



ST HUGH'S COLLEGE, OXFORD  
AND THE FACULTY OF MEDIEVAL & MODERN LANGUAGES,  
UNIVERSITY OF OXFORD

Further Particulars for the post of Tutorial Fellow and  
Associate Professor in French

**The Appointment**

St Hugh's College and the Faculty of Medieval & Modern Languages invite applications for appointment to an Associate Professor and Tutorial Fellow (AP) in French with effect from 1<sup>st</sup> October 2016. Applications are welcome from well qualified candidates with expertise in Modern French Literature (1900 to the present).

The College and the Faculty are looking to appoint a specialist in Modern French and Francophone Studies (1900 to the present). This period is central to teaching across all years of the undergraduate degree, which covers novels, poetry, theatre and film from the period. The postholder will be expected to teach across the full range of the first year syllabus, which includes a number of modern as well as earlier works. Across the University, the Modern Period paper (Paper VIII, 1715 to the present), taken by second and final year students, attracts an average of 120 candidates annually, more than any other Finals French literature paper, and the Modern Prescribed authors paper (Paper XI) is also much in demand (averaging 80 candidates annually). The French Sub-Faculty at Oxford also attracts large numbers of graduates in this period. In addition, the modern period involves many other popular options, including French poetry 1870-1914, Literature and Modern War, Literature and the Visual Arts, Francophone literature, Twentieth-century Autobiography and Life Writing, Twentieth-Century Poetry, European Cinema, and Advanced Translation. An interest in one or more of these, or of other expanding subjects such as interdisciplinary study and cultural transfer, would be an advantage, and the Faculty is keen to develop both existing strengths and new areas of French studies more broadly conceived.

The postholder will have a normal college teaching load in French Language and modern French Literature (defined as eight hours a week in term), and on the Faculty side will be one of the core postholders teaching an active graduate community in modern French Literature, and offering courses of undergraduate lectures appropriate to the syllabus.

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.

**Selection criteria**

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 Medieval & Modern Languages, 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 twentieth- and twenty-first-century French Literature. 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 Medieval & Modern Languages.

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.

Examples of evidence a candidate may wish to draw to the attention of the committee include the following:

- i. Experience in teaching French Modern Literature, particularly to undergraduates; ability to contribute to teaching specific papers as defined in the Oxford [Examination Regulations](#) and Course Handbook (available from the Faculty). 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 Medieval & Modern Languages in twentieth- and twenty-first-century French Literature.
- 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 and supervision 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, examining, academic administration and College governance.

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 native or near-native fluency in spoken and written French.
- A sound knowledge of French Literature 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.
- Candidates should have submitted and defended their doctoral dissertation by 31<sup>st</sup> December 2015 at the latest. The College and Faculty will also be happy to consider applications from senior faculty staff at other universities.

## About St Hugh's College

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 430 undergraduates and around 350 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.

Modern Languages, including its joint schools, is one of the largest subjects in St Hugh's. There are three Modern Languages tutors in post: Dr Tom Kuhn, whose research interests include Modern German political literature; Professor Giuseppe Stellardi, who works on twentieth-century Italian literature, and literary theory; and the current, retiring, postholder Dr Michael Holland who specialises in French Literature, thought and politics from the mid-nineteenth-century. Spanish teaching at the College is coordinated by Dr Olivia Vázquez-Medina, Tutorial Fellow at Wadham. St Hugh's is also home to French and German native language instructors (shared with a small group of other colleges), as well as a number of Lecturers, and two early-career Research Fellows. St Hugh's is unusual in having a postholder in Psycholinguistics: Professor Matt Husband takes responsibility for those students offering Linguistics in conjunction with a Modern Language.

The College currently admits on average 12 students per year to read Modern Languages and its joint schools (with Classics, English, History, Linguistics, Middle Eastern Languages, and Philosophy), with French generally being the most chosen language. 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 Modern Languages, in conjunction with the other tutors in Modern Languages. He or she will 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*

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.

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 Modern Languages and its associated Joint Schools, including teaching, admission of new undergraduates, and general care of undergraduates in the College reading Modern Languages. 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 Modern Languages degrees.

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.

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:

- For the Preliminary Examination: Papers I, II, III and IV (a Tutor will not normally teach all of these, but will need to be able to provide coverage as needed).
- For the Final Honours School: some of the language teaching for Papers I, II and III; and a wide selection of the topics and authors covered in Papers VIII, XI, and the modern Special Subjects listed under Paper XII.

A list of papers currently offered by the Faculty of Medieval & Modern Languages in these areas is provided in the Course Handbook. 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).

## **Essential Information for Applicants for the Associate Professorship in Modern French Literature**

### **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 university 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 <http://www.admin.ox.ac.uk/pras/planning/>.

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 nearly 10,000, nearly 45% of the full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

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

### **The Humanities Division**

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

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing

emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. For more information please visit: [www.humanities.ox.ac](http://www.humanities.ox.ac).

## **The Faculty of Medieval and Modern Languages and the Sub-Faculty of French**

The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in Celtic (Welsh and Irish), French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles', contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty's largest teaching rooms. Modern Languages at Oxford has been ranked top in the world in the last two QS World University rankings.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. It includes 11 established professorships as well as 15 individuals with the title of professor and 80 permanent academic post holders. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 50 graduates taking taught Masters degrees, and about 120 research students.

The Sub-faculty of French is the largest French department in the UK, and one of the largest in the world. It has two statutory professors and a visiting professor, up to thirty lecturers and a senior instructor. It also benefits from the presence of a number of colleagues who support the teaching of the permanent postholders, and enhance the research profile of the sub-faculty. These include some tutors employed solely by colleges, research fellows, college *lecteurs* and some academic librarians. The total membership of the sub-faculty is over 60.

The average annual intake of students to read French is 160. The Sub-faculty aims to teach a command of grammatically correct and idiomatic spoken and written French, and the ability to write accurately and idiomatically in French and to translate into and out of French with precision and sensitivity to a range of registers and styles. The curriculum allows students either to study a broad range of literature or to focus their studies on the medieval period, the early modern period, or the modern period up to the present day, or to concentrate on options in Linguistics. The emphasis in finals is very much on students' choice, and the main papers are supplemented by options ranging widely from Grail Romances and Anglo-Norman to European Cinema, Women's Writing, Literature and the Visual Arts, or Francophone Literature.

Graduates reading French can study either for a research degree (DPhil or MLitt) or follow a taught Master's Course in Modern Languages of one or two years' duration (MSt and MPhil respectively). There are also a number of other taught courses in which French can form a component (for example in Women's Studies, Medieval Studies, and General Linguistics and Comparative Philology). The sub-faculty has an excellent record in supplying graduates for university posts in Britain and Ireland.

Further information will be found on the Faculty's web site: <http://www.mod-langs.ox.ac.uk>

## Terms of Appointment

The Tutorial Fellowship is a permanent post (after initial probation), held jointly with an Associate Professorship of the University. The Professorship 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 an Associate Professor are:

- (a) To engage in research
- (b) To undertake lecturing by negotiation with the Chair of the Faculty of Medieval & Modern Languages, and
- (c) Once reappointed to the retirement age, to be available to act as a member of Examining Boards

The postholder will be a Tutorial Fellow of St Hugh's College and a member of the Faculty of Medieval & Modern Languages. 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*

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 67. The post of University Associate Professor 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 Associate Professorship may be held independently of the other.

### *Leave*

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.

### *Salary*

Below is the current salary scale for 2015-16.

Scale Point	National Spine Point	Joint annual Salary
11	52	£60,513
10	51	£58,754
9	50	£57,047
8	49	£55,389
7	48	£53,781
6	47	£52,219
5	46	£50,702
4	45	£49,230
3	44	£47,801
2	43	£46,414
1	42	£45,066

Currently, additional remuneration is paid to those undertaking examining and graduate supervision. Those holding administrative appointments within the Faculty or College 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 £7,926 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 £1,350 per year).
- Common Table: free lunch and dinner in College when the kitchens are open.
- Use of a teaching room.

#### *Equal Opportunities*

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.

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 Chair of the modern languages faculty Board, 41 Wellington Square, Oxford, OX1 2JF



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**Application Procedure**  
for the post of Tutorial Fellow and Associate Professor in French

Applications for this post will be considered by a selection committee containing representatives from both St Hugh's College and the Faculty of Medieval and Modern Languages. 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 provision of proof of the right to work in the UK.

Applications, in hard copy or electronically, should be sent to Miss Thea Crapper, the Academic Registrar, St Hugh's College, Oxford OX2 6LE, [college.office@st-hughs.ox.ac.uk](mailto:college.office@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 [www.st-hughs.ox.ac.uk/wp-content/uploads/2014/12/Equal-Opps-Form.pdf](http://www.st-hughs.ox.ac.uk/wp-content/uploads/2014/12/Equal-Opps-Form.pdf) and return it to the HR Advisor, by post to St Hugh's College, or by email to [felicity.walker@st-hughs.ox.ac.uk](mailto:felicity.walker@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 **Noon on Noon, 22<sup>nd</sup> February 2016**.

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

Candidates invited for interview will then be asked to send in up to two pieces of written work (amounting to a no more than a total of 30,000 words) at least one of which must be in English (**the other may be in French or English**). At interview, candidates will be asked to give a short research presentation, as well as a mini-lecture. Further details will be sent to shortlisted candidates.

All reasonable interview expenses will be reimbursed.



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

### **1: Introduction**

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship<sup>1</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

### **2: Research**

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

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

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

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

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, Tutor for Women, Library Fellow) 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 B: Standard Terms and Conditions**

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

The successful candidate will be appointed on the Oxford scale for Associate Professors, (£44,620 - £59,914). The combined college and university salary will be on a scale up to £59,914 per annum (pay award pending). 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 £2,626 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 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

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

### ***Length of appointment***

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

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/).

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

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

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

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

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

### ***Relocation expenses***

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

### ***Family support***

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

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

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

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

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

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

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

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

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

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

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

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

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

*and*

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

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

### ***Special arrangements***

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked

whether they require any particular arrangements to make the interview more convenient and effective for them.

### ***Data Protection***

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>2</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

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<sup>2</sup> But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.