



## Job Description and Person Specification

<b>Post</b>	<b>A Tutorial Fellowship at Trinity College, in association with Associate Professorship (or Professorship) in Medieval Eurasian History</b>
<b>Department/Faculty</b>	<b>Faculty of History</b>
<b>Division</b>	<b>Humanities Division</b>
<b>College</b>	<b>Trinity College</b>
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement after completion of a successful review</b>
<b>Salary</b>	<b>£47,263 - £63,463 p.a. plus £14,250 p.a. taxable and pensionable College housing allowance and other benefits. An additional £2,700 per year is available if the title of Professor is awarded.</b>

### Overview of the post

**The post is available from 1 October 2019.**

Applications are invited from well-qualified candidates with research and teaching expertise in the history of medieval Eurasia c.300-c.1300 CE, who have a specialism in one or more of the following areas: East Asia including China; Central Asia and the steppe; India; the Indian Ocean; and the Islamic World; but **not** the Western European and Byzantine worlds. All other things being equal, a preference may be given to a candidate whose research contributes to one or more of the following fields: gender history; women's history; cultural history; religious history; inter-cultural connectivities; environmental history, as well as social, political, and economic history. The appointee will be required to teach undergraduates for the College and Faculty, and to supervise graduates for the Faculty (see below for detailed teaching requirements). The appointee will be required to have native standard competence in formal written and spoken English. The undergraduate History course is outlined at <https://www.history.ox.ac.uk/ba-history>; the graduate courses are outlined at <https://www.history.ox.ac.uk/graduate-admissions>.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the College and the History Faculty in this field. Medieval history has long held a distinctive place in the History Faculty at Oxford, and the present appointment is the consequence of a strategic decision to strengthen our

teaching in Eurasian history, with a particular emphasis on its extra-European aspects. The location of the post at Trinity College, which has a number of scholars with expertise in the history and culture of the medieval period and of Asia and Africa in more recent periods, will provide a stimulating intellectual community for the appointee.

The Associate Professor will be a member both of the University and of the College community. S/he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications, and will have access to the excellent research facilities which Oxford offers.

**Trinity College** will elect the successful candidate to an Official Fellowship in History, in association with the University Associate Professorship in the Faculty of History, from 1 October 2019, or as soon as possible thereafter. As a Tutorial Fellow, s/he will be a member of the Governing Body (a Charity Trustee), and will be expected to play a part in the administration of the College. This post succeeds the post currently held by Professor Bryan Ward-Perkins, who will be retiring at the end of September 2019.

**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 successful completion of the initial probationary period of appointment. However, in exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full Professor may be awarded at the time of appointment.

**Queries about the post** should be addressed to [academic.administrator@trinity.ox.ac.uk](mailto:academic.administrator@trinity.ox.ac.uk) (for those relating to the College part of the post), or to [john.watts@history.ox.ac.uk](mailto:john.watts@history.ox.ac.uk) (for those relating to the Faculty part of the post). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

## **Duties of the post**

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

**(i) For both Trinity College and the Faculty of History**

- To engage in research at an internationally excellent level in medieval Eurasian history c.300-c.1300 CE, which might include any of: East Asia including China, Central Asia and the steppe, India, the Indian Ocean, the Islamic World. It is anticipated that the appointee's research might involve, but should not be focused on, the Western European and Byzantine worlds. All other things being equal, a preference may be given to a candidate whose research contributes to one or more of the following fields: gender history; women's history; cultural history; religious history; inter-cultural connectivities; environmental history, as well as social, political, and economic history.
- To participate in the admissions processes for both undergraduate and graduate students.

## **(ii) For Trinity College**

- To provide eight ‘weighted’ tutorial-hours of history teaching each week during full term for Trinity College. (This is equivalent to c. six contact hours, see details below). These will include:
  - ❖ for Prelims (i.e. for first-year students), teaching at least one of the options for the methodological paper (Paper IV), and one or more of the European and World History outline papers. The tutor is not expected to be a specialist in all aspects of these papers, but rather to introduce undergraduates to the study of the medieval period across a wide geographical and chronological range, and to the practice of writing analytical essays.
  - ❖ a broad range of options for Final Honour School (i.e. second- and final-year) students, to include EWF4, The Global Middle Ages, 500-1500.
- To organise the teaching of History and the pastoral supervision of undergraduates reading History (and Joint Schools with History) at Trinity College, in cooperation with James McDougall, the Tutorial Fellow in Modern History. This includes holding meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; arranging tuition by colleagues in other colleges, as required; setting, marking, or arranging to have marked mock examination papers (‘Collections’) at the beginning of each term.
- To appoint and oversee the work of College Lecturers in History, as required.
- To assist with College Open Days; and to play a role in access and outreach work.
- To act as a College Graduate Advisor for graduate students of Trinity College reading for degrees in History and cognate areas.
- To undertake a reasonable share of College administrative duties.
- To act as a Trustee of the College (as a member of the Governing Body).

## **(iii) For the Faculty of History**

- To give no fewer than 16 lectures and/or classes in each academic year in the area of medieval Eurasian history, notably for the Final Honour School papers in European and World History, 4 (The Global Middle Ages, 500-1500) and one or more of papers 2 (The Early Medieval World, 600-1000) and 3 (The Central Middle Ages, 900-1300), together with one or both of the Preliminary Examination papers in European and World History: 1 (The Transformation of the Ancient World: 370-900) and 2 (Medieval Christendom and its Neighbours, 1000-1300).
- For second-year and final-year undergraduates across the colleges, to offer one or more Special and Further Subjects, within the appointee’s area of expertise. Details of the Faculty’s current range of Special and Further Subjects can be found by following the links at <https://www.history.ox.ac.uk/ba-history>.
- To supervise postgraduate students on research and taught courses in the relevant areas.
- To engage in undergraduate and postgraduate assessment and university examining as required.

- To undertake a reasonable share of the administrative work of the Faculty and contribute to access and outreach activities.

## **Additional information about College teaching arrangements**

The appointee will be required to provide eight weighted hours of teaching per week during Full Term (each of Oxford's three full terms per year is eight weeks long) for Trinity College. Under the weighting system for this post, teaching in groups of two counts as 1.25 hours and a group of three, 1.5 hours (with higher weightings for larger group sizes) so that the number of contact teaching hours each week is likely to be in the region of six. The teaching for Trinity College is likely to be made up largely through 'exchange' tutorials, given to undergraduates from other colleges in the tutor's field(s) of specialization.

College teaching is mainly in tutorials of two or three students. Tutorials consist of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking and discussion of submitted essays. For further information about College responsibilities see 'The Tutorial Fellowship: General Template of Duties' appended to this document.

Teaching for options not covered by the College tutors' specialism is provided by arrangement with other in-house and external tutors. In particular, Trinity College has an arrangement with St Hilda's College for exchanges of students, in which Trinity's tutor in Medieval History has generally taught St Hilda's students for medieval options, while Dr Hannah Smith, Fellow of St Hilda's, provides teaching for Trinity students in early modern British and European history.

## **Person specification**

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria. Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection, and there will be both male and female committee members wherever possible.

### **The successful candidate will demonstrate that they satisfy the following criteria:**

- A research record, including publications, of international standing appropriate to the stage of the candidate's career with evidence of, or evidence of potential for producing research in some aspect of the history of medieval Eurasia c.300-c.1300 CE that is world-leading in terms of originality, significance and rigour. All other things being equal, a preference may be given to a candidate whose research contributes to one or more of the following fields: gender history; women's history; cultural history; religious history; inter-cultural connectivities; environmental history, as well as social, political, and economic history. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may affect the quantity of candidates' publications.
- A doctoral degree must have been received by the advertised closing date for this position.
- A good honours degree and, normally, a Master's degree in History.

- Native standard competence in formal written and spoken English.
- Evidence of excellence, or of the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students. This must include the ability to provide tutorial teaching in a range of core history papers as outlined above, and the ability to offer research-led undergraduate lectures and classes.
- Evidence of excellence, or of the potential for excellence, in graduate teaching, along with the personal qualities needed to encourage a high level of achievement in graduate students. This must include the ability to provide one-to-one supervision for MSt (i.e. Masters-level) and DPhil (i.e. doctoral-level) students in Medieval history, and the ability to conduct and participate in graduate classes.
- Experience of, or potential for, effective participation in the other work of the College and Faculty, including administration.
- Experience of, or potential for, securing external research funding.
- The ability to undertake pastoral responsibilities for both undergraduates and graduates.
- Experience of, or potential for, participating effectively in the future development of the subject.

## How to apply

Applications for this post will be considered by a selection committee containing representatives from both Trinity College and the Faculty of History. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Trinity 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 divisional board and the governing body, and a formal contractual offer has been made.

### 1) Written application

Candidates should send the following documents by email to the Academic Administrator of Trinity College ([academic.administrator@trinity.ox.ac.uk](mailto:academic.administrator@trinity.ox.ac.uk)):

- A covering letter explaining how they believe they meet the specifications of the post;
- A full *curriculum vitae*, including a list of publications;
- One **or** two recent articles or chapters (amounting to not more than a total of 15,000 words), published or unpublished, in English, and which demonstrate the range and scope of the candidate's research;
- The names and email addresses of three academic referees.

Candidates should ask referees to send their references directly to the Academic Administrator at Trinity College at the email address given above, and should supply each referee with a copy of these

further particulars. The College and the Faculty of History wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

Candidates who wish a referee or referees to be approached only with their specific permission / if they are being called for interview / if they are in receipt of a conditional offer are asked to state such requirements explicitly alongside the details of the relevant referee(s).

**The closing date for applications and the last date for receipt of references direct from referees is 12.00 noon (UK time) on Monday 14<sup>th</sup> January 2019.** It is the responsibility of each applicant to ensure that his or her application arrives before the deadline.

## **2) Shortlisting and interviews**

**Interviews will be held, in Oxford, on 7<sup>th</sup> and 8<sup>th</sup> March 2019.** Shortlisted candidates will be contacted by Thursday 14<sup>th</sup> February. All reasonable interview expenses will be reimbursed.

All shortlisted candidates will be interviewed. Candidates invited for interview will be asked:

- 1) To give a research presentation in the morning of Thursday 7<sup>th</sup> March
- 2) To give a teaching presentation in the afternoon of Thursday 7<sup>th</sup> March
- 3) To attend a formal interview with the selection panel on Friday 8<sup>th</sup> March

The selection panel intends this tri-partite arrangement to allow candidates to prepare for each aspect of the assessment, and to have the opportunity to give a full account of the qualities they would bring to the post.

For the teaching presentation, candidates will be invited to deliver a short lecture (in English), lasting up to 10 minutes, on a topic of their own choice. The lecture should be aimed at second-year undergraduates who are studying an outline (survey) paper in medieval history, such as the European and World History papers mentioned above. (Powerpoint will be available if candidates wish to use it.) A period for questions from students in the audience will follow. The audience will comprise undergraduate students, and members of the selection committee; however, members of the selection committee will not ask questions in this part of the assessment.

For the research presentation, candidates will be invited to speak for up to 10 minutes (in English) on their current and future research plans. A period for questions from the audience will follow. The audience will comprise members of the selection committee, and members and graduate students of the Faculty of History. This presentation should assume broad specialist knowledge of the period c.300-c.1300.

The formal interview will be focused on the specifications and criteria (above) for the post.

## Essential Information for Applicants for the Tutorial Fellowship and Associate Professorship in Medieval Eurasian History

Oxford University as a whole, the Faculty of History, and Trinity College, in company with the wider academic community in Britain, and with our international partners, is resolute in protecting and advancing collaborative research projects, in welcoming European and international students, in promoting staff and student exchanges, and in maintaining this University as what Oxford's Vice-Chancellor, Professor Louise Richardson, has called a "wonderful cosmopolitan community of scholars and students, united in our commitment to education and research".

### Trinity College

Trinity College is one of 38 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, 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.

The College, founded in 1555, occupies a fine position in the centre of the City. It currently admits approximately 85-90 undergraduates and 50 graduate students each year, with a balance between Arts and Science disciplines, and there are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

There are currently twenty-six Tutorial Fellows, fifteen Professorial and other Fellows, eight Junior Research Fellows and one Senior Research Fellow, and some thirty Lecturers. Further information about the College is available at <http://www.trinity.ox.ac.uk>.

Trinity normally admits eight undergraduates each year to read for History, including for the Joint Schools in History and Politics, Ancient and Modern History, and History and Modern Languages. There are approximately 24 undergraduates reading History at any one time. The postholder will be expected to work closely with Professor James McDougall, the Fellow in Modern History at Trinity; with the Fellows in Modern Languages and Politics; and with the College's Lecturers in History, currently Dr Aurelia Annat, Lecturer in modern British and Irish history, Dr Elina Screen, Lecturer in Early Medieval history, and Dr Hannah Smith, Lecturer in Early Modern British and European history and Fellow of St Hilda's College. S/he will be expected to organise (as Director of Studies) the teaching in History of one or two year groups of students on any History course, to provide pastoral care, and to select candidates for admission to the College in collaboration with the other relevant Fellows and Lecturers.

Trinity also accepts graduate students in History. The Fellow will act as a College Adviser to some of these students, who are normally supervised elsewhere in the University. The College Adviser provides general guidance and support independently of the Faculty supervisor.

## The Faculty of History

The Faculty of History in Oxford is the largest in the UK, and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths that reach from late Roman times to the contemporary world, in the history of the British Isles, the history of continental Europe, imperial and global history, the history of the United States, economic and social history, intellectual history, and the history of science, medicine, and technology. Within the Faculty there is also a department for the History of Art, and a Wellcome Unit for the History of Medicine. With the size of its History Faculty, its lively and varied research seminars and the major resources for research, which include, among others, the outstanding collections of the Bodleian Library and the University museums, Oxford offers a uniquely attractive research environment.

Within that wider context, medieval history has long been one of the principal strengths of the Faculty. There are some twenty medieval historians working as permanent postholders, including the Chichele Professor of Medieval History, Julia Smith. In addition, there is a much larger community of fixed-term lecturers, and doctoral and post-doctoral scholars, some of whom are working on research projects such as the ERC project directed by Bryan Ward-Perkins on the Cult of Saints: <http://cultofsaints.history.ox.ac.uk>. Global history is a flourishing area of interest for medievalists at Oxford, both those in the Faculty and our colleagues in other faculties – particularly those in Oriental Studies, where there have been recent appointments in Persian, early Islamic and Ottoman history, and among the lively community of scholars of Late Antiquity and Byzantium (<https://www.oxa.ox.ac.uk/>). Six current History Faculty postholders also played a central role in the recent AHRC-funded network: 'Defining the Global Middle Ages', a project which involved more than thirty historians and archaeologists from across UK universities and which was led by Oxford and Birmingham (<http://globalmiddleages.history.ox.ac.uk/>). In addition to producing a *Past and Present* supplement, due out in 2018, this initiative is about to enter a second phase with a project on areas of the medieval world resistant to government – 'zomias' in the terminology of Van Schendel and Scott.

In addition, there are close interdisciplinary links between the medievalists in the Faculty, and those working in cognate disciplines, including Archaeology, English, Classics, Oriental Studies and Modern Languages. The Oxford Research Centre for the Humanities (TORCH) provides a location within which medievalists are able to develop these interdisciplinary links, notably through its medieval studies programme: <http://www.torch.ox.ac.uk/medievalstudies>.

The History Faculty has recently undertaken a substantial reform of its undergraduate syllabus to place a greater emphasis on global history, on the study of themes across a range of historical contexts, and the further diversification of assessment. Within this reformed syllabus, there will be opportunities for colleagues to develop collaboratively additional options which cross geographical and temporal borders. In a similar way, our new MSt/MPhil in History allows students to combine the study of medieval history with other forms of historical study. At the same time, there is a dedicated strand in medieval history, which features bespoke skills training and the option of studying extra-European medieval history, as well as a free-standing MSt course in medieval studies.

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help;
- A standard sabbatical leave system, with the possibility of additional special leave;
- Peer mentoring and career development review of research plans and progress;
- Research collaborations with other institutions;
- Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through research centres;
- Support of, and engagement with, interdisciplinary teaching;
- Assistance in the formulation of research plans and funding bids.

The Faculty enables all its postholders to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. Annual career development reviews identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Postholders can apply for seed-corn funding for specific research projects from the University's John Fell Fund, which can then help applicants to secure major external funding. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for each new postholder to hold a workshop at which colleagues can discuss drafts of their next monograph.

The new postholder will be supported by a Faculty mentor, who will be available to give advice on all aspects of the position (other than those relating exclusively to the College). A separate Faculty assessor will also be assigned to the new postholder; the assessor is asked to prepare an interim report to the Faculty Board after the first two years of the postholder's service, and a final report after five years, when the postholder is considered for reappointment to the normal retiring age (see below, under 'Standard Terms and Conditions for Associate Professorships'); an accelerated process is available in some cases.

More information about the Faculty can be found at [www.history.ox.ac.uk](http://www.history.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. 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 History.

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

## **The University**

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

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

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

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

Oxford has a strong postgraduate student body which now numbers nearly 10,000, nearly 45% of the University's 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).

## Standard Terms and Conditions

### Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors (30S). The combined college and university salary will be on a scale from £47,263 up to £63,463 per annum. For the additional allowances payable by Trinity College, including the substantial housing allowance (for an appointee not choosing to live in College accommodation), see below. 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. Faculty boards 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 £2,700 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/). [See additional information on further allowances and the College element of the salary below].

### 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 is a prerequisite for reappointment to retirement. The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/). For existing employees any employment beyond the retirement age is subject to approval through the procedures outlined at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

### Sabbatical leave and outside commitments

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

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

deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/).

Guidance on ownership of intellectual property ([www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)) and managing conflicts of interest

([www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)) is also available on the university website.

## **Membership of Congregation**

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at [www.ox.ac.uk/about/organisation/governance](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. Further information is available on the university website at

<https://www.admin.ox.ac.uk/finance/epp/expenses/relocationscheme/>.

## **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 schemes 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) they have sufficient funds to maintain themselves and any dependants 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 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)).

## **Additional Terms and Conditions**

### **Faculty Allowances**

Associate Professors may apply to the Faculty's Research Committee for research funding up to an annual allowance of £800. The Faculty can also make a contribution to IT equipment (equipment purchased by the Faculty remains the property of the Faculty). There are also opportunities to apply for Faculty and University support for additional research activities and conferences.

## **Trinity College: salary, benefits and additional terms and conditions**

The successful candidate will be appointed on the College scale for Tutorial Fellows holding University associate professorships. The combined college and university salary will be on a scale from £47,263 up to £63,463 per annum.

An incoming Tutorial Fellow will be offered single-occupancy accommodation in College property, subject to availability. A Fellow choosing to live out of College is entitled to an additional Housing Allowance of £14,250 p.a., which is taxable; it is included in the gross salary for purposes of superannuation. The College operates a joint equity scheme to help Fellows acquire their first property within a 25 mile radius of Oxford, details of which are available on request. The College welcomes discussion with applicants in respect of their housing requirements, recognising the importance of this issue to applicants and that differences in individuals' personal circumstances require tailored responses.

In addition, Tutorial Fellows have access to a research allowance of £1,412 p.a. and an allowance of £611 p.a. for entertaining undergraduates and graduates of Trinity College. The Fellowship carries entitlement to a teaching room in College, to membership of the Senior Common Room and to Common Table rights, with an entitlement to lunch and dinner free of charge when the kitchens are open (there are occasional short closure periods, during the vacation).

Tutorial Fellows are eligible but not compelled to join the Universities Superannuation Scheme. The rules of the Scheme require that the decision in respect of the College employment must conform to that in respect of the University employment.

Tutorial Fellows are entitled to subscribe to the Oxford Colleges' Healthcare Plan. Further details of both schemes are available from the College Accountant.

Tutorial Fellows are entitled to apply to the Governing Body for one term's sabbatical leave in every seven, in accordance with the College's by-law.

Candidates should note that this appointment involves two separate contracts, one with the College and one with the University. As a Fellow of Trinity College, the successful candidate will be a member of the Governing Body and will hold the Fellowship under the terms of the Statutes and By-laws in force from time to time. The election of the successful candidate to the Fellowship will be subject to the conferment and continued holding of the post of Associate Professor. If, for whatever reason, the appointee should cease to hold this University post, the associated College Fellowship will also cease.

Election to the Fellowship will be for a probationary year in the first instance. The Fellowship will then be renewed for four years, and thereafter for periods of ten years up to the retirement age as described in the Standard Terms and Conditions, subject to satisfactory performance of duties and continued holding of the associated university post of Associate Professor.

# 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. 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. Associate Professorships cover three types of post, which differ according to the balance of duties owed to the College and University and are formally known as CUF (Common University Fund) Lectureships, ULs (University Lectureships), or FLs (Faculty Lectureships). 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 to decide, 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.

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.

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 in 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 Undergraduates, Tutor for Admissions, Tutor for Graduates, Tutor for Welfare) 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 five years).