



Job Description and Selection Criteria

Post	Associate Professorship in Literature in English 1660-1830
Department/Faculty	English Language and Literature
Division	Humanities
College	St Hugh's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary on a scale from £46,336pa plus a pensionable Housing Allowance (currently £9,260pa) or single accommodation when available in College. An allowance of £2,700pa would be payable by the University upon award of Full Professor title.

Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Literature in English to be held in the Faculty of English with effect from 1st October 2018 or as soon as possible thereafter. The successful candidate will also be appointed as Tutorial Fellow in English at St Hugh's College.

Applications for this post are welcome from well-qualified candidates with expertise in literature in English of the period 1660 to 1830, particularly those whose research focuses on drama and/or early writing in English of the Americas. The successful candidate will be expected to engage in advanced study and academic research, and to enthuse and inspire students at both undergraduate and graduate level through a variety of teaching methods including tutorials, classes, lectures, and supervision.

The post combines a Fellowship at St Hugh's College with membership of the English Faculty. Candidates wishing to speak to someone informally about the post may contact Professor Roy Westbrook, Senior Tutor at St Hugh's College (email: roy.westbrook@st-hughs.ox.ac.uk), or Professor Ros Ballaster, Chair of the English Faculty Board (email: chair@ell.ox.ac.uk). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The role of Associate Professor at Oxford

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

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and of their college. You will join a



lively, intellectually stimulating, and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity, and entrepreneurship.

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

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

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

Duties of the post

The appointee will be part of a lively and intellectually stimulating teaching and research community that performs to the highest international levels in research and publications, and will have access to the excellent research facilities that Oxford offers. Oxford is the largest university in the UK, and has one of the largest English departments in the world, with an excellent reputation for the quality of its research and teaching. The English Faculty at Oxford has been ranked top in world in the QS University Subject Rankings for 4 of the last 5 years. The appointee will be a member of both the College and the University community, and will have an active role to play in the running of the College (as a member of the Governing Body and a trustee of the College), and of the University (as a member of Congregation).

The main duties of the post are as follows:

1. to engage in scholarly research and publication at an internationally competitive level in literature in English of the period 1660-1830;
2. to give 192 tutorial hours of teaching (an average of eight hours each week across the 24 teaching weeks of the academic year) to undergraduate students at St Hugh's, focusing on the period 1660-1830. The appointee will have responsibility for teaching the Final Honour Schools papers in Literature 1660-1760, Literature 1760-1830, and a paper devoted to Shakespeare, and for organizing the teaching of the paper in Literature 1550-1660; they will supervise undergraduate dissertations that fall within this period; they will also make a contribution to the teaching of the first-year introductory paper on literary theory and the English language;
3. in exercising the normal duties of a College Tutor, to take responsibility (normally shared with other members of academic staff) for the organization, supervision, and teaching of English at St Hugh's College, including arrangements for the admission of new students, and the pastoral care of students reading English and its Joint Schools;
4. to make an appropriate contribution to the supervision and/or teaching of graduate students in the University, including supervising master's level and doctoral students when requested to do so by the English Faculty Board and acting as College Advisor to St Hugh's graduate students;
5. under the direction of the English Faculty Board, to give no fewer than 16 lectures or classes (including graduate classes) in each academic year;
6. to take part in University examining as requested to do so;
7. to offer more advanced options, such as centrally-taught special option classes for final year undergraduates, and MSt courses for graduates, in accordance with their particular research expertise;

8. to teach and supervise graduate students, including doctoral students in eighteenth-century literature; and master's students studying within the MSt strands in English 1700-1830 and (if relevant to their specialism) English and American Studies, as well as students writing dissertations in the field of eighteenth-century and Romantic-period literature in English. The postholder will work with other specialists in the period to ensure convening and teaching responsibilities are met for the MSt in English 1700-1830 and (if relevant to their expertise) with the American literature subject specialists for the English and American Studies strand.
9. to participate in the governance of St Hugh's College, including exercising the duties of a Trustee as a member of the Governing Body, serving on College committees and in College Offices;
10. to contribute to the administration of the English Faculty, including acting as a member of Faculty committees when called upon to do so, and being willing to take on leadership roles in the Faculty from time to time.

The college teaching obligation will be eight hours per week. No formal limitation is placed on examining or other work, but it is expected that associate professors will limit their total commitments, and college their demands on them, so that time will be available for research.

Further details of all undergraduate courses are available at: www.english.ox.ac.uk/course-structure.

Details of taught graduate courses (including Course Handbooks) may be accessed through the English Faculty website: www.english.ox.ac.uk/masters-programmes.

Selection criteria

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

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

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

The successful candidate will meet the following criteria:

ESSENTIAL

1. the completion of a doctorate in a relevant field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
2. evidence of distinguished research and/or research potential in the area of Literature in English 1660-1830, and a publication record of international standing, appropriate to the stage of the candidate's career, that will enhance the profile of the English Faculty in this area;
3. evidence of excellence in teaching Literature in English, including the ability to contribute to specialist teaching on a range of topics in the period 1660-1830 and to the undergraduate paper in Shakespeare;
4. evidence of the ability to teach effectively in a variety of modes, including small groups/tutorials, seminars, and lectures, and to undergraduates and graduates;
5. evidence of the ability or potential to foster student learning in high-achieving groups;
6. evidence of the ability or potential to act effectively as a graduate supervisor;
7. evidence of the ability or potential to act effectively as an examiner;

8. evidence of participation in conferences, seminars and other research meetings;
9. evidence of the ability or potential to undertake administration effectively, including in cooperation across an institution;
10. evidence of the ability to discharge pastoral responsibilities effectively for both undergraduate and graduate students; and
11. experience of, or potential for, participating effectively in the running and development of the subject at Faculty level.

DESIRABLE

1. a research specialism in drama and/or early writing in English of the Americas within the period 1660-1830;

The appointment committee recognises that candidates can contribute to these goals in many different ways, and will use its professional judgment – based on the evidence available – to decide how successfully candidates could make such 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 a high standard.

How to apply

Those wishing to apply for this post should submit their application by email as a single pdf (comprising a curriculum vitae, publications list, a statement of teaching experience and range, as well as the details of three referees). If shortlisted for interview, applicants will be asked to have their referees write directly to the College. Shortlisted candidates will also be asked to supply a writing sample.

Referees: In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. Shortlisted candidates will be responsible for asking their referees to submit references, but the College and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. You should name three referees in your application even if you do not wish them to be contacted yet.

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

Applications should be submitted by email to the Academic Registrar, Miss Thea Crapper (college.office@st-hughs.ox.ac.uk) by **Noon on Thursday 22nd March 2018**. Interviews will be held in April.

Candidates are also asked to complete a copy of an equal opportunities form, available from www.st-hughs.ox.ac.uk/vacancies and return it to the HR Office, either by post to St Hugh's College, or by email to hr@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.

Queries about the post may be addressed in the first instance to the Senior Tutor, Professor Westbrook (roy.westbrook@st-hughs.ox.ac.uk; 01865 274917).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

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 mixed in 1986. From its beautiful site in North Oxford, St Hugh's promotes a culture of research and intellectual engagement. The College has some 430 undergraduates and around 400 graduates, a fellowship of 68, 30 college lecturers, and a non-academic staff of 90; it is one of the largest of Oxford's colleges.

English is well-represented at St Hugh's, with three Tutorial Fellowships in the subject. The successful applicant will join Professor Peter D. McDonald (who works on literary writing and the state since the 1830s) and Dr Nicholas Perkins (whose research focuses on medieval literature, manuscripts and readers).

St Hugh's currently has around ten students enrolled on the University's graduate courses, and the College accepts ten undergraduates each year to study English, including its joint degree courses with Modern Languages, Classics, and History. Further information about St Hugh's College can be found at www.st-hughs.ox.ac.uk.

The College is seeking a candidate with a firm commitment to undergraduate teaching in the tutorial system. The person elected will provide teaching to undergraduates for eight hours per week during full term (averaged over the twenty-four week academic year), share responsibility for the organisation of teaching in English and the welfare of undergraduates in the subject, and will participate in the undergraduate and graduate admissions processes. The Fellow will also be responsible as a College Advisor for overseeing the academic welfare of graduates in the College reading for graduate degrees in English.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background.

The successful candidate will be a member of the Governing Body and a Trustee of St Hugh's College, and from time to time a member of its constituent committees; the successful candidate will be expected to participate in the administration of the College.

The election to the Fellowship will be subject to confirmation at the end of the fifth year conditional upon a satisfactory report on the performance of the specified University and College duties, with renewals at subsequent seven year intervals. The appointment will be subject to the Statutes of the College which embody the relevant provisions concerning academic tenure of the Education Reform Act (1988).

For more information on St Hugh's College, please visit: www.st-hughs.ox.ac.uk

The Faculty of English Language and Literature

The Faculty of English Language and Literature is part of the Humanities Division, one of the University's four academic divisions. The Faculty was established in 1894 (though the study of English Literature in the University long predated the formal foundation of the Faculty) and has counted some of the most

distinguished and influential scholars in the history of the discipline among its members, including A.C. Bradley, Terry Eagleton, Richard Ellmann, Helen Gardner, C.S. Lewis, and many others. It is the largest English department in the United Kingdom and one of the biggest anywhere. It has been ranked top in the QS World Rankings in its subject for 4 of the last 5 years.

Its coverage of literatures in English and the English language encompasses the widest historical range, from the earliest times to the present day. There are at present 72 permanent postholders, with nine statutory and seventeen other Professors; and the total membership of the Faculty—including research appointments and college tutors—numbers more than 180. The Professorship of Poetry (currently held by Simon Armitage), a chair hosted by the Faculty, is elected every five years, and has brought internationally prestigious writers and scholars into the academic community.

The English Faculty is housed in the St Cross Building, which contains lecture theatres, seminar rooms, administrative offices, and the English Faculty Library.

The Faculty offers financial support for research expenses and conference attendance, together with research mentoring and teaching relief for particular research needs. In addition to the Faculty's resources, research funding may be applied for from the Fell Fund for research, the College, and external funding sources. The Faculty has had significant success with individual and group project applications for funding from the UK's Arts and Humanities Research Council, the Leverhulme Foundation, the British Academy, the Mellon Foundation and other major funding bodies.

Further information about the Faculty is available at www.english.ox.ac.uk.

Eighteenth-Century and Romantic-period studies in the Faculty

There are flourishing research cultures across eighteenth-century and Romantic period studies in the English Faculty to which graduate students (both Master's and doctoral) as well as Faculty members contribute. In making this post, the Faculty is also looking to enhance and develop its research in either 1) drama or 2) writing in English of the Americas between the later seventeenth century and the early nineteenth century.

The English faculty is one of the few in the United Kingdom with a distinguished and robust history of research and teaching in eighteenth-century studies. Our strengths lie in the fields of scholarly editing, poetry, intellectual history, women's writing, and the relationship between literature and politics. From Rachel Trickett's *The Honest Muse* to Roger Lonsdale's pioneering editing and Marilyn Butler's ambitious myth-mapping to the current work of Professor Christine Gerrard, Professor Freya Johnston, Professor Abigail Williams and Professor David Womersley, we have promoted sustained interest in the dynamism and diversity of eighteenth-century poetry. Professor Ros Ballaster publishes on the novel and the theatre. Eighteenth-century studies in the Faculty also engages with debates about new directions in material culture and the history of the book (Abigail Williams) and cognitive studies (Ros Ballaster).

Oxford has also long been a leading centre for the study of the Romantic period and its literatures. Numerous scholars have made distinguished contributions to the field, from the pioneering work of Matthew Arnold, Walter Pater and A. C. Bradley, to the important twentieth-century editorial projects of R. W. Chapman, Mary Lascelles, Helen Darbishire, Norma Dalrymple Champneys, Jonathan Wordsworth, Roger Lonsdale and Stephen Gill, and the critical work of H. W. Garrod, F. W. Bateson, John Bayley, David Cecil, W. Robson, A. D. Nuttall, Roy Park and Marilyn Butler. Current faculty include: Professor Seamus Perry, Professor Nick Halmi, Professor Fiona Stafford, Professor Matt Bevis, Dr Timothy Michael and Dr Erica McAlpine. Several other members of the Faculty also have interests in Romantic literature: the large number of scholars and the flexibility of the English syllabus encourage dialogue between different periods and approaches.

Two long-running research seminars meet twice weekly in term: Eighteenth-Century Literature and Culture Research Seminar (ELCRS) and the Romantic Research Seminar.

Their programme and other activities are advertised through RECSO, the University of Oxford's online community for Romanticism and Eighteenth-Century Studies hosted by TORCH (The Oxford Research

Centre for the Humanities). Eighteenth-century researchers in literature at Oxford are active in a number of other networks and programmes at TORCH including Enlightenment and Enlightenment Correspondences.

Studies in Drama in the English Faculty

Postholders across all periods hold interests in and teach drama. Professor Emma Smith, Professor Lorna Hutson and Professor Paulina Kewes research and publish widely on early modern drama. Professor Simon Palfrey recently (2017) launched a book and multi-media performance project based on Spenser's *Faerie Queene* entitled *Demon's Land: a poem come true* at Stowe National Trust. Professor Ros Ballaster works on eighteenth-century theatre and holds a consultancy with the Royal and Derngate Theatre, Northampton. Professor Kirsten-Barr and Professor Sos Eltis are experts in nineteenth- and twentieth-century drama, especially Ibsen, Shaw and Wilde. The Calleva project 'Adults at Play' is co-led by Professor Laurie Maguire at Magdalen College, Oxford, and explores the psychology of theatre audiences through practical experiments with live audiences and live drama, as well as cognitive experiments and the study of dramatic texts. English Faculty members are active contributors to the Oxford Research Centre in the Humanities (TORCH) network in Theatre and Performance which brings academics across the humanities into contact with each other as well as local theatres and theatre companies. The Theatre and Performance Network provides a much-needed research base and also looks outwards to the region's thriving theatre scene involving talented playwrights, directors and actors. The Network aims to foster collaborations between academics and theatres, providing fertile ground for knowledge exchange and impact projects. Members of this wide-ranging network come together across Faculties to share their expertise on Anglophone theatre, but also on theatre in French, German, Greek, Italian, Russian, Spanish, Norwegian, Finnish, Swedish, Sumerian, Akkadian, Georgian and Chinese. Events range from lunchtime talks and reading groups to seminars to full day conferences often bringing external scholars and theatre makers to Oxford. Activities focus on theory and practice: on texts, performances, theories of drama, translation issues, and staging.

American Literature in the English Faculty

American literature is considered in its long historical and broad international contexts at Oxford. We have particular strengths in nineteenth-, twentieth-, and twenty-first century American and African American literature, American modernism, transatlantic studies, history of the book in America, literary biography, and American theatre. The Faculty of English has also recently strengthened its ties to modern languages faculty working on the multilingual literatures of the Americas. Our work in American literature receives significant support from the Rothermere American Institute for the study of American literature, history, and politics. The RAI's Esmond Harmsworth Lecture in American Arts and Letters has been given by some of America's most eminent writers, including Richard Ford, Joyce Carol Oates, C.K. Williams, Tobias Wolff, Marilynne Robinson, Jennifer Egan, Lydia Davis, and Hilton Als. In 2015-6, the Institute began RAI|Live, a public-facing series that brings authors, academics, and readers into conversation. The first speakers were the James Tait Black Winner Benjamin Markovits, the Costa Prize Winner Andrea Wulf, and Mark Greif, editor of *n+1* magazine. The RAI also hosts research seminars, classes, and conferences in American literature and is home to a thriving community of graduate students. The regular American Literature Research Seminar (ALRS) brings scholars and critics from across the world to the RAI to present ground-breaking and influential work. Recent ALRS speakers include Branka Arsić, Nancy Bentley, Stephen Best, Elizabeth Dillon, Jonathan Elmer, Paul Gilroy, Jacqueline Goldsby, Fiona Green, Jared Hickman, Hsuan Hsu, Sarah Rivett, Shirley Samuels, Elisa Tamarkin, Bryan Wagner, Kenneth Warren, and Cindy Weinstein.

The English Faculty construes the field of 'Literature in English' in a comprehensive spirit, including book history and intellectual history.

With the extraordinary resources of the Bodleian and the college libraries, including world-class holdings of manuscripts and printed books, and innovative developments in digital scholarship and digitization, the University's resources are unrivalled. The Bodleian Library, one of the great libraries of

the world, has a continuous history reaching back to the late sixteenth century and its staff includes Faculty members. Its historical collections are outstanding, second in size only to the British Library. Its new Weston Library is an outstanding facility for the study of special collections. The Weston hosts the Centre for the Study of the Book to deliver a full programme of events and to host visiting scholars in the field. Members of the Libraries' curatorial and conservation staff work collaboratively with Faculty members to design and deliver seminars relating to the history of the book and aspects of material culture. Major exhibitions at the Library are curated by Faculty members collaboratively with staff and are associated with imaginative programming to facilitate public engagement with research. The Bodleian also houses the Bibliography room which uses its presses with Faculty members for the purposes of teaching, research and public engagement.

The English Faculty has its own library with over 100,000 volumes, including important holdings of pre-1800 material and several specialist collections. Every college also has its own library, many of which (such as All Souls, Balliol, Christ Church, Magdalen, Merton, New College, Queen's, and St John's) have important holdings of manuscripts and early printed books that are normally open to scholars.

Undergraduate teaching in the Faculty

The colleges of Oxford University are responsible for undergraduate admissions and for the main bulk of undergraduate tutorial teaching. Some 300 students are admitted each year to read for the Honour School of English Language and Literature, and the Joint Schools with Classics, Modern Languages and History. The undergraduate syllabus offers courses in all historical periods of writing in the English language, from Anglo-Saxon times to the present day. The course is assessed by a mixture of submitted course work, a dissertation, and end-of-year examinations. All students take a centrally-taught special option in their third year.

The Faculty puts on a programme of undergraduate lectures (usually held in the St Cross Building) which are designed to complement and support the tutorial and class teaching that goes on in the colleges. The successful candidate will be required to contribute to this programme. It is anticipated that the appointee would be able to offer appropriate lectures for some or all of FHS Papers 1, 4, and 5, contribute to the provision of centrally-taught special topics, and supervise final-year dissertations that fall appropriately within his or her area of specialism.

Graduate teaching in the Faculty

The Oxford English Faculty has the largest English graduate school in the country, and one of the most vibrant and successful. The admission and supervision of graduate students is under the control of the English Faculty Board rather than the colleges, though each graduate student is also a member of a college. The Faculty Board (through its Graduate Studies Committee) admits about 90 students a year to the MSt, our one-year taught course Master's degree, which spans all areas of English Studies from Old English to World Literature. These students are of a high calibre, as our external examiners' reports consistently confirm.

Two of the several strands within the MSt are English Literature 1700-1830, and English and American Studies. The successful candidate will be expected to contribute actively to the former strand and (if it falls within their expertise) also to the latter. They may also contribute to other MSt teaching, including to the cross-disciplinary MSt degrees in Women's Studies, Film Aesthetics, Medieval Studies, and Comparative Literature and Critical Translation. Details about the structure and contents of the Faculty's MSt courses can be found on its website www.english.ox.ac.uk/masters-programmes.

The Faculty also admits up to 40 doctoral students each year, typically recruiting a good proportion from our own MSt: at any one time we might have as many as 200 doctoral students in place. The successful candidate will be expected to supervise doctoral students and generally to enhance the Faculty's very active graduate culture.

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.uk.

About the University of Oxford

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

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

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

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

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

For more information please visit www.ox.ac.uk/about/organisation

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£18,414 - £24,726). The combined College and University salary will be on a scale from £46,336 up to £62,219 per annum.

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

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

Pension

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

Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/

Sabbatical leave/dispensation from lecturing obligations

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

Intellectual property and conflicts of interest

Guidance is available on:

ownership of intellectual property www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

Membership of Congregation

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

See www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml for further details.

Family support

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

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

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/

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

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities. For details, please see www.careers.ox.ac.uk/

Welcome for International Staff

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

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

Relocation

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

Promoting diversity

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

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

Please see www.admin.ox.ac.uk/eop/ for details.

Other benefits and discounts for University employees

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

www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/
www.admin.ox.ac.uk/personnel/staffinfo/benefits/

Pre-employment screening

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

Length of appointment

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

The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday.

The justification for this may be found at
www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at
www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

Data Protection

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

The policy may be viewed at www.admin.ox.ac.uk/councilsec/dp/policy.shtml.

College Benefits, Terms and Conditions

A Tutorial Fellow at St Hugh's is entitled to meals in College and is provided with a teaching room in College. A Housing Allowance (currently £9,260pa), or single accommodation in College, is also available. Tutorial Fellows have access to a Research Expenses Allowance (currently up to £1,632 per annum), and an Entertainment Allowance per student.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both St Hugh's College and the Faculty of English Language and Literature. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of St Hugh's College and the Humanities Divisional Board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Governing Body and the Divisional Board, and a formal contractual offer has been made.

The appointment will be conditional on verification of the successful candidate's availability for employment in the UK. Applicants who would need a work visa if appointed should consult the Home Office website: www.ukba.homeoffice.gov.uk/workingintheuk/.