University of Oxford
St Edmund Hall

Tutorial Fellowship in Computer Science

FURTHER PARTICULARS

The College proposes to appoint a Tutorial Fellow in Computer Science from 1 October 2024. The successful applicant will already hold or will need to arrange an appointment in the Department of Computer Science.

1.   The College

There are 39 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.

St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions now within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of "Hall" has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial, and organisational terms each college is an independent corporation, self-governing and self-contained. St Edmund Hall, in common with all Oxford colleges, has recently been granted status as a registered charity. Our current Principal, Professor Katharine Willis, joined the Hall in October 2018.

St Edmund Hall occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 80 Fellows (just over half of whom form the Governing Body), and around 450 undergraduate and 260 postgraduate students and up to 32 Visiting Students, in addition to administrative and domestic staff. The Queen's Lane main site accommodates many of our facilities, including the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, Dining Halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north and east Oxford: in Norham Gardens, and on the Iffley Road and Dawson Street.

2.   Computer Science at St Edmund Hall

This appointment will build on the recent appointment of Professor Linda Eggert as Tutorial Fellow in Philosophy of AI, who will join the college in October 2024 alongside Professor Leslie Goldberg, Senior Research Fellow, and Head of the Department of Computer Science. It will enable the college to restart undergraduate and Visiting Student admissions

in Computing Science and commence the admission of students for Computing Science and Philosophy (first undergraduate intakes in October 2025).

Further information about St Edmund Hall can be found at www.seh.ox.ac.uk.

3.   Duties of the Post

The successful candidate will already hold or will need to arrange an appointment in the Department of Computer Science. They will be a part of a lively and intellectually stimulating community that performs to the highest international levels in research and publication and will have access to the excellent research facilities which Oxford offers.

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 various schools and colleges, irrespective of background.

The post-holder will be expected to:

   i.   Have a well-established track record of advanced study and research.

   ii.   Oversee the organisation, supervision, and teaching of Computer Science students, including arrangements for the admission of new students, the setting and marking of college examinations, submission of reports, the pastoral care of students, and the administration of the Visiting Student programme in Computer Science.

   iii.   Provide tutorial teaching to undergraduates studying Computer Science, and to Visiting Students.

   iv.   Undertake an average of six weighted hours of tutorial teaching per term-time week (a singleton tutorial = 1h; a paired tutorial = 1.25h; a tutorial of three or more students = 1.5h) for undergraduate students and Visiting Students at St Edmund Hall or via swap arrangements for students from other colleges. In addition, the appointee will act as 'College Advisor' to a small number of graduate students in the College.

   v.   Participate in the governance of St Edmund Hall, including exercising the duties of a Trustee as a member of the Governing Body, serving on college committees and holding college officerships.

6. Selection Criteria

   (a) A doctorate in the field of computer science or a closely related discipline.
   (b) A proven history of high-quality research activity in computer science.
   (c) A research programme that enhances and is coherent with the research profile of the Department of Computer Science.
   (d) The ability to attract research funding and develop an independent programme of research.
   (e) Experience of teaching computer science (or closely related subjects).

(f) The ability and willingness to teach effectively, both at undergraduate and graduate level, a wide range of topics in computer science.
(g) The ability to supervise graduate students.
(h) Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students.
(i) The ability and willingness to undertake the full range of administrative duties within the College.

5.   Terms and Conditions

The post-holder will be elected to an Official Fellowship. Official Fellows hold their posts on the basis of the Statutes and By-laws of the college, which can be found on the College's [website](#).

Salary

The salary will be set using the college salary component of the Associate Professor (University) pay scale of the University of Oxford (scale 30S).

Grade 10a Tutorial Fellowship (University) (30S)		
University salary	Notional college contribution	Model combined annual salary
£59,479	£11,439	£70,918
£57,750	£11,107	£68,857
£56,073	£10,784	£66,857
£54,443	£10,471	£64,914
£52,862	£10,167	£63,029
£51,327	£9,871	£61,198
£49,836	£9,585	£59,421
£48,390	£9,306	£57,696
£46,985	£9,036	£56,021
£45,621	£8,774	£54,395
£44,296	£8,519	£52,815

Term

Two years in the first instance, and thereafter for so long as the appointee holds a position in the Department of Computer Sciences.

Allowances

There are tax-free allowances for entertainment (student headcount-dependent, but typically around £500) and research (currently £1,750 per annum).

A taxable and pensionable housing allowance, currently £11,000 per annum, is paid to Tutorial Fellows.

Office Space

A shared College teaching room will be available.

Pension

The College offers generous pension provision. Tutorial Fellows are usually offered membership of the Universities Superannuation Scheme. Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/

Dining Rights

There is a right to 'Common Table', which means that breakfast, lunch, and dinner are provided free of charge on weekdays when the College kitchen is open.

Sabbatical

The College sabbatical leave scheme allows Official Fellows to apply for one term's absence after six terms of service, two terms after 12 terms, or three terms after 18 terms. There is normally no deduction from stipend.

6.   Equal Opportunities Policy

St Edmund Hall is an Equal Opportunities employer committed to excellence in research and teaching.

7.   How to Apply

There is no separate application form. Applications should be submitted by email to recruitment@seh.ox.ac.uk not later than **(GMT) noon on Friday, 12 January 2024.**

Applications should include:

1. Your full contact details, including email address, postal address and at least one contact telephone number.

2. A supporting statement (no more than 5 A4 pages) explaining how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time taken to care for dependents);

3. A full curriculum vitae (no more than 4 A4 pages) to include details of candidates' degrees, their date of award and class and a statement of current research interests and publications.

4. The details of **three referees** (see below).

Shortlisted applicants will be asked to submit two representative samples of written work.

Applications should be sent by email (as a single pdf) to recruitment@seh.ox.ac.uk by the deadline, which is **(GMT) noon on Friday, 12 January 2024**. Interviews are expected to be held in Oxford on 26 January 2024. Further details about the interview process will be communicated to shortlisted applicants.

Should you have any queries about how to apply, please contact the HR Manager at St Edmund Hall by email at recruitment@seh.ox.ac.uk.

Questions relating to the post should be directed by email to the Senior Tutor, Professor Robert Wilkins, at robert.wilkins@seh.ox.ac.uk.

Late or incomplete applications will not be accepted.

Referees

You are advised to contact your referees before applying, to ensure that they are aware of your application and the requirements for the post, and to ensure that they would be content to write a reference for you for this post if asked to do so, in the event that you are shortlisted. Your application should include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. Shortlisted candidates will be asked to contact their referees and ask them to submit the references directly to us.

The College welcome applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Recruitment Monitoring

Please also consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

All applications will be acknowledged after receipt.

Offer of Employment

Applications for this post will be considered by a selection committee containing representatives from both St Edmund Hall and the Department of Computer Science. 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 Edmund Hall 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 the Governing Body and a formal contractual offer has been made.

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[1]. 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

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[1] Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

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 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).

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*

2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*

3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*

4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*