



**ST HUGH'S COLLEGE, OXFORD  
AND THE FACULTY OF HISTORY, UNIVERSITY OF OXFORD**

Further Particulars for the post of Tutorial Fellow and Titular University Lecturer (CUF) in  
History

**The Appointment**

1. St Hugh's College and the Faculty of History propose to make a joint appointment in History from 1 October 2012. The postholder will be a Tutorial Fellow of St Hugh's College and a Titular University Lecturer (CUF) in the Faculty of History (becoming a University Lecturer (CUF) following the first five years of appointment). This post is open to scholars with an outstanding record of research and publication in later seventeenth- and eighteenth-century European (including British) History. Preference may be given to those with a specialism in any area of the Intellectual History of this period, and who can offer a good range of teaching within at least part of the period 1500-1830. The postholder will have a normal college teaching load in early modern history, and on the Faculty side will be one of the core postholders teaching an active graduate community specialising both in intellectual history and in seventeenth/eighteenth-century British and European history, as well as teaching specialist undergraduate papers which feed into the creation of that graduate community.

**Selection criteria**

2. The objectives of the College and the University in making this appointment are to develop and strengthen the research and teaching capacities of the College and the Faculty of History, and to contribute to the goal of maintaining Oxford University as a leading centre for research and teaching in the subject. The successful candidate will be someone who already has, or is on the way to building, an international reputation for research in History. To this end, clear evidence of research achievement and/or potential (including a completed doctoral dissertation and published or forthcoming work) will be a determining element in deciding whether a particular candidate could be appointed. The appointee will have appropriate teaching experience and the skills and commitment to be successful as a tutor within college, both as a lecturer and a teacher and supervisor of graduate students within the Faculty of History.
3. The Selection Committee recognises that candidates can demonstrate the required qualities in many different ways and will use its professional judgement, based on the evidence available, to decide how successfully candidates could make the expected 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 high standard.

4. Examples of evidence a candidate may wish to draw to the attention of the committee include the following:
- i. Experience in teaching History, particularly to undergraduates; ability to contribute to teaching Early Modern papers (British and General) in the period 1500-1830. In the case of early career applicants, participation in Teaching and Learning seminars or some other form of relevant training may be an advantage.
  - ii. A research record or research potential at a standard which will contribute to and enhance the national and international profile of the College and Faculty of History in later seventeenth- and eighteenth-century European (including British) History.
  - iii. Evidence of the ability to provide inspiring and stimulating teaching in tutorials and classes, and to support students of high ability in a tutorial system (including directing studies, and pastoral care).
  - iv. Evidence of the ability to lecture at an appropriate level to undergraduate audiences and to conduct graduate classes in an interesting and engaging manner; and the personal qualities needed to make a significant contribution to fostering a high level of achievement in both undergraduate and graduate students.
  - v. Experience of, or potential for, participating effectively in the running and development of the subject at Faculty level, including the development of externally-funded research projects.
  - vi. A willingness to undertake the pastoral responsibilities of an Oxford Tutorial Fellow
  - vii. Evidence that the candidate would in due course be willing to undertake, and be effective in, the other work of the College and Faculty; in particular, academic administration and College governance.
5. The qualities that we are seeking include:
- Scholarship of the highest quality; a proven ability to bring advanced research projects to fruition; excellent presentation skills; the ability to contribute to a research community.
  - A proven ability to teach at the highest level.
  - A sound knowledge of History in the relevant areas.
  - Good communication skills.
  - Good interpersonal skills.
  - Good organisational skills.
  - A willingness to participate in the governance and life of the College and University.

## About St Hugh's College

6. St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 420 undergraduates and around 300 graduates, a fellowship of 75, 30 college lecturers, and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.
7. History is one of the largest and most successful subjects in St Hugh's. There are two History tutors in post: Dr George Garnett, who works on English constitutional History of the tenth to thirteenth centuries, and the history of political thought; and Dr Senia Paseta, whose research interests include the political and social History of Ireland in the nineteenth and twentieth centuries, gender, and social policy.
8. The College currently admits on average 12 students per year to read History and its joint schools (with English, Modern Languages, and Politics). The postholder will be a member of the Governing Body of St Hugh's College and will be responsible to the Principal of the College for the supervision, teaching and guidance of both undergraduate and graduate students reading History, in conjunction with the other tutors in History. He or she will assess, along with other tutors, the entries for the College's Julia Wood Sixth Form Essay Prize. He or she will also take part in the selection of candidates for admission and as a member of the tutorial team will be responsible for the general organisation of the subject at St Hugh's College.

### *College Duties*

9. St Hugh's College is committed to maintaining an internationally excellent teaching and research environment. Accordingly, it expects its Fellows to be active in research and to contribute to a high-quality teaching and learning experience for its student body.
10. The Tutorial Fellow will be required by the College to engage in research and publication, to have joint responsibility with the other College tutors for History and its associated Joint Schools, including teaching, admission of new undergraduates, and general care of undergraduates in the College reading History. The Tutorial Fellow will also be responsible as a College Advisor for overseeing the academic welfare of some of those students in the College reading for graduate History degrees.
11. During term the Tutorial Fellow will be required to undertake for the College eight hours of undergraduate teaching per week, averaged over three eight-week terms. The Tutor will teach undergraduates in tutorials (1-3 students) and college classes (5-12 students). Tutorials consist of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking of submitted essays. The teaching may be given both to students of St Hugh's College and to undergraduates from other Colleges.
12. A Tutorial Fellow has the responsibility both of teaching certain papers (courses) and organising the teaching of others. The successful candidate must be able personally to teach the following papers for St Hugh's College:

The successful applicant will be expected to be able to offer tutorials to undergraduates across a range of early modern British and/or European papers (courses). The successful candidate will be expected to contribute to undergraduate teaching on *some* of the outline papers and *one or more* specialised papers in early modern history; and to papers exploring historiography, historical theory, and historical methodology. A list of papers currently offered by the Faculty of History in these areas is provided below (see paragraph 27). Candidates are advised that there

will be opportunities to develop new specialised papers in conjunction with other interested postholders.

More information about St Hugh's College can be found at [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk)

## About the Faculty of History

13. The History Faculty in Oxford is the largest History Faculty in the United Kingdom, and one of the largest in the world, with expertise in almost all areas of historical study. It has a distinguished international reputation for its scholarship and its teaching of undergraduate and graduate students, and was rated second among UK History departments in the 2008 RAE. It has particular strengths in the History of the British Isles, Continental Europe, the Americas, China, and the Commonwealth. Among the many special areas of interest to Faculty members are: political history, social and cultural history, economic history, religious history, intellectual history, and war studies. Within the History Faculty there is also a Department of the History of Art, and a Wellcome Unit for the History of Medicine. In addition to Faculty postholders, there are large numbers of other scholars involved in historical research and teaching in Oxford's colleges, museums and libraries.
14. Research in the Faculty is focused around, and facilitated by, seven formal research centres and twenty informal research clusters. Research centres provide focal points for major individual and collaborative research projects, and for the organisation of conferences and workshops, and can call upon administrative support from within the Faculty. The centres with an Early Modern focus include the Centre for Early Modern British and Irish History [CEMBIH] (see [http://www.history.ox.ac.uk/research/clusters/early\\_modern\\_britain/index.htm](http://www.history.ox.ac.uk/research/clusters/early_modern_britain/index.htm)) and the Modern European History Research Centre [MEHRC], which acts as the hub for a wide-range of collaborative and individual research activity (see <http://www.history.ox.ac.uk/mehrc/index.htm>). Research clusters support weekly or fortnightly seminars, which have provided the contexts and stimulus for the preparation and writing of many publications by Faculty members.
15. The History Faculty provides a strong framework within which to further research, including:
  - Financial support for research travel, research assistance, and editorial help
  - A standard sabbatical leave system, with the possibility of additional leave in special cases
  - Peer mentoring and review of research plans and progress
  - Research collaborations with other institutions, such as the Oxford-Princeton partnership, and a variety of ad hoc arrangements
  - Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through CEMBIH and MEHRC
  - Support of, and engagement with, interdisciplinary teaching, such as within the M.St. and M.Phil. in Modern British and European History
  - A Research Development Officer to assist in the formulation of research plans and funding bids
16. The History Faculty enables all its postholders to request up to £500 per year for research expenses, and makes additional funds available for organising conferences in Oxford. Annual career development reviews identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Some postholders have been able to secure seed-corn funding for specific research projects from the University's Research Fund, which has enabled them then to obtain major external funding. In

addition, the Faculty currently operates grant schemes for IT equipment, to which the postholder will be eligible to apply, to supplement college provision as required.

17. The new postholder will be supported by a Faculty mentor, who will be available to give advice on all aspects of the position (other than those relating exclusively to the College). A separate Faculty assessor will also be assigned to the new postholder; the assessor is asked to prepare an interim report to the Faculty Board after the first two years of the postholder's service, and a final report after five years, when the postholder is considered for reappointment until attaining the normal retiring age (see Annex B below). These arrangements are intended to support the new postholder in meeting the objective of reappointment. There is an expectation that in due course the Lecturer will undertake a reasonable share of Faculty administrative duties. However, during the initial five years of the appointment, the postholder will not be expected to undertake major Faculty or College offices.
18. Staff in Early Modern history in the Faculty include:
  - Dr Ian W. Archer, Keble College. Early modern British and European history, especially English social history.
  - Dr Susan E. Brigden, Lincoln College. The Reformation; English social history; Tudor poetry.
  - Professor Laurence W.B. Brockliss, Magdalen College. Early modern Europe with particular reference to science, medicine and education in France.
  - Dr Faramerz Dabhoiwala, Exeter College. Seventeenth- and eighteenth-century English history.
  - Mr Nicholas Davidson, St Edmund Hall. Renaissance and early modern Europe, especially Italy; history of Catholicism.
  - Dr Alexandra Gajda, Jesus College. The relationship between politics and ideas in early modern Britain
  - Dr Perry Gauci, Lincoln College. Social, economic and political development of Britain, 1600-1800.
  - Dr Steven J. Gunn, Merton College. Late medieval and early-modern Europe and Britain, especially Tudor England.
  - Professor Howard Hotson, St Anne's College. Early modern Europe, the Reformation, intellectual history 1560-1660.
  - Dr Sarah Mortimer, Christ Church. Early Modern History of the British Isles.
  - Dr Natalia Nowakowska, Somerville College. Early modern European history, particularly central European Renaissance and Reformation.
  - Dr David A. Parrott, New College. Early modern European history.
  - Professor Lyndal Roper, Oriel College. Witchcraft in early modern Germany; gender history; psychoanalysis and history.
  - Dr Hannah Smith, St Hilda's College. Politics and culture in Britain and Europe, 1600–1750; monarchy; the military; female education.
  - Dr Alan Strathern, Brasenose College. Origin myths, ethnic consciousness, the anthropology of sacred kingship, the notion of a global early modernity, and the historical consequences of transcendentalism
  - Dr Grant Tapsell, Lady Margaret Hall. Early modern Britain and Ireland, with a particular interest in the politics and religious controversies of Stuart England
19. For historians, Oxford's library facilities are among the best in the world. The centre-piece of the Oxford library system is the Bodleian, a copyright library with more than six million books. In addition there are many subject-specific libraries: the History Faculty Library, the Taylor

Institute Library (modern European languages and literature), the Sackler Library (History of Art, Ancient History, and Archaeology), the Wellcome Library (History of Medicine), the Radcliffe Science Library and the Social Science Library. All Colleges also have their own libraries.

20. The undergraduate History course in Oxford begins in the year 285 and continues to the present day. The large numbers of postholders within the Faculty, the additional college teaching staff, and the University's exceptional library resources, all support the provision of undergraduate courses in History and the Joint Schools which are unparalleled in terms of their chronological and geographical breadth. Undergraduates can choose between more than ninety different papers in British, European and extra-European History. Outline papers are taught primarily through tutorials; more specialist papers through tutorials and small seminars. Lectures or classes are provided for all papers.
21. The Faculty ensures that the undergraduates range broadly, both geographically and chronologically, during their studies. In History all undergraduates study at least two different periods of British History, as well as two papers from General History (the rubric under which European History falls). When choosing these outline papers they must take at least one paper from each of the medieval, Early Modern and modern periods. Although subject to slightly different requirements, Joint Schools students also range widely across historical time and space.
22. The Faculty is also concerned that students should learn to think comparatively and methodologically. This is achieved through papers in Historiography, Approaches to History, and Disciplines of History, in which the cross-fertilisation between History and other disciplines is explored. In History and Modern Languages a 'Bridge' essay encourages students to investigate the relationship between literature and history, while in History and English two dedicated 'bridge papers' are currently offered in the second year.
23. Another key dimension of the Oxford history degree is the emphasis placed on close reading and analysis of contemporary source materials. Students take one paper each year that is predicated on the study of original texts (Optional, Further and Special Subjects in the 1st, 2nd and 3rd years respectively). This text-based approach to the study of history culminates in the third-year dissertation. Undergraduates are examined at the end of their first year (Preliminary Examination) and third year (Finals).
24. Oxford's unrivalled teaching and research resources mean that the History Faculty attracts a large number of high-quality graduate students to work in an extended range of fields. Graduate students come to study degrees of different lengths and structures. These range from taught one-year (M.St. or M.Sc.) and two-year (M.Phil.) degrees to rather longer research degrees, most notably the doctorate (D.Phil.). The History Faculty is committed to interdisciplinarity at both the undergraduate and the graduate level. It is one of the participating Faculties in the interdisciplinary M.St. in Women's Studies and the leading Faculty in the interdisciplinary M.St. in Medieval Studies (further details provided below).
25. Doctoral students are always supervised on their own. But the Faculty's staff:student ratio also allows graduate students on shorter courses to be taught individually as well as in small seminars. By tradition the Faculty has encouraged graduate students in all genres of degrees to pursue their own personal lines of thought and research. Although students undertaking research degrees (M.Litt. or D.Phil.) must follow an agreed programme of classes and seminars in their first year, the formal structuring of the training is not restrictive.

26. *Undergraduate Courses*

The following list shows the range of undergraduate papers – mainly British only for specialist papers, British and European for outline papers - currently on offer in the broad period of Early Modern History. Whilst the appointee is likely to be required to contribute lectures on an outline paper, and the ability to contribute to one or more of the existing specialist papers may be an advantage, postholders are encouraged to revise existing or to develop new specialist papers in cooperation with colleagues, especially where this would provide an opportunity to develop and teach to their research interests.

27. The current list of papers offered by the History Faculty in early modern history is as follows:

For the Preliminary Examination (first year):

Outline papers:

British History IV, 1500-1700

General History III, 1400-1650, ‘Renaissance, Recovery and Reform’

Optional subjects:

Witchcraft and Witch Hunting in Early Modern Europe

Nobility and Gentry in England, 1560-1660

Conquest and Colonization: Spain and America in the Sixteenth Century

For the Final Honour School (second and third years):

Outline papers:

British History IV, 1500-1700

General History VIII, 1500-1618

General History IX, 1600-1715

General History X, 1715-1799

Further Subjects:

Women, Gender and Print Culture in Reformation England, c. 1530-1640

Literature and Politics in Early Modern England

English Society in the Seventeenth Century

Society and Government in France, 1610–1715

Court Culture and Art in Early Modern Europe, 1580–1700

Special Subjects:

Government, Politics and Society in England, 1547-1558

The Scientific Movement in the Seventeenth Century

Commonwealth and Protectorate 1647-1658

English Architecture 1660-1720

28. *Graduate teaching*

The successful candidate will demonstrate the capacity to contribute to one or more of the existing early modern papers on the M.St. and M.Phil. (see [http://www.history.ox.ac.uk/postgrad/papers/pg\\_ma\\_mbeh.htm](http://www.history.ox.ac.uk/postgrad/papers/pg_ma_mbeh.htm)), and/or to develop new specialist Masters papers building on their own research interests, according to the needs of the Faculty of History.

29. *Supervision*

The successful candidate will also be expected to supervise final year BA students’ compulsory theses which fall into their field of expertise, and M.St. and eventually doctoral students in their research area.

Further information about the History Faculty, its courses, and its members and their research interests may be found on the History website: [www.history.ox.ac.uk](http://www.history.ox.ac.uk)

## Terms of Appointment

30. The Tutorial Fellowship is a permanent post (after initial probation), held jointly with a CUF Lecturership of the University. The Lecturership involves giving a minimum of 16 lectures annually. The Tutorial Fellowship involves an undergraduate teaching stint of eight contact hours of tutorials and/or classes a week, averaged over the three terms (twenty-four weeks) of the academic year.

The Faculty duties of a Titular CUF lecturer are:

- (a) To engage in research
- (b) To undertake lecturing by negotiation with the Chair of the History Faculty (taking the normal Faculty teaching duties of a stipendiary CUF, i.e. 16 hours of lectures or classes per year<sup>1</sup>, as the model), and
- (c) From the fourth year, to be available to act as a member of Examining Boards

Since it is the expectation that Titular CUF posts will be converted to substantive CUF posts, the duties of a CUF lecturer are set in annexe B below.

31. The postholder will be a Tutorial Fellow of St Hugh's College and a member of the Faculty of History. The Fellow will be required to take part in University examining as requested, to supervise graduate students as requested, and to take a fair share in the administrative work of the College and of the Faculty. Mentoring and other opportunities for development are available, particularly during the initial period of appointment.

### *Probation and reappointment*

32. Tutorial Fellows are subject to a probationary period of one year. The Tutorial Fellowship is then renewable for a further four years and thereafter for periods of seven years up to the age of 65. The post of University CUF Lecturer is held for five years in the first instance, and (subject to satisfactory performance) the post may then be reconfirmed to the retiring age (see Annexe B: University Appointments Policy and Financial Information, below). It is the policy of the College to ensure that new appointees do not take on a large amount of administrative work during the initial stages of the appointment. Neither the Tutorial Fellowship nor the University Lecturership may be held independently of the other.

### *Leave*

33. All academic appointments at Oxford have a sabbatical leave entitlement which equates to one term of leave for every six terms of service. Leave may either be taken term by term as earned, or accumulated (within certain constraints). It is the policy of the College and Faculty to support applications for other periods of academic leave funded by outside sources such as research councils wherever possible. The Faculty's track record of success in these various competitions is extremely good; in recent years, approximately two thirds of applicants for AHRC research leave have been successful, and at the present moment, there are four postholders in receipt of Leverhulme research fellowships. Aside from periods of leave, opportunities for research are also enhanced by the generous grants for research trips and assistance and conference attendance offered by the Faculty Board.

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<sup>1</sup> The Faculty recognises, however, that early career academics will benefit from the opportunity to progress gradually from a teaching commitment at less than the model, or contractual, teaching stint during the early stages of their appointment, to the full teaching commitment.

### *Salary*

34. For the post now advertised, the University component is described as Titular because initially St Hugh's College will bear the full salary costs of both components of the post. No later than five years from the date of appointment, the Titular University Lectureship (CUF) will be converted into a Stipendiary University Lectureship (CUF), and the University will take on its share of the salary costs. Each appointment (that by the College and that by the University) will be at an appropriate point on the following scale (the figure in the Total Salary column gives the total when the College and University salary are at the same point on the scale, which may not always be the case). These are the salary figures applicable at 1 August 2010:

<b>Scale Point</b>	<b>National Spine Point</b>	<b>University Contribution</b>	<b>College Contribution</b>	<b>Joint annual Salary</b>
11	52	£22,823	£34,608	£57,431
10	51	£22,158	£33,600	£55,758
9	50	£21,512	£32,621	£54,133
8	49	£20,886	£31,670	£52,556
7	48	£20,277	£30,748	£51,025
6	47	£19,687	£29,852	£49,539
5	46	£19,113	£28,983	£48,096
4	45	£18,557	£28,139	£46,696
3	44	£18,017	£27,319	£45,336
2	43	£17,492	£26,524	£44,016
1	42	£16,982	£25,751	£42,733

Currently, additional remuneration is paid to those undertaking examining and graduate supervision. Those holding administrative appointments within the Faculty or Colleges may be eligible for additional payments or remission of some other duties.

In addition, the following benefits are available to a Tutorial Fellow at St Hugh's College:

- An allowance for housing costs (currently £7,410 per year), or single accommodation in College provided free of charge (if available). When funds permit, an equity-sharing housing scheme is available.
- An allowance for research-related costs (currently £1,115 per year).
- Common Table: free lunch and dinner in College when the kitchens are open.
- Use of a teaching room.

### *Equal Opportunities*

35. The policy and practice of St Hugh's College, require that entry into employment with the College and progression within employment shall be determined only by personal merit and the application criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability. In all cases, ability to do the job will be the primary consideration.
36. Candidates should note that the appointment involves two separate contracts, one with the College and one with the University. For further information, see Annexe B: University Appointments Policy and Financial Information. Any queries about this post should be addressed to the Senior Tutor of St Hugh's College, Dr Lizzy Emerson ([lizzy.emerson@st-hughs.ox.ac.uk](mailto:lizzy.emerson@st-hughs.ox.ac.uk)).



ST HUGH'S COLLEGE, OXFORD  
AND THE FACULTY OF HISTORY, UNIVERSITY OF OXFORD

**Application Procedure**

for the post of Tutorial Fellow and Titular University Lecturer (CUF) in History

Applications for this post will be considered by a selection committee containing representatives from both St Hugh's College and the Faculty of History. 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 Humanities Divisional Board and the Governing Body of St Hugh's College 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 Divisional Board and the Governing Body, and a formal contractual offer has been made. The appointment will be subject to satisfactory completion of a medical questionnaire, and provision of proof of the right to work in the UK.

Applications, in hard copy or electronically, should be sent to the Academic Registrar, St Hugh's College, Oxford OX2 6LE, [thea.crapper@st-hughs.ox.ac.uk](mailto:thea.crapper@st-hughs.ox.ac.uk). Applications should include:

- A covering letter.
- A *curriculum vitae* including the names of three referees who will be submitting references to the College by the application deadline.
- A brief description of teaching experience.
- A statement of current and proposed research, including a list of publications.

Applicants should ask their referees to write directly (in hard copy or electronically) to the Academic Registrar, St Hugh's College by the closing date.

Candidates are also asked to complete one copy of an equal opportunities form, available from [http://www.sthughs.ox.ac.uk/assets/File/PDF/Equal\\_Opps\\_Form.pdf](http://www.sthughs.ox.ac.uk/assets/File/PDF/Equal_Opps_Form.pdf) and return it to the Principal's Secretary, by post to St Hugh's College, or by email to [catherine.barton@st-hughs.ox.ac.uk](mailto:catherine.barton@st-hughs.ox.ac.uk). This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

The closing date for applications, and the last date for receipt of references direct from referees, is **Friday 17<sup>th</sup> February 2012**.

The interview process is scheduled to take place in early March 2012.

Candidates invited for interview will then be asked to send in two chapter-length pieces of their published or unpublished work, and, at interview, to give a short research presentation. Further details will be sent to shortlisted candidates.

All reasonable interview expenses will be reimbursed.

## **Annexe A: An overview of the role of a Tutorial Fellow**

A1. A Tutorial Fellowship represents the College side of CUF (College and University funded) and most University lectureships. Both forms of lectureship are joint appointments, i.e., appointees are selected and funded jointly by the College concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular Colleges, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds 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 key features of this unusual role, and the general expectations that Colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by Colleges.

### *A2. Research and Academic Standing*

The Colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the Colleges normally provide an appropriate research environment; for all joint appointments Colleges and the University jointly fund regular sabbatical research leave. The Colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both a University Lecturer and a College Tutorial Fellow, and all need to be taken into account in making joint appointments.

### *A3. Teaching and Tutorial Responsibility*

Those appointed to Tutorial Fellowships are obliged to perform for the College or for the benefit of the College the stint of tutorial teaching specified in their contract or further particulars, under the supervision of each College's Senior Tutor. The timing of tutorials and the exact numbers in them 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 (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. Appointees should have the human qualities required to relate effectively to students and their academic and personal needs. Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This normally covers the following duties:

- i. arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
- ii. pastoral care of undergraduates reading the subject in question;

- iii. monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;
- iv. organisation of the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- v. writing references for students, and dispensing careers advice;
- vi. appropriate liaison with College Officers;
- vii. recommending and selecting books for their subject area in the College Library;
- viii. delegation of above responsibilities when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

A4. Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments, and should be easily contactable through their Colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods should be normally require consultation with, and agreement from, Colleges.

A5. *Pastoral Care of Students*

The Oxford colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for pastoral care for a defined group of undergraduates, and also act as College advisers to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other College Officers and by professionals such as medical advisers, a Counsellor or Chaplain.

A6. *College Administration*

Oxford Colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of College Governing Bodies, the sovereign bodies of Colleges. As such they are Trustees of a Charity as well as employees. Non-academic managerial and administrative roles are commonly performed by appropriate professionals, and many colleges (including St Hugh's) now employ a Senior Tutor, who is also Tutor for Admissions, Tutor for Graduates, and Tutor for Visiting Students. The roles of Dean and Vice-Principal at St Hugh's College are performed by academic staff for agreed periods (usually of several years) in return for an additional stipend and/or partial remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the government of the College but also to take a fair turn in contributing to administrative activities (e.g. serving on committees) when asked to do so by their Colleges. The normal expectation would be that every Tutorial Fellow will contribute at some stage in their career, but not normally make a major contribution in their probationary period of the first five years.

## **Annexe B: University Appointments Policy and Financial Information**

### *Standard University further particulars for CUF lectureships*

- B1. Applications for this post will be considered by a selection committee containing representatives from both the Faculty of History and St Hugh's College. 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 Humanities Divisional Board and the Governing Body of St Hugh's College 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 Divisional Board and the Governing Body, and a formal contractual offer has been made.
- B2. All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.
- B3. It is a condition of the appointment of a CUF lecturer that he or she continues to hold the college teaching post(s) in association with which the appointment to the CUF lectureship is advertised. In the event of the termination of the college teaching post(s), for whatever reason, the appointment as a CUF lecturer shall itself automatically terminate on the same date as the college teaching posts(s).
- B4. The appointment will be for a period of five years in the first instance.
- B5. *Stipend*  
The successful candidate will be appointed on the Oxford CUF lecturer scale (£16,915 - £22,732). Lecturers 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' salary review. Faculty boards may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment. The combined college and university salary will be on a scale up to £57,201 per annum.
- B6. *Pensions*  
The successful candidate will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).
- B7. *Duties*  
The duties of a CUF lecturer are to engage in advanced study or research; to give, under the direction of the faculty board, not less than 16 lectures or classes a year; and to take part in university examining and graduate supervision as and when requested. Additional remuneration is paid to those undertaking examining and graduate supervision. Those holding administrative appointments within the faculty may be eligible for additional payments. The college teaching obligation will be 8 contact hours per week. No formal limitation is placed on examining or other work, but it is expected that CUF lecturers will limit their total commitments, and colleges their demands on them, so that time will be available for advanced study or research.
- B8. *Reappointment and retirement*  
On completion of the initial period of office, a CUF lecturer is eligible for reappointment to the retiring age (providing that he or she continues to hold the associated college post),

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 the retiring age, as is confirmation of satisfactory performance of college duties.

The University has now adopted an Employer Justified Retirement Age of 67. This means that, with effect from 1 October 2011, the normal retirement date for all CUF lecturers and other academic and academic-related staff will be 30 September immediately preceding the 68th birthday. There will be a procedure for considering requests from individuals to work beyond that age.

**B9. *Sabbatical leave/dispensation from lecturing obligations***

The holder of a CUF lectureship is eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. No CUF lecturer may be dispensed from more than four courses of eight lectures or classes in any period of fourteen years, or from more than two courses in any period of three years.

**B10. *Membership of Congregation***

All CUF lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive fuller details soon after he or she takes up appointment.

**B11. *Intellectual property***

The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

**B12. *Appraisal***

All staff participate in the University's appraisal scheme, which is currently under review.

**B13. *Medical questionnaire and the right to work in the UK***

The appointment will be subject to 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 new 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 basic 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 dependants until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>.

**B14. *Relocation expenses***

The University will meet 40% of the costs of removal expenses and travelling expenses in connection with the move to Oxford of the successful candidate in appropriate cases, as well as a similar proportion of professional expenses of up to £6,500 in respect of solicitors' and other costs in connection with a move. Colleges will have their own provisions in respect of their share of the appointment. Further details are available on request.

**B15. *Maternity leave***

The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, women may take up to 26 weeks' leave on full pay, plus 13 weeks SMP, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties, and for paternity leave. (University maternity leave will be taken in conjunction with college leave, colleges having their own provisions.) The University would consider applications from existing female staff wishing to return to work on a part-time basis after the birth of their child, and requests for flexible working arrangements, in consultation with the college concerned (which is the major employer).

**B16. *Nursery facilities***

The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school-age children. Further information may be obtained from the childcare website ([www.admin.ox.ac.uk/eop/child](http://www.admin.ox.ac.uk/eop/child)) or by e-mailing [childcare@admin.ox.ac.uk](mailto:childcare@admin.ox.ac.uk), or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

**B17. *Equal Opportunities***

The policy and practice of the University of Oxford require that all staff is offered equal opportunities within employment and that 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 his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

**B18. *Data Protection***

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.