



Job Description and Selection Criteria

Post	Tutorial Fellowship in Law, and Associate Professorship of Law
Department/Faculty	Faculty of Law
Division	Social Sciences Division
College	St Edmund Hall
Start date	1 October 2023, or as soon as possible thereafter
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary on scale within the range £50,300 - £67,541 per annum (plus per annum taxable and pensionable College housing allowance of £11,000 and other benefits). An additional allowance of £2,931 p.a. is payable upon award of Recognition of Distinction (i.e. the title of Professor).
Deadline for Applications	12 noon (UK time) on Tuesday, 11 April 2023

Overview of the post

St Edmund Hall and the Faculty of Law invite applications from suitably qualified candidates for a Tutorial Fellowship and Associate Professorship of Law to be appointed with effect from 1 October 2023 or as soon as possible thereafter. The successful candidate will be both an Official Fellow and Tutor in Law at St Edmund Hall, and a member of the Faculty of Law; the full designation of the Fellowship is the Sir Richard Gozney Fellowship.

The successful candidate will be expected to engage in advanced study and research in Law, and to give high quality tutorials, classes, lectures, and supervision at both undergraduate and graduate levels. For the College, teaching is sought in two of the following subjects: Roman law, contract law, land law, trusts. Applications are particularly sought by the Faculty from those who have research interests and teaching experience in at least one of the following areas: Civil Procedure, Conflicts of Law, Legal History.

The successful candidate will be a member of both the College and Faculty communities. They will be part of a lively and intellectually stimulating research community which publishes at the highest international levels, and they will have access to the excellent research facilities that Oxford offers. The person appointed will join one of the largest and most distinguished groups of legal scholars in the world.



The appointee will have, or be on the way to establishing, a record of internationally recognised scholarship and research and will be required to provide a high standard of teaching at both undergraduate and postgraduate levels, including the supervision of research students.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of the College and the Faculty of Law, as well as contributing more generally to the goal of maintaining the University of Oxford as a leading centre for teaching and research in Law and Legal Studies.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Senior Tutor at St Edmund Hall, Dr Robert Wilkins (robert.wilkins@seh.ox.ac.uk), or Professor Robert Burrell in the Faculty of Law (robert.burrell@law.ox.ac.uk). Questions about the application process should be addressed to the College HR Manager (recruitment@seh.ox.ac.uk). If you would like to find out more about joining the academic community at Oxford generally, you are welcome to contact Professor Carolyn Hoyle, carolyn.hoyle@crim.ox.ac.uk, who will not be involved in the selection or interview process. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The Faculty of Law is an Athena Swan Bronze Award holder. Applications are particularly welcome from women and black and ethnic minority candidates, who are under-represented in senior academic positions in Oxford.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

The main duties of the post are as follows:

College duties

As a Tutorial Fellow of St Edmund Hall, the appointee will be required to:

- engage in advanced study and research, and to take a lead in organising the tuition and pastoral care of students studying for degree courses in Law.
- to deliver eight clock hours of high-quality undergraduate tutorial teaching per week in agreed subjects, averaged over three eight week terms. You may not be obliged (as opposed to permitted) to exceed this figure without the permission of the Dean of the Faculty of Law and the Social Sciences Divisional Board;
- hold meetings with each student at the beginning and end of every term (and throughout the term as appropriate) to discuss their programme of work and academic progress;
- to write termly reports for all students taught;
- to arrange out-of-college tuition as required;
- to set and mark, or arrange to have marked, mock examination papers (called 'collections') at the beginning of certain terms; to assist with College Open Days;
- to contribute to the College's outreach and widening participation activities
- to participate in the annual undergraduate, graduate and visiting student admissions processes (with undergraduate interviews in December).
- to act as College Advisor to St Edmund Hall graduate students in Law and cognate areas;
- to serve as a Trustee of St Edmund Hall, an education charity, and attend St Edmund Hall Governing Body meetings;
- to take part in the administration of the College including acting as a member of College committees or holding College Officer appointments as appropriate to career stage.

The successful candidate will be expected to have a broad range of academic interests and be willing and able to teach the agreed subjects and to consider picking up adjoining subjects as the need arises.

Commitments to paid external work exceeding 30 days per annum must be approved in advance by the Senior Tutor of St Edmund Hall.

University duties

The duties of an Associate Professor are to engage in advanced study and research; to give, under the direction of the Faculty Board, no fewer than 16 lectures or classes a year or equivalent; to take part in University examining and graduate teaching and supervision as and when requested; and to take an active and engaged part in the administrative, outreach, pastoral, and other aspects of the Faculty's work.

The Faculty has a particular need for advanced research and teaching in Civil Procedure, Conflicts of Laws and Legal History and preference will be given in the recruitment process to candidates who are willing and able to deliver high quality teaching in these fields.

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

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University and the colleges are committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

Essential criteria

- a) A record of original, important, and rigorous published **research**, consistent with the candidate's career stage.
- b) Candidates should have received a **doctoral degree** by the advertised closing date for this position, *or* have submitted a completed doctoral dissertation for examination by this date, *or* have done equivalent research work to a person holding a doctorate. If you are in any doubt about what might constitute such an equivalent, please contact one of the persons noted in the "Overview" section above.
- c) Evidence of excellence (or of the potential for excellence) in **undergraduate teaching** in at least two of the College's preferred subjects, along with the personal qualities needed to encourage a high level of achievement in undergraduate students. This must include the ability to provide tutorial teaching in the fields listed under 'Duties of the post' above, together with the potential to offer high quality undergraduate lectures and classes as needed by the Faculty and specified under 'Duties of the post'.
- d) Evidence of excellence (or of the potential for excellence) in **postgraduate teaching and supervision**, along with the personal qualities needed to encourage a high level of achievement in graduate students. This must include the ability to provide teaching by lecture, seminar, and tutorial in the BCL and MJur degrees (i.e., Masters-level taught degrees), and one-to-one supervision for MPhil (i.e., Master's-level research) and DPhil (i.e., doctoral-level) students in their chosen field.
- e) Evidence of experience in, or potential for, participating effectively in the other work required by the College and the Faculty, including administration and commitment to the College's charitable purposes. For examples and further details of the fundamental aims of the College as a community of education and research please see the website (<https://www.seh.ox.ac.uk>).
- f) Evidence of experience of, or potential for, participating effectively in the future development of the subject, and in public engagement, knowledge exchange and impact activities.

Desirable criteria

- g) In addition to the core areas required by the Faculty and College, an ability to contribute to other law subjects in Oxford.
- h) Evidence of a track-record of securing, or potential to secure, **external funding** for research appropriate to the applicant's career stage.

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

How to apply

There is no application form for this post, but applications must include:

1. A completed cover sheet with your full contact details (email address, postal address, at least one contact telephone number), the names and contact details of three referees, and an indication of where you first heard about this post.
2. A covering letter or statement explaining how you meet the selection criteria set out above. This should be no longer than 2 sides of A4 (in a standard 11- or 12-point font).
3. A full CV, including a list of publications.

Applications should be sent by email to recruitment@seh.ox.ac.uk by the deadline for applications, which is **12 noon (UK time) on Tuesday, 11 April 2023. Applications received after this time will not be considered.**

All applicants will be sent an emailed confirmation of receipt of their application as soon as possible after it arrives. This will be sent to the email address given in the application unless specified otherwise by the applicant.

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

Candidates seeking Recognition of Distinction (i.e. the title of Professor) upon appointment **must make this clear in their application.**

Submission of written work

All candidates who are invited to interview will be asked to submit TWO items of written work, published or unpublished, by email. These items should be about the length of a book chapter, thesis chapter or academic article. The items should be sent in a single e-mail in two pdf files to recruitment@seh.ox.ac.uk.

In addition, any shortlisted candidate who is seeking Recognition of Distinction (i.e. the title of Professor) should nominate by email a further substantial published item. It is expected that this item will ordinarily be a scholarly monograph or similar. Candidates will not generally be required to provide copies of monographs or other books, but may be asked to do so in exceptional cases.

Timescale for the appointment

- Deadline for receipt of applications: **12:00 noon (UK time) on Tuesday, 11 April 2023.**
- It is anticipated that shortlisting will take place in the week beginning 17 April 2023.
- Interviews are expected to take place at the College on either Thursday, 11 or Friday, 12 May or during the week commencing 15 May 2023.

Interview Process

- Shortlisted candidates will be asked to give a 10-minute presentation on a topic of their choice but relating to one of the core teaching fields identified above; it should be addressed to final-year undergraduate students.
- Candidates should then give a 5-minute outline of their current research and immediate research plans.

- The formal interview will begin as soon as the presentations have finished and will take up to 40 minutes.

More precise details of presentation requirements will be sent to shortlisted candidates with the invitation to interview. Whilst we aim to keep to the timetable outlined above, we reserve the right to adjust it if necessary.

References

You should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application (on the cover sheet), please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number. The College and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer them to be approached only with your specific permission you must specify this in your application. You should name three referees in your application even if you do not wish them to be contacted yet.

References should be submitted by email to recruitment@seh.ox.ac.uk.

The College and the Faculty wish to take this opportunity to thank in advance referees who write on behalf of applicants. We are aware that this is a time-consuming process and the selection committee values referees' input very highly.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. (College support for disability and long term health conditions can be added here) 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. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>

Essential Information for Applicants

St Edmund Hall

The College'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. The current Principal, Professor Katherine 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 (around half of which form the Governing Body), and around 450 undergraduate and 260 postgraduate students and up to 38 Visiting Students, in addition to administrative and domestic staff. The Queen's Lane main site accommodates many of our facilities, including the administration offices, 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 Oxford (in and around Norham Gardens) and east Oxford (in Iffley Road and Dawson Street).

The other law fellow is Dr Joanna Bell, whose interests are in administrative law, environmental and planning law, constitutional law and the law of torts. Tuition which cannot be provided in house by the two Official Fellows is obtained by swap/exchange arrangements with colleagues in other colleges, or by lecturers appointed (usually) on a short-term basis.

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

The Faculty of Law

The Faculty of Law is one of the largest in the United Kingdom, and is the largest unit in the Social Sciences Division of the University. There are some 240 members of the Law Faculty, of whom almost 100 are in established University academic posts. The Law Faculty has a distinguished reputation in research and publications in Law, and in the Research Excellence Framework 2021, 55% of our submissions were judged to be 4*. Oxford Law has been ranked second in the world in the QS World University rankings and first in Europe for the last four years.

There are five specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies, the Oxford Intellectual Property Research Centre, and the Bonavero Institute of Human Rights.

Undergraduate teaching within the Faculty

There are approximately 220 undergraduates in each year. Most read for the three-year BA in Jurisprudence and up to 35 of these follow the Law with Law Studies in Europe course over four years, one year being devoted to study in France, Germany, the Netherlands, Spain or Italy. The full range of subjects taught at Undergraduate level may be found on the Faculty website. The undergraduate programmes, including admissions, are the immediate responsibility of the Faculty's Undergraduate Studies Committee and its Associate Dean for Undergraduate Studies and Outreach.

Graduate teaching within the Faculty

The Faculty sustains a major graduate programme and its graduate research school is the largest of any law school in the English-speaking world. There are currently about 640 graduate students, of whom approximately half are enrolled in taught programmes, the largest being the Bachelor of Civil Law (BCL) and Magister Juris (MJur) which account for approximately 150 students combined. Both are full-time courses, as is the Master of Science (MSc) in Law and Finance and Master of Philosophy (MPhil) in Criminology and Criminal Justice, while the MSc in Criminology and Criminal Justice is offered both as a full-time and part-time course. There are then a number of courses which are exclusively part-time – the MSc degrees in Intellectual Property, in International Human Rights Law, and in Taxation; and the Postgraduate Diploma in Intellectual Property and Practice. Research degrees account for the remainder of the students and comprise the Doctor of Philosophy (DPhil) degrees in Law, in Socio-Legal Studies, and in Criminology (all offered as both full-time and part-time courses), and the one year Master of Philosophy (MPhil) degrees in Law and in Socio-Legal Research (both full-time courses). All part-time courses are non-residential.

The graduate programmes, including graduate admissions, are the immediate responsibility of the Faculty's Graduate Studies Committee and its two Associate Deans (one for research degrees, the other for taught programmes). The graduate cohort provides a base for a productive interaction between advanced study and research - this is something to which the Faculty attaches great importance.

Research activity

The Faculty has always encouraged excellence in diversity in its research strategy, seeking to achieve the highest quality in the broad range of subjects in which Faculty members pursue their interests. The Faculty's Research Support Fund provides resources for research assistance, conference attendance and other research-related activities. The Faculty's Research Support team support applications for external research funding.

Academic staff development

Teaching proficiency is one of the factors which is taken into account when associate professors are considered for reappointment after the completion of their probationary tenure. The University has made arrangements under which associate professors in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided by the Oxford Learning Institute (www.learning.ox.ac.uk), including:

- introductory sessions for new academic staff
- an advisor for new associate professors
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

Further information on the Law Faculty can be found at www.law.ox.ac.uk.

Faculty benefits

Start-up costs

A start-up grant of £4,000 (unless the appointee currently holds an established Oxford University academic post). This may be spent at the post-holder's discretion on any purpose connected with their academic work, for example IT equipment, research assistance, travel, conference attendance and/or book purchases. The start-up grant must be spent within three years.

Research support

Grant schemes for IT equipment and research support, to which the post-holder will be eligible to apply after the first year of appointment.

Libraries

The Bodleian Social Sciences Libraries

The Bodleian Social Sciences Libraries work collaboratively to provide subject support, collections and services to the Social Sciences Division of the University of Oxford, the largest grouping of social science disciplines in the UK. The Bodleian Social Sciences Libraries comprise six interdisciplinary and specialised libraries, namely the: Bodleian Social Science Library; Bodleian Law Library; Sainsbury Library at the Saïd Business School; Tylor Library for Social and Cultural Anthropology; Bodleian Education Library; and the Bodleian Latin American Centre Library. The Rewley House Library for Continuing Education is also managed within the Social Sciences Libraries Group. Together, the Bodleian Social Sciences Libraries deliver world-class services and collections to support world-leading social science research, doctoral training programmes and some of Oxford's most widely recognised teaching programmes.

The Bodleian Law Library

The Bodleian Law Library, accommodated alongside the Faculty centre in the St Cross Building, houses over a quarter of a million volumes. It receives copies of all law books published in the United Kingdom, and has extensive holdings of overseas legal publications, notably of the Commonwealth, the US, and European countries. Oxford is designated as a European Documentation Centre, and materials relevant to European law are housed in the Bodleian Law Library. It has one of the most extensive collections of domestic and foreign law databases and e-resources in the UK.

Further information about the Bodleian Law Library can be found at www.bodleian.ox.ac.uk/law

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as the sustainable resource management, poverty and forced migration, effective governance and justice. As well as

active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality, eleven of our departments have achieved bronze Athena SWAN awards (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): the Oxford Internet Institute, Global and Area Studies, Sociology, Archaeology, the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology & Museum Ethnography, and the Saïd Business School; and the School of Geography and the Environment holds an Athena SWAN silver award.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

About the University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. 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.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the 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. 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/about/organisation.

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, £19,989 to £26,841 per annum. The combined College and University salary will be on a scale up to £67,541 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

Pension

The College and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <https://finance.web.ox.ac.uk/uss>

Sabbatical leave/dispensation from lecturing obligations

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

Intellectual property and conflicts of interest

Guidance is available on:

ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>.

Membership of Congregation

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

See <https://www.ox.ac.uk/about/organisation/governance> and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at <https://www.newcomers.ox.ac.uk/>.

Welcome for International Staff

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

Relocation

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

Promoting diversity

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

<https://hr.admin.ox.ac.uk/staff-benefits>

<https://hr.admin.ox.ac.uk/discounts>

Pre-employment screening

The appointment of the successful candidate will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for academic posts. With effect from 1 October 2023 the retirement date will be the 30 September immediately preceding the 70th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

The College component of the salary will be on the scale for Associate Professors, £30,311 to £40,700 per annum. The combined College and University salary will be on a scale up to £67,541 per annum.

In addition to the salary, as a Fellow of St Edmund Hall, the successful candidate would be entitled to the following at current rates:

- Tax-free entertainment and research allowances, currently £500 and £1,500 per annum respectively.
- A teaching room in St Edmund Hall.
- A taxable and pensionable housing allowance, currently £11,000 per annum, is paid to Tutorial Fellows who do not live in College accommodation.

- 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.
- 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.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both St Edmund Hall and the Faculty of Law. 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 and the Social Sciences 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.

Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

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. 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 job description, 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 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).

ANNEXE

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-C)

(with effect from 1 August 2022)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£26,841	£40,700	£67,541
10	51	£26,061	£39,517	£65,578
9	50	£25,304	£38,369	£63,673
8	49	£24,568	£37,255	£61,823
7	48	£23,855	£36,172	£60,027
6	47	£23,162	£35,122	£58,284
5	46	£22,490	£34,102	£56,592
4	45	£21,837	£33,112	£54,949
3	44	£21,202	£32,151	£53,353
2	43	£20,587	£31,218	£51,805
1	42	£19,989	£30,311	£50,300