Board, to give no fewer than 16 lectures or classes (including graduate classes) in each academic year;
6. to take part in University examining as requested to do so;
7. to offer more advanced options, such as centrally-taught special option classes for final year undergraduates, and M.St courses for graduates, in accordance with their particular research expertise;
8. to contribute to the administration of the College and Faculty, including acting as a member of College and Faculty committees when called upon to do so and a willingness to take on leadership roles in St John's College or the Faculty from time to time;
9. to participate in the governance of St John's College, including exercising the duties of a Trustee as a member of the Governing Body, service on College committees and in College Offices.

No formal limitation is placed on examining or other work, but it is expected that associate professors will limit their total commitments, and colleges and faculties their demands on them, so that time will be available for research.

Further details of all undergraduate courses are available at: <https://www.english.ox.ac.uk/course-structure>.

Details of taught graduate courses (including Course Handbooks) may be accessed through the English Faculty website: <https://www.english.ox.ac.uk/masters-programmes>.

## Person specification

Applications will be judged against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both male and female committee members wherever possible.

The successful candidate will demonstrate the following:

1. The completion of a doctorate in a relevant field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
2. evidence of distinguished research and/or research potential in the area of English Literature 1550-1760 (preferably for research in the earlier part of this period, up to 1640), and a publication record of international standing, appropriate to the stage of the candidate's career, which will enhance the profile of the English Faculty in this area;
3. evidence of excellence in teaching English Literature, including the ability to contribute to specialist teaching on a range of topics in English Literature in the period 1550-1760;
4. evidence of the ability to teach at the right level in a variety of modes, including small groups/tutorials, seminars, and lectures, and to undergraduates and graduates;
5. evidence of the ability to foster student learning in high achieving groups;
6. evidence of the ability to act effectively as a graduate supervisor;
7. evidence of the ability to act effectively as an examiner;
8. evidence of participation in conferences, seminars and other research meetings;
9. evidence of the ability to undertake administration effectively, including in cooperation across an institution;
10. evidence of the ability to discharge pastoral responsibilities effectively for both undergraduate and graduate students; and
11. experience of, or potential for, participating effectively in the running and development of the subject at Faculty level.

The appointment committee recognises that candidates can contribute to these goals in many different ways, and will use its professional judgment - based on the evidence available - to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

## How to apply

There is no application form. Candidates are asked to submit their application materials in the form of a single PDF file to [academic.vacancies@sjc.ox.ac.uk](mailto:academic.vacancies@sjc.ox.ac.uk)

Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of three referees. Candidates must ask their referees to email their references directly to [academic.vacancies@sjc.ox.ac.uk](mailto:academic.vacancies@sjc.ox.ac.uk)

Both applications and references should reach the College no later than **12 noon on Monday 20<sup>th</sup> February 2017**. Late applications will not be accepted.

Candidates are encouraged to include a completed equal opportunities monitoring form with their application and submit this as a separate PDF document. Your information will not form part of the selection process and will not be disclosed to the selection panel.

Should you have any queries about how to apply, please contact Academic Vacancies@sjc.ox.ac.uk

All applications will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both St John's College and the Faculty of English Language and Literature. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of St John's College and the Humanities Divisional Board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Governing Body and the Divisional Board, and a formal contractual offer has been made.

# Essential Information for Applicants for the Associate Professorship in English Literature 1550-1760

## The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at [www.ox.ac.uk/about/organisation/strategic-plan](http://www.ox.ac.uk/about/organisation/strategic-plan).

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000, over 45% of students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk).

## The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students, and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums (including the famous Bodleian Libraries), with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art

and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: [www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk)

## **The Faculty of English**

The Faculty of English Language and Literature forms part of the Humanities Division, one of the University's four academic divisions. The Faculty was established in 1894 (though the study of English Literature in the university long predated the formal foundation of the Faculty) and has counted some of the most distinguished and influential scholars in the history of the discipline among its members, including A.C. Bradley, Terry Eagleton, Richard Ellmann, Helen Gardner, C.S. Lewis, and many others. It is now by some way the largest English department in the United Kingdom, with more senior members of Faculty and more graduate students than any other English department, and one of the biggest anywhere. It has a distinguished research record, with good performances in successive RAE and REF exercises, and its teaching record is similarly excellent, with the top grade in every teaching quality assessment. The Faculty was ranked first in a recent Guardian league-table of English departments in the United Kingdom.

Its coverage of literatures in English and the English language encompasses the widest historical range, from 550 to the present day. There are at present 72 permanent postholders, with nine statutory and seventeen other Professors; and the total membership of the Faculty—including research appointments and college tutors—numbers more than 180. The Professorship of Poetry (currently held by Simon Armitage), a chair hosted by the Faculty, is elected every five years, and has brought internationally prestigious writers and scholars into the academic community: incumbents since WWII have included W.H. Auden, Robert Graves, Roy Fuller, Seamus Heaney, James Fenton, Paul Muldoon, Christopher Ricks and Geoffrey Hill.

The English Faculty is housed in the St Cross Building, which contains lecture theatres, seminar rooms, administrative offices, and the English Faculty Library. The English Faculty Library holds over 100,000 volumes, including important holdings of pre-1800 material and several specialist collections, including the Turville-Petre and York Powell collections (Icelandic), and the Wilfred Owen collection (which includes Owen's personal library, manuscripts, photographs, and other items). More information about the Faculty of English can be found at: [www.english.ox.ac.uk](http://www.english.ox.ac.uk).

The Faculty offers financial support for research expenses and conference attendance, together with research mentoring and teaching relief for particular research needs.

Further information is available at [www.english.ox.ac.uk](http://www.english.ox.ac.uk)

### Early modern studies in the Faculty

The Oxford English Faculty has the world's largest grouping of specialists in English literature of the period 1550-1700, and sustains a very active research culture across the whole length of this period. Members of the Faculty with interests in the area include Professor Colin Burrow, Professor Lorna Hutson (Merton Professor of English Literature), Dr Freya Johnston, Dr Margaret Kean, Dr Paulina Kewes, Professor Rhodri Lewis, Professor Laurie Maguire, Professor Richard McCabe, Professor Peter McCullough, Dr Helen Moore, Dr Kathryn Murphy, Professor Simon Palfrey, Dr William Poole, Professor Diane Purkiss, Professor Emma Smith, Professor Adam Smyth, Professor Bart van Es, and Dr Philip West. Professor Sir Jonathan Bate and Professor Henry Woudhuysen are also members of the Faculty.

The Faculty hosts the Centre for Early Modern Studies, which acts as a central forum for research, conferences and graduate study, and aims to encourage collaboration across a wide range of related disciplines. The Centre's website, <http://www.cems.ox.ac.uk/>, provides much information

about resources and current activities. The Faculty is also represented by Professor Womersley in the Besterman Centre for the Enlightenment, an inter-disciplinary research institute with a very active and developed programme of conferences and publications; for further information visit the Centre's website, <http://www.voltaire.ox.ac.uk/bestermancentre/index.html>.

The Faculty welcomes applications from individuals with research interests across the full range of the 1550-1700 period. The Faculty construes the field of 'English Literature' in a comprehensive spirit, including book history and intellectual history.

Oxford has remarkable library resources from the Bodleian to a wide range of college and departmental libraries. New opportunities will emerge for using rare books in seminar rooms, communicating the excitement of working with these materials. There is a very lively seminar culture in the early modern period across the University, and visiting scholarships, of which the number is growing, bring in academics from across the world. Graduate students are active in organising their own seminars, including an interdisciplinary early modern forum. Faculty members are involved in ambitious collaborative research such as the international 'Cultures of Knowledge' project, and the Humanities Division provides specialised administrative assistance for those applying for external funding.

### Undergraduate teaching in the Faculty

The colleges of Oxford University are responsible for undergraduate admissions and for the main bulk of undergraduate tutorial teaching. Some 300 students are admitted each year to read for the Honour School of English Language and Literature, and the Joint Schools with Classics, Modern Languages and History. The undergraduate syllabus offers courses in all historical periods of writing in the English language, from Anglo-Saxon times to the present day. The course is assessed by a mixture of submitted course work, a dissertation, and end-of-year examinations. All students take a centrally-taught special option in their third year.

The Faculty puts on a programme of undergraduate lectures (usually held in the St Cross Building) which are designed to complement and support the tutorial and class teaching that goes on in the colleges. The successful candidate will be required to contribute to this programme. It is anticipated that the appointee would be able to offer appropriate lectures for some or all of FHS Papers 1, 3, and 4, contribute to the provision of centrally-taught special topics, and supervise final-year dissertations that fall appropriately within his or her area of specialism.

### Graduate teaching in the Faculty

The Oxford English Faculty has the largest English graduate school in the country, and one of the most vibrant and successful. The admission and supervision of graduate students is under the control of the English Faculty Board rather than the colleges, though each graduate student is also a member of a college. The Faculty Board (through its Graduate Studies Committee) admits about 90 students a year to the MSt, our one-year taught course Masters degree, which spans all areas of English Studies from Old English to World Literature. These students are of a high calibre, as our external examiners' reports consistently confirm.

One of the several strands within the MSt is in English Literature 1550-1700. The successful candidate will be expected to participate actively in the early modern MSt strand, and may also contribute to other MSt teaching, including the cross-disciplinary MSt in Women's Studies, Film Aesthetics, Medieval Studies, and Comparative Literature. Details about the structure and contents of the Faculty's MSt courses can be found on its website -- [www.english.ox.ac.uk/masters-programmes](http://www.english.ox.ac.uk/masters-programmes). Examples of 'C' courses which have been offered within the early modern M.St in recent years include: 'Shakespeare : Plots, Scenes, Parts' (Simon Palfrey and Tiffany Stern), 'Imagining Early Modern London' (Paulina Kewes), 'Early Modern Writing and the New Philosophy' (Rhodri Lewis).

The Faculty also admits up to forty doctoral students each year, typically recruiting a good proportion from our own MSt: at any one time we might have as many as 200 research students in

place. The successful candidate will be expected to supervise doctoral students and generally to enhance the Faculty's very active graduate culture.

## **St John's College**

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Established in 1555 as a constituent college of the University of Oxford, St John's College fosters excellence in education and research. It is one of the largest among Oxford Colleges and nearly every subject studied at the University has its representation. Today, St John's is home to approximately 400 undergraduates and in excess of 200 graduate students. Most of the subjects on offer at Oxford University can be studied at the College.

The present Fellowship of the College includes 35 Tutorial Fellows, 10 Professorial Fellows and 14 Junior Research Fellows. All Fellows and some other staff are members of the Senior Common Room, which provides dining and social benefits. The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the President (the head of the College) and 52 Fellows. A vibrant international community, it fosters intellectual rigour, creativity, and independence in its students, teachers, and researchers. The College supports a range of research activities including discussions, seminars, workshops, public lectures and visiting scholar schemes, as well as the Research Centre, which particularly emphasizes interdisciplinary approaches. While scholarly publication is naturally at the heart of our research endeavours, the fellowship is also committed to informing policy and public debate, and to teaching that is informed by research findings.

The College admits up to seven undergraduates each year to read for degrees in English, with a small number also admitted each year to read for one or more of the associated Joint Schools. The successful applicant will work with two of the College's Tutorial Fellows in English, Professor Carolyne Larrington and Professor Patrick Hayes, and the Drue Heinz Professor of American Literature, Professor Lloyd Pratt.

The College is seeking a candidate with a firm commitment to undergraduate teaching in the College. The person elected will provide tutorial teaching to undergraduates for eight hours per week during full term (averaged over the twenty-four week academic year), share responsibility for the organisation of teaching in English and the welfare of undergraduates in the subject, and will participate in the undergraduate and graduate admissions processes. The Official Fellow will also be responsible as a College adviser for overseeing the academic welfare of graduates in the College reading for graduate degrees in English.

He or she will be a member of the Governing Body and a Trustee of St. John's College and will be expected to attend Governing Body and tutorial meetings, and to participate in the administration of the College.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background.

An Official Fellow and Tutor at St. John's is entitled to meals in College and is provided with a teaching room in College. A Housing Allowance (currently £13,500 p.a., provided the Fellow does not occupy residential accommodation wholly provided by the College) and a Supplementary Duties Allowance (currently £4,690 p.a.) are available.

Research expenses (currently up to £2,500 per annum), and an entertainment allowance allow relevant expenses to be reclaimed from the College. Private health insurance is also available.

The election to the Fellowship will be subject to confirmation at the end of the fifth year conditional upon a satisfactory report on the performance of the specified University and College duties. The appointment will be subject to the Statutes of the College which embody the relevant provisions concerning academic tenure of the Education Reform Act (1988).

Further details of the full range of duties and expectations of a Tutorial Fellow can be found in the Appendix.

For more information on St John's College, please visit: [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk)

# Standard Terms and Conditions

## ***Salary, benefits and pension***

The successful candidate will be appointed on the Oxford scale for associate professors, (£45,562 - £61,179). The combined college and university salary will be on a scale up to £61,179 per annum.

Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. [Departments/Faculty boards] may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the faculty/department may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,655 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,466 to £79,080 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/).

## ***Length of appointment***

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/).

It is a condition of this post that it be held at the same time as your college teaching post. In the event of the termination of your college teaching post, for whatever reason, the University may terminate this appointment.

## ***Sabbatical leave/dispensation from lecturing obligations***

The appointee is eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. The appointee may be dispensed from up to four courses of eight lectures or classes in any period of fourteen years, or from up to two courses in any period of three years.

### ***Membership of Congregation***

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml).

### ***Relocation expenses***

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available.

### ***Family support***

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at [www.admin.ox.ac.uk/eop/childcare/](http://www.admin.ox.ac.uk/eop/childcare/).

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

Information for parents and carers is available at [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/).

### ***Facilities and services***

The University has a range of facilities and benefits for its staff; more details are available on the website at [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).

Information about relocation, living and working in the UK and Oxford is available at [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/).

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at [www.admin.ox.ac.uk/eop/disab/](http://www.admin.ox.ac.uk/eop/disab/).

### ***Equality of opportunity***

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### ***Medical questionnaire and the right to work in the UK***

The appointment will be subject to the satisfactory completion of a medical questionnaire and 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:

(i) 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*

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

Further information is available at [www.gov.uk/tier-2-general/overview](http://www.gov.uk/tier-2-general/overview).

### ***Special arrangements***

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

### ***Data Protection***

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>1</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

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<sup>1</sup> But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.

## **The Tutorial Fellowship: General Template of Duties**

### **1: Introduction**

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship<sup>2</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

### **2: Research**

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

### **3: Teaching and support**

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written

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<sup>2</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formerly known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

#### **4: College Governance**

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

