



Job Description and Person Specification

Post	Associate Professorship of Biochemistry
Department/Faculty	Department of Biochemistry, South Parks Road, Oxford, OX1 3QU
Division	Medical Sciences Division
College	St Hugh's College, St Margaret's Road, Oxford, OX2 6LE
Contract type	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
Salary	Grade 10a Associate Professor; £45,562 - £61,179 per annum plus College living-out allowance (if applicable) of £9,026 p.a., computer allowance of up to £1,000 in four years, personal research allowance of £1,600 p.a. plus other benefits. An allowance of £2,655 p.a. would be made upon award of the title of Full Professor.

Overview of the post

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

Research within the Department of Biochemistry addresses a wide range of questions relating to the fundamental basis of all cellular life from complex multicellular eukaryotes to single cell microbial organisms and viruses. We apply state of the art approaches in structural, cellular and molecular biology to explain the structures and functions of proteins and nucleic acids, and thereby explore the mechanisms of fundamental cellular and physiological processes and many human diseases. Our current researchers are grouped into 5 main themes focussed on: (i) Cell Biology, Development and Genetics, (ii) Chromosomal and RNA Biology, (iii) Infection and Disease Processes, (iv) Microbiology and Systems Biology, (v) Structural Biology and Molecular

Biophysics. We are seeking a Molecular and Cellular Biochemist working in any of these areas to join the vibrant research and teaching community within the Department of Biochemistry.

Duties of the post

The Associate Professor will be a member of both the University and the College community. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. She or he will have a role to play in the running of the College as a member of the Governing Body and a trustee of the College.

The main duties of the **University** post are as follows:

Research

The Associate Professor will be expected to conduct an independent research programme in their chosen area of biochemistry. The main criterion for appointment will be the strength and promise of their research programme with the expectation that it will be able to attract external research grant funding. Collaborative activities with other members of this and other Departments are expected to develop.

Teaching

At Oxford there is a strong emphasis on tutorial teaching of small groups of students by senior academics. The Department of Biochemistry contributes to teaching in courses for Honours degree students in Molecular and Cellular Biochemistry, Biomedical Sciences and Biology and the appointee will be expected to contribute, in their area of expertise, to these courses through lectures and practical classes. The appointee will also be required to take part in examining undergraduates throughout their courses. The training of graduate students is also a central aspect of Departmental activities and the appointee will be expected to supervise and train graduate students in research.

Administration

The Associate Professor will be expected to share in some of the administrative duties of the department, under the direction of the Head of Department as described under "Organisation" below.

The main duties of the **College** post are as follows:

Teaching

Effective tutorial teaching is of central importance to the College's academic mission. The Fellow will normally be required to undertake an average of six hours of tutorial teaching per term-time week, for undergraduate students at St Hugh's or via swap arrangements for students from other colleges. Some of this teaching may involve supervision of laboratory based projects.

In addition, the Fellow will be involved in College administration, including the admissions process, the coordination of students' curricula, the setting and marking of college collections (termly examinations), the review of students' progress, and the pastoral care of students. In addition, he or she may be assigned as Advisor to a small number of graduate students.

Other Duties

All Governing Body Fellows are required to participate in College governance and community life as set out in (1) and (2), and to participate in the academic administration of the College.

Participation in College governance

Joint appointment holders in their probationary period will not normally be expected to accept major college offices or to serve on more than one committee.

This apart, all Fellows are expected:

- as Trustees, to attend Governing Body's regular 3 meetings per term and such additional extraordinary meetings as may be summoned;
- to serve on college committees (as elected or *ex officio* members);
- to accept, at the request of the Principal, reasonable service on review or disciplinary panels, ad hoc working groups, or appointment committees.

Participation in College community

All Fellows will be expected to participate in the communal life of the College, for example by lunching and dining in College as their schedules and other commitments allow, and to participate in fundraising.

Further Information

Queries about the post should be addressed to Professor Francis Barr at francis.barr@bioch.ox.ac.uk or telephone: +44 (0) 1865 613368.

Candidates may also contact the Senior Tutor of the College, Professor Roy Westbrook, specifically about the College role (roy.westbrook@st-hughs.ox.ac.uk or +44 (0) 1865 274917.)

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level. Contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford. The Department Biochemistry holds a departmental Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

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

Responsibilities

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Night working (11pm-6am)
- Lone Working
- Working with Ionising Radiation
- Working with category 3b or 4 lasers (laser safety class)
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work with allergens, e.g laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business

Person specification

Applications will be judged only against the criteria which are set out below

The successful candidate will demonstrate the following.

Essential

- A higher degree in a relevant biologically related science
- An ability to contribute to teaching and training of undergraduate and graduate students
- A strong and developing track record of research in an area of molecular and cellular biochemistry, supported by publications in a relevant field
- Current research funding or a research track record likely to attract research funding
- An ability to manage and develop a strong research programme
- Proven communication and interpersonal skills

Desirable

- A track record of success in the award of peer-reviewed research grants
- A proven ability to collaborate
- Experience of teaching
- Management experience

How to apply

To apply, click on the Apply Now button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV and a supporting statement listing publications and research grants held. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12.00 noon on Thursday 6th April 2017.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Interviews are expected to take place in Oxford on 19th May 2017. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Biochemistry 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 Medical Sciences 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.

Essential Information for Applicants for the Associate Professorship of Biochemistry

The University

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

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

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

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

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

For more information please visit www.ox.ac.uk

The Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: <http://www.medsci.ox.ac.uk>.

The Department of Biochemistry

The Department of Biochemistry in Oxford is a coherent community of scientists with a mission to teach and conduct world-class research on the molecular basis of life. The Department was established in 1920 and is now one of the largest in Europe. Situated in an attractive area close to the University Parks and River Cherwell, the Department is housed in the University Science Area. A major expansion programme to replace parts of the Department was completed in 2008 with the construction of the £57 million new Biochemistry building, which has since won a major RIBA award. The Science Area is centrally located, providing easy access to the town centre and colleges and the co-location of all the basic science departments facilitates the development of interdisciplinary approaches.

The Department maintains a wide range of research activity organised into Themes: Structural Biology and Molecular Biophysics; Chromosomal and RNA Biology; Cell Biology, Development and Genetics; Microbiology and Systems Biology; Glycobiology and Infectious Diseases. It is exceptionally well equipped with a wide range of specialist state-of-the-art equipment (see below). It has approximately 40 group leaders, more than 150 postdoctoral workers and over 140 graduate students. Details of the range of research interests can be found on the departmental website <http://www.bioch.ox.ac.uk/>. In addition to the research within the Department of Biochemistry, Oxford has many groups working in related areas of molecular and cellular biochemistry in other departments in the Medical Sciences Division, making Oxford one of the largest centres for biochemistry research in Europe, and forming an informal network, exchanging ideas and expertise, across the university.

Oxford Biochemistry was the highest ranked Biochemistry Department to be individually rated in the 2008 RAE, and was part of the Biological Sciences unit of assessment in REF2014, achieving the largest volume of world leading and internationally excellent research (measured as 4*x FTE) in the UK.

Teaching

Members of the Biochemistry Department run a 4-year Final Honours School in Molecular and Cellular Biochemistry, and also contribute to teaching students in Physiological Sciences, Biological Sciences, Biomedical Sciences and Preclinical Medicine. The Department was awarded 100% (24/24) in the last QAA teaching quality assessment. Teaching involves lecturing, running practical classes and giving seminars and tutorials in the Department and in College. Further details of the course is available on the Departmental website <http://www.bioch.ox.ac.uk/>

Organisation

The Head of Department is assisted by 5 Associate Heads, who oversee the different Themes, by an Administrative team and by committees dealing with issues of strategy, safety, teaching, graduate studies and computing. Group leaders are budget-holders for their own funding, supplied by monthly cash flow statements detailing income and expenditure.

The majority of the Department is housed in the new Biochemistry building. The Department houses a range of underpinning technologies including solid state and solution state NMR; crystallisation and X-ray facilities; a molecular biophysics suite for protein analysis with facilities for kinetic (SPR and stopped flow), spectroscopic (fluorescence, CD), thermodynamic (ITC, DSC) and

chromatographic (SEC-MALS). The Department also hosts the MICRON advanced bioimaging unit <http://micronoxford.com/> with a wide range of state-of-the-art super-resolution, wide-field and confocal microscopes. The Department also houses powerful computing facilities and the Diamond synchrotron facility within easy reach.

St Hugh's College

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

St Hugh's College was founded in 1886 as a women's college and became fully co-educational in 1986. The College has some 430 undergraduates and around 380 graduates, a fellowship of 70, 50 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.

Each year St Hugh's usually admits four undergraduate students to read for the four year Master's degree (MBioch) in Molecular and Cellular Biochemistry. We also currently have four graduate students in the subject. St. Hugh's currently employs the following three academics in the field:-

Professor Anthony Watts

Tony Watts has been the C. W. Maplethorpe Fellow in Biological Sciences at St Hugh's College since 1983, and will retire in 2017. Professor Watts also serves as the Vice-Principal of the College. The College's Maplethorpe fund supports Biological Sciences including Biochemistry and the new post holder will become the College's C.W. Maplethorpe Fellow in Biochemistry.

Dr John Stanley, Stipendiary Lecturer in Biochemistry

Dr Louise Bird, Non-Stipendiary Lecturer in Biochemistry

More details about them and their work, and more general information about St Hugh's and its Fellows, can be found at www.st-hughs.ox.ac.uk.

Sabbatical Leave

A system of sabbatical leave operates both at College and at University level. It is available subject to satisfactory replacement teaching being in place. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms, without the express permission of the Governing Body).

College Terms of Employment

The College appointment is for an initial period of five years (the first year being probationary) and is renewable, normally for seven-year periods, until retiring age. Re-election to the college fellowship at the end of the initial five-year period will be subject to satisfactory reports on the discharge of college and departmental responsibilities, especially as regards tutorial teaching.

As a Fellow of St Hugh's College, the post-holder will, in addition to his/her stipend on the combined college and university salary scale, be entitled to full Membership of the Senior Common Room and to a teaching room in College. Single living accommodation may also be available, but if the Fellow chooses not to live in College, a living-out allowance is payable (currently £9,026 p.a.).

Fellows are entitled to free meals whenever the kitchens are open, and to claim an entertainment allowance of £17.85 per student per year. There is also rolling computer allowance (currently up to £1,000 in four years) and IT support is provided by the College team. The Fellow also has a personal research allowance (currently £1,600 p.a.).

Those holding administrative appointments within St Hugh's College may be eligible for additional payments and/or remission of some other duties.

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, £38,213 - £51,311 per annum. The combined college and university salary will be on a scale up to £61,179 per annum, plus College living-out allowance (if applicable) of £9,026 p.a., computer allowance of up to £1,000 in four years, personal research allowance of £1,600 p.a. plus other benefits.

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

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

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

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

Length of appointment

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

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

The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/

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

Sabbatical leave and outside commitments

The appointee may apply for sabbatical leave to allow her or him to focus on research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days

per year on projects outside their employment duties. . Full details are available on the university website at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/. Guidance on ownership of intellectual property (www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest (www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/) is also available on the university website.

Membership of Congregation

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

Relocation expenses

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

Family support

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

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

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

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

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

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

Equality of opportunity

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

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

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

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

and

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

Further information is available at: www.gov.uk/tier-2-general/overview.

Special arrangements

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

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

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

The Tutorial Fellowship: General Template of Duties 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 Professorship². The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to

² Associate Professorships (formerly known as University Lecturerships) come in different forms according to the balance of duties owed to the College and University, and they may or may not have an associated Tutorial Fellowship. The forms of Associate Professorship include Associate Professor with Tutorial Fellowship-University (APTF-U), Associate Professor with Tutorial Fellowship-College (APTF-C), Associate Professor with Tutorial Fellowship-Faculty (APTF-F) and Associate Professor without Tutorial Fellowship (AP-NTF).

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).