

Job Description and Selection Criteria

Post	Associate Professorship or Professorship in Modern (post-1770) German Culture, with a preference for research expertise in Performance
Department/Faculty	Faculty of Medieval and Modern Languages
Division	Humanities
Colleges	St Hugh's College and St Anne's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined University and College salary on a scale within the range £52,815 to £70,918 p/a (plus £10,492 p/a housing allowance, and other benefits).

Overview of the post

St Hugh's College, St Anne's College, and the Faculty of Medieval and Modern Languages in the University of Oxford are seeking to appoint a full-time Associate Professor (or Professor) of German specializing in modern (post-1770) German with a preference for research expertise in Performance. The starting date will be 1 September 2025 or as soon as possible thereafter.

The focus on Performance for this post highlights an increasing acknowledgement of the centrality in the German tradition of drama, theatre, film, dance, voice, song, performance, and performance literature of all varieties. These are arguably areas in which German culture has been highly influential. The Stephen A. Schwarzman Centre for the Humanities (to be opened in 2025) will afford opportunities for integrating collaborative and interdisciplinary research and creative practice. For more information, see: <https://www.schwarzmancentre.ox.ac.uk>.

We welcome applications from candidates from BME backgrounds and other groups that are currently underrepresented in senior academic roles.

If you would like to discuss this post and find out more about joining the academic community in St Hugh's, St Anne's, and the University of Oxford, please contact the Schwarz-Taylor Professor of German, Professor Karen Leeder (karen.leeder@mod-langs.ox.ac.uk), or the Vice Principal of St Hugh's College, Peter Mitchell (peter.mitchell@st-hughs.ox.ac.uk). All enquiries will be treated in strict confidence and 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. It encompasses the range of assistant to associate professor roles in the North American system. Associate Professors are appointed jointly by a University department/faculty and one or more Oxford colleges, and you will have a contract with both University and Colleges.

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating, and multi-disciplinary community that 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 (see the University 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 'recognition of distinction' 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 shortly after appointment, but there is a separate process for this award that is conducted after an offer is made.

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

Duties of the post

The main duties of the post are as follows:

- to engage in research within the broad field of Modern German Literature and Culture (post-1770), with a preference for a research expertise in the area of Performance, broadly defined (i.e. including drama, theatre, dance, film, song, music, etc.);
- to give high-quality lectures, classes, and tutorials across a wide range of relevant texts and topics at both undergraduate and graduate level;
- to contribute to the teaching, research, and academic administration of the Colleges and the Faculty.

For the Colleges the post-holder will be responsible for providing eight hours per week of college-focused teaching for undergraduates reading for degrees in German. They will:

- deliver eight contact hours of high-quality undergraduate tutorial teaching per week in German, averaged over the three eight-week terms of the academic year – this will comprise a wide range of texts and topics across all years of the undergraduate course as well as regular translation classes (n.b. tutorials usually consist of an hour of academic discussion between tutor and students, and tutors are expected to set and mark written work for each tutorial);
- provide College teaching for the Preliminary Examination ('Prelim'): language and literature papers, including Paper II (translation), Paper III (commentary), and Paper IV (Modern German Literature) – descriptions of these papers are provided in the extracts from the Handbook included as an Appendix below;
- provide College teaching for the Final Honour School ('FHS'): in particular Paper VIII (Modern Literature 1770 to the Present) and Paper X (Modern Prescribed Authors) but also Paper XII topics and Paper XIV dissertations within the postholder's field of expertise (see the Appendix);

- advise undergraduates in both Colleges on the choices they make for their year abroad and provide academic and pastoral support during that time;
- work with the other Tutors in Modern Languages at St Hugh's and St Anne's in the administration of Modern Languages,
- participate in the annual processes for the admission of undergraduates to read degrees in German, including any foundation year processes in which the Colleges might participate and including any training required for these processes;
- undertake the normal duties of a Tutorial Fellow and Lecturer, including coordinating, setting, and marking College termly exams (Collections), monitoring student progress, writing termly reports on students' work, where necessary organising teaching by specialist colleagues in other colleges, providing guidance to students relating to attendance, conduct, coursework, performance, and welfare (referring welfare and support matters to others in Colleges as appropriate);
- act as College Adviser for graduate students in both Colleges;
- assist with access and outreach activities (including College Open Days) in both Colleges;
- serve as a Trustee of St Hugh's College (which is an educational charity) and undertake any training required for this role, participating fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and assuming College offices as required.

For the Faculty the postholder will be expected to contribute **no fewer than 16 lectures or classes in each academic year** on Modern German for the following papers/courses as appropriate:

- Prelim Paper III and IV and XI on German drama and film
- FHS Paper VIII (German Culture 1770 to the Present);
- FHS Paper X (Modern Special Authors), which includes filmmakers;
- FHS Paper XII (there are currently 5 modern and contemporary paper XIIs; new research-led papers following the appointee's specialisms may be proposed);
- MSt taught courses (new research-led papers may be proposed).

In addition, the postholder will:

- supervise DPhil students as requested;
- supervise MSt and MPhil students as requested;
- contribute to cross-Faculty core lecture series and/or seminars (depending on the appointee's research specialism there is scope to extend the contribution of the Sub-Faculty and propose new cross-faculty special subjects);
- engage in assessment and University examining as required;
- participate in the graduate student admissions processes;
- take an active and engaged part in the administrative, outreach, pastoral, and other aspects of the Faculty's work.

Research

The postholder will:

- be actively engaged in sophisticated, original, and independent research of outstanding quality in modern (post-1770) German, with a preference for research on Performance;
- publish research of originality, significance, and rigour in journals and with presses appropriate to the field (potentially including performance as research, co-created, and practice-led research and creative outputs);
- present papers at conferences or public meetings;
- make applications to secure external and internal research funding.

The Sub-Faculty of German has a long collective track-record of cutting-edge research and effective graduate supervision. It views research as an essential form of engagement in the field and as a valuable contribution to intellectual life in Oxford.

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

Selection criteria

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

The University is 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.

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 demonstrate the following, taking account of their career stage:

Essential criteria

- A completed doctorate in a relevant field of German studies.
- Proven high standard of research in the field of modern (post-1770) German— i.e. a record of peer-reviewed publication commensurate with their post-doctoral academic experience, and evidence of continuing research activity.
- Please note: *The University of Oxford is a signatory to the San Francisco Declaration on Research Assessment (DORA), which means all hiring, tenure and promotion decisions will evaluate applicants on the quality of their work, not the impact factor of the journal where it is published.*
- Evidence of a track-record of securing external funding for research appropriate to the applicant's career stage, or evidence of the potential to secure such funding.
- Proven experience and evidence of excellence or the potential for excellence in undergraduate teaching, along with the personal qualities needed to encourage and foster a high level of achievement in undergraduate students – this must include the ability to provide both tutorial teaching in the introductory and advanced German papers listed under 'Duties of the post' above (for the Colleges), and research-led undergraduate lectures and classes in the stated field (for the Faculty).
- Evidence of excellence or the potential for excellence in teaching and supervision for graduate students – this must include the ability to provide one-to-one supervision for MSt and MPhil and DPhil students in the field, and the ability to conduct graduate classes.
- Fluency in both English and German, equivalent to native- or near-native-speaker level, such that the candidate can publish research in both languages, teach tutorials in English, give lectures in English, and teach high-level language classes operating between both languages.
- Ability to carry out student assessment fairly and effectively, and to design and deliver degree programmes or their components.
- Communication, interpersonal, time-management and organizational skills necessary for the fulfilment of teaching, pastoral and administrative responsibilities.
- Excellent oral and written communication skills – including the ability to present research findings effectively to fellow professionals or informed members of the public.
- Good team-working and demonstrable willingness to participate in College life and governance.

- Ability to innovate and work effectively with colleagues to contribute effectively to the administration of the Sub-Faculty, the Faculty, and the College.
- Commitment to promoting awareness and understanding of equality, diversity, and inclusion (EDI) in all aspects of the role, the active advancement of equality of opportunity, and embedding these principles in teaching and among staff and students.

Desirable criterion

- Research specialism in Performance, broadly defined (drama, theatre, film, dance, voice, song, performance, and performance literature of all varieties).

How to apply

Applications should consist of:

1. A cover sheet (available from the St Hugh's website: <https://www.st-hughs.ox.ac.uk/associate-professorship-or-professorship-of-german/>)
2. A covering letter with a statement explaining how you meet the selection criteria set out above (not longer than 2 sides of A4 in a standard 11- or 12-point font).
3. A full CV, including a list of publications.

These documents should be sent by email in the form of a single PDF to the St Hugh's College Office (college.office@sthughs.ox.ac.uk). All applications will be acknowledged on receipt.

The University and Colleges welcome applications from candidates who have a disability or long-term health condition, and we are committed to providing long-term support in such cases. The University's disability advisor can provide support to applicants with a disability. Please see <https://edu.admin.ox.ac.uk/disabilitysupport> for details.

Please inform the College Office at St Hugh's College 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 interview, we will ask whether you require any particular arrangements. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

Application timetable

Deadline for applications	9.00 am on Monday 11 November 2024.
Longlisting and references	Longlisted candidates will be contacted by Wednesday 20 November 2024 . They will be asked to arrange for references to be submitted by 12.00 pm on Monday 25 November 2024 (references are not required for other candidates and should not be sent).
Shortlisting and written work	Shortlisted candidates will be contacted by Thursday 5 December 2024 . They will be asked to submit written work by 12.00 pm on Friday 13 December 2024 (see below).
Interviews / Presentations	These are planned for Monday 24 and Tuesday 25 February 2025 , in person, in Oxford.
Notification	We aim to notify all shortlisted candidates of the outcome of their applications by Tuesday 11 March 2025 . Applicants who have not been contacted within the timetable above should assume that their applications have not been successful.

Whilst we aim to keep to the timetable outlined above, we reserve the right to adjust it if necessary.

Longlisted candidates will be asked to arrange for **THREE referees** to submit references by email to the College Office at St Hugh's by the deadline noted above.

Shortlisted candidates will be asked to submit **two pieces of written work** of not more than 8,000 words each. At least one must be in English. The other may be in English or German. These may be articles or [sections of] book chapters or other written material appropriate to the research requirements of the post, published or in draft. They should both be prefaced by an abstract in English of up to 300 words that also outlines clearly the significance and originality of the work submitted. Please ensure that work is ready to submit in accordance with the timetable above.

Shortlisted candidates will be invited to give a **teaching presentation** aimed at an undergraduate audience studying for the Final Honour School, followed by questions from current undergraduates and academic staff members present. They will also have a separate **interview** with the selection committee: the interview will begin with a 5-minute **research presentation** by the candidate, and it will include further exploration of the candidate's current research and research plans, teaching, and potential contributions to the life of the Colleges and the University. Candidates will have the opportunity to ask questions of the committee.

Presentations and interviews will be held in person, in Oxford.

If you have any queries about any aspect of the application process, please contact the Vice Principal of St Hugh's College (peter.mitchell@st-hughs.ox.ac.uk).

References

You should approach your referees before applying to confirm that they will be content to write a reference for you if asked to do so and are **aware of the timescale and deadlines** for this process. You should send them this document so that they can address directly the requirements for the post in their references.

The University and Colleges will not approach your referees: it will be the applicant's responsibility to ensure that references are submitted on time. References should be submitted by email to the College Office at St Hugh's (college.office@st-hughs.ox.ac.uk). The selection committee would prefer to receive references in English. No offer of appointment will be made without satisfactory references.

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

St Hugh's College

St Hugh's has around 430 undergraduates and 560 graduate students. Its Governing Body consists of nearly 50 Fellow Trustees, including Tutorial Fellows and Professorial Fellows, and a further 20 Fellows (including Senior Research Fellows, Fellows by Resolution, Postdoctoral Fellows, and Visiting Fellows) attend meetings. Teaching is supported by 60 or so Stipendiary and Non-Stipendiary Lecturers, and there is a non-academic staff of nearly 100. From its beautiful, spacious site in North Oxford, the College enjoys a thriving culture of research and intellectual engagement, and St Hugh's is widely recognized to be progressive, welcoming, and exceptionally friendly and supportive to students and staff. The College houses the China Centre, which is part of the Bodleian Library and where staff and students can order the holdings of the Bodleian for consultation on the St Hugh's site.

The College was founded in 1886 to open up the opportunities of an Oxford education to poorer women. It was founded by Elizabeth Wordsworth, great niece of the poet, and the College adopted the name and arms of St Hugh of Avalon who was Bishop of Lincoln, as was Elizabeth's father. St

Hugh's 'went mixed' in its hundredth anniversary year, 1986. The College remains committed to academic excellence, the delivery of a world-class education, diversity, and inclusivity in all aspects of our activity, excellent employment practice, sustainability, and environmental responsibility.

The College's Principal since 2012 has been Lady Elish Angiolini LT DBE PC KC. She was formerly Lord Advocate of Scotland, having previously been Solicitor General – the first woman, the first procurator fiscal, and the first solicitor to hold either post. In 2024 Lady Angiolini announced her retirement and the College is currently in the process of recruiting a new Principal.

More information about St Hugh's can be found at www.st-hughs.ox.ac.uk.

St Anne's College

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may initially think that Oxford is not for them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

German and Modern Languages at St Hugh's and St Anne's

St Hugh's admits on average 12 students annually for the four-year Modern Languages course, including joint schools with Classics, English, History, Linguistics, Middle Eastern Languages, and Philosophy. St Anne's admits some 13 students each year for the same courses.

Approximately six of these students in each year (both Colleges combined) will be reading for degrees in or with German. In addition, each College has a community of graduate students in Modern Languages reading for masters' degrees and doctorates.

Modern Languages, including its joint schools, is one of the largest subjects in St Hugh's, which has three Tutorial Fellows. The Tutor in French is Professor Ève Morisi, whose research focuses on the intersections of poetics, politics, and ethics in 19th- and 20th-century literature, and on political humanities. The Tutor in Italian is Professor Emma Bond, who has published widely on border and migration literatures, transnational studies, and the legacies of empire in contemporary art and culture. Spanish teaching at St Hugh's is coordinated by Dr Olivia Vázquez-Medina, who is a Tutorial Fellow of Wadham College and works on modern and contemporary Spanish American fiction. The College is also strong in Linguistics, with a Fellow in Psycholinguistics, Professor Matt Husband, and

College Lecturers in other branches of the field. We have a number of Research Fellows and Stipendiary Lecturers in Modern Languages.

Modern Languages, including its joint schools, is similarly one of the largest subjects in St Anne's, which also has three Tutorial Fellows. The Tutor in French is Professor Patrick McGuinness, whose research focuses on 19th-, 20th- and 21st-century French literature. He also has an interest in translation and translation studies. The Tutor in Spanish is Professor Geraldine Hazbun, who works on the literature of medieval Iberia, particularly epic poetry, historiography, and travel writing. The Tutor in Portuguese is Professor Simon Park, who has published on the history, literature, and the visual arts of the Portuguese-speaking world in the Early Modern period. We also have a number of Lecturers in Modern Languages, one Research Fellow, and several Honorary Fellows in the field.

The Faculty of Medieval and Modern Languages

The Faculty is one of the leading centres for the study of European languages, literatures, and culture world-wide, offering expertise in a 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 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.

Teaching takes place in colleges as well as in the Faculty buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' 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.

The Faculty consists of seven Sub-Faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish, and Modern Greek. There are currently 81 permanent postholders, including 9 established professorships. 26 colleagues hold the title of Full Professor. The colleges, which are responsible for undergraduate admissions, 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 some 50 graduates taking taught Masters degrees, and approximately 120 research students. The Faculty has consistently been ranked amongst the leading Modern Languages departments in the world for many years.

More information on the Faculty can be found at www.mod-langs.ox.ac.uk.

The Sub-Faculty of German

Oxford has one of the oldest, largest, and most active departments of German in the country, with an excellent record in teaching and research, an intake of about 90 undergraduates a year, and a particularly strong and flourishing graduate presence. It engages in research in all periods and fields within German studies from the eighth to the twenty-first century, in linguistics and philology, history of the book, music, philosophy and theology, photography and film, and intellectual and cultural history. Particular strengths include medieval, 18th- and 19th-century studies, modernism, post-1945 culture, contemporary culture, and German poetry of all periods. Research on Kafka, Rilke, German-Jewish writers, environmental literature, gender, translation, and exophonic literatures are other areas of special expertise.

For more information please visit: www.mod-langs.ox.ac.uk/german.

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; Asian and Middle Eastern 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. Oxford's extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian Library System is now second in size only to the British Library. Administratively, the Bodleian forms part of a larger grouping of university libraries including the Modern Languages Faculty's Taylorian Library. In addition, every college has its own library, many of which have important holdings of their own. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's 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. In recent years, this has been facilitated by the Oxford Research Centre in the Humanities (TORCH), which has several interdisciplinary programmes strongly affiliated to the Faculty of Medieval and Modern Languages, notably Comparative Criticism and Translation.

Planned to open in 2025 the Schwarzman Centre will give Oxford's humanities a new home with state-of-the-art academic, exhibition and performance spaces. The building, made possible by a landmark £150 million gift from philanthropist and businessman Stephen A. Schwarzman, demonstrates the essential role of the humanities in helping society confront and answer fundamental questions of the 21st century. For the first time in the University's history, humanities faculties will be housed together with a new humanities library in a space designed to encourage learning and experimentation.

The Schwarzman Centre will serve as a dynamic hub dedicated to the humanities – those fields which inform our understanding and appreciation of the human experience. Programmes in English, history, linguistics, philology & phonetics, medieval & modern languages, music, philosophy, and theology & religion will be housed together in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Schwarzman Centre will also be home to Oxford's new Institute for Ethics in AI which will build upon the University's world-class capabilities in the humanities to lead the study of the ethical implications of artificial intelligence and other new computing technologies.

The building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large. Modern amenities and digital capabilities will allow Oxford to share the full breadth of its unparalleled collections and research in the humanities. Please see www.schwarzmancentre.ox.ac.uk for further details.

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 a large number 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 regularly creates spinout companies based on academic research generated within and owned by the University. 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, who 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 visit www.ox.ac.uk/about/organisation.

University Benefits, Terms and Conditions

Salary

The combined College and University salary will be on the Associate Professor Grade 10a (payroll grade 39S), so between £52,815 and £70,918 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 award of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

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

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those with administrative appointments within the Faculty may be eligible for additional payments.

Pension

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme, details of which are available at <https://finance.web.ox.ac.uk/uss>.

Sabbatical leave

You will be eligible for sabbatical leave to allow you to focus on your 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.

Outside commitments

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on ownership of intellectual property:

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

and managing conflicts of interest:

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

Membership of Congregation

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

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

Family support

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

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

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

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

Welcome for International Staff

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

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

Relocation

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

Promoting diversity

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see <https://edu.admin.ox.ac.uk/home> for details.

Other benefits and discounts for University employees

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

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

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

Pre-employment screening

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

Length of appointment

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

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

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

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

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

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

College Benefits

Tutorial Fellows of St Hugh's receive a housing allowance (currently £10,492 p/a) in addition to the combined University and College salary within the range indicated above. The housing allowance is paid monthly with the salary, not as a lump sum, and is taxable and pensionable.

Also available from St Hugh's are a research expenses allowance (currently £1,864 p/a) and a computer equipment allowance (currently £1,092 over a 4-year period). A modest annual entertainment allowance is available so that Fellows can help create and sustain a friendly subject-community amongst undergraduates and graduate students by hosting social events.

The Fellow appointed will have access to the College's shared equity scheme if and when funds permit (this incurs some tax liability and should be discussed with St Hugh's via the Senior Tutor if the successful applicant is interested in exploring it).

The successful candidate will have membership of the Senior Common Room of both Colleges (for which there is a modest annual charge). At St Hugh's, they may take breakfast, lunch, and dinner at no charge whenever the College kitchen is open. At St Anne's the postholder is welcome to lunch on high table twice a week during term.

Sabbatical leave may be taken after 6 terms of service (the entitlement is therefore 1 term in every 7). It may be taken as soon as entitlement accrues, or it may be 'saved' so that a whole year's leave is taken after 6 years of service. The Colleges will try to accommodate synchronization with the Faculty's leave provision.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from the Faculty of Medieval and Modern Languages, St Hugh's and St Anne's Colleges. 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 Bodies of St Hugh's and St Anne's 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 both Governing Bodies, and until a formal contractual offer has been made.