



Job Description and Person Specification

Post	Associate Professorship in African Studies
Department/Faculty	School of Interdisciplinary Area Studies
Division	Social Sciences
College	St Anne's College
Contract type	Five years in the first instance, then reappointment to retiring age upon completion of a successful review.
Salary	From £44,620 per annum

Overview of the post

The School of Interdisciplinary Areas Studies, in association with St Anne's College proposes to appoint to an Associate Professorship in African Studies. Scholars with a doctorate in a social sciences discipline, history or cultural studies, with special reference to Africa, are welcome to apply. Preference may be given to those with interdisciplinary interests whose research and teaching links to the areas covered in the MSc African Studies: modern history; politics; anthropology; development studies; geography; cultural studies.

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

The post will be held in conjunction with a non-stipendiary Non-Tutorial Fellowship at St Anne's.

The successful candidate will be expected to teach and supervise at the graduate level, and contribute to administration and examining.

The Associate Professorship is tenable from 1st September 2015.

The post-holder will be entitled to a range of College and School allowances and benefits, which are detailed further on pages 7 to 9. Individuals may undertake up to 30 days of consultancy per year without loss of salary. The post-holder will be eligible to apply for sabbatical leave at full pay; generally one term of sabbatical leave is available for each six terms of qualifying service (although qualifying service does not accrue beyond the maximum of 18 terms). More details on this can be found on page 8.

The post-holder will have a room for teaching and research in the African Studies Centre.

Queries about the post should be addressed to Professor Rachel Murphy, rachel.murphy@area.ox.ac.uk 01865 613851, Head of the School of Interdisciplinary Area Studies.

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

Duties of the post

The Associate Professor will be a member of both University and College communities. He or she 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. He or she will have a role to play in the governance of the College as a member of its Governing Body.

The main duties of the post are as follows:

- (i) to engage in research;
- (ii) to co-operate in the work of the School of Interdisciplinary Area Studies and the African Studies Centre in both term and vacation under the direction of the Head of the School and the Director of the Centre. This will include the provision of teaching and supervision to graduates on taught courses and, by agreement with other departments, undergraduates;
- (iii) to supervise research students;
- (iv) to examine as required by the appropriate committees for the nomination of examiners.

The amount of teaching under (ii)-(iii) normally must not exceed an average of 288 teaching units¹ per year without approval by the Social Science Divisional Board.

Teaching, supervising and administration in the School will include specifically:

- (i) teaching on the core courses in the MSc in African Studies (and the proposed MPhil in African Studies and D Phil in the School);
- (ii) teaching special options to students on the MSc in African Studies and others who may choose such options;
- (iii) supervising theses and dissertations at the masters and doctoral level;
- (iv) a limited amount of undergraduate teaching or dissertation supervision within the overall requirement may be included. SIAS does not at present admit undergraduate students but staff members teach undergraduates by arrangement with other departments and colleges;
- (v) contributing to the administration of the African Studies Centre and on occasion to the School more generally;
- (vi) contribution to the academic activities of the Centre through participation in, and organisation of, seminars and similar events.

¹ One hour paired tutorial = 1 unit; one hour lecture = 3 units; one doctoral student = 24 units; other types of teaching are weighted proportionally. This tariff is subject to local variation.

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 and unsuccessful applicants may request feedback against the published selection criteria for the specific post. (We are, however, unable to provide general advice about the suitability of applicants' CVs for future vacancies in Oxford or elsewhere.) Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

The School and the Faculty are looking for the candidate who most fully meets the following criteria:

- (i) A doctorate in African Studies or in a disciplinary field, with reference to Africa;
- (ii) a proven track record of research of international quality or clear indication of potential to achieve at this level;
- (iii) an academic publication record in international journals and/or with major presses in African Studies or clear indication of capacity to publish at this level;
- (iv) a commitment to developing original research in African studies and to apply for external research funding in order to support such research;
- (v) excellence in supervision at masters and doctoral level and a willingness to work as part of an interdisciplinary School. Doctoral supervision is currently within disciplinary departments; SIAS does not currently have a doctoral programme but may develop one in the future;
- (vi) the post is open to applicants with any regional interest; willingness to supervise on southern African topics would be valuable;
- (vii) excellence in teaching, and the ability and experience to teach graduate students of high calibre, to carry out student assessment, and to contribute to the design and delivery of degree programmes;
- (viii) a commitment to play a central role in the administration of the African Studies Centre, and the School of Interdisciplinary Area Studies.

How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of three referees

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

Applications should be sent by email or post to the Assistant to the Departmental Administrator, School of Interdisciplinary Area Studies, 12 Bevington Road, Oxford, OX2 6LH or by email to vacancies@area.ox.ac.uk.

The deadline for applications is 12 noon on Thursday 9 April 2015.

Should you have any queries about how to apply, please contact Ms Victoria Hudson, email vacancies@area.ox.ac.uk.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from the School of Interdisciplinary Area Studies, the African Studies Centre, the Social Sciences Division, St Anne's College and possibly the Humanities Division. 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 Social Sciences divisional board and the governing body of St Anne's College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

Essential Information for Applicants for the University Associate Professorship in African Studies

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

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global social and political change, health, climate change, ageing, energy and the effects on our world of rapid technological change. It is very striking that my addition is not mentioned

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

Oxford has a strong postgraduate student body which now numbers nearly 10,000, nearly 45% of the full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian. For more information please visit www.ox.ac.uk

The Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The four academic divisions are each led by a senior academic, each of whom, as Head of Division, is an ex officio member of the University's Council. The Head of the Social Sciences Division is Professor Roger Goodman.

The Social Sciences Division is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management. The divisional support team is headed by the Divisional Secretary, Rachel Meyrick, and is based in Hayes House, George Street, Oxford.

Thirteen departments, one faculty, and two cross-divisional research units come under the aegis of the Social Sciences Division which spans the full range of social science disciplines with links into the humanities and physical sciences. (These are as follows: Law, the Said Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet

Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, the Oxford Martin School and the Oxford-Man Institute of Quantitative Finance.) There are nearly 1000 academic staff, 3,400 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables. The Social Science Division's externally funded research income is budgeted at £39 million for financial year 2013/14. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE), the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit: www.ox.ac.uk/divisions/social_sciences.html.

The School of Interdisciplinary Area Studies

The School of Interdisciplinary Area Studies (SIAS) is one of the seventeen constituent parts of the Social Sciences Division. It represents a commitment by the University to enhancing teaching and research in Area Studies. The School brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme. The administration of the School is based at 12 Bevington Road.

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a number of the current research projects are in collaboration with other departments.

Currently, Masters courses are run by the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary India and Modern Chinese Studies, which admit in total about 120 graduate students a year. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

Potential applicants can find out more about the School at <http://www.area-studies.ox.ac.uk>

The African Studies Centre

The post-holder will be a member of the African Studies Centre within the School. Staff directly employed in the Centre are currently William Beinart (Southern African History and Politics, Environmental Issues), David Pratten (West African Anthropology), Nicolas Cheeseman (African Politics), Jonny Steinberg (African politics, History and Criminology), Miles Larmer (African History and Politics), Julie Archambault (African Anthropology), Neil Carrier (African Anthropology), and Andrea Purdekova (African politics/East Africa). The post will replace Dr Jonny Steinberg. African Studies Consultative Committee draws on staff throughout the University, including Jocelyn Alexander (Development Studies); Elleke Boehmer (English);

Paul Collier (Economics); Patricia Daley (Geography); Jan-Georg Deutsch (Modern History); David Johnson(Comparative Education); Sloan Mahone (Wellcome Unit for the History of Medicine); Peter Mitchell (Archaeology); Abdul Raufu Mustapha (Development Studies); Ricardo Soares de Oliveira (Politics), Oliver Bakewell (IMI and International Development) and Nicholas Van Hear (COMPAS). Potential applicants can find out more about African Studies in the School of Interdisciplinary Area Studies at www.africanstudies.ox.ac.uk

St Anne's College

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

St Anne's is an international, integrated community of some 400 undergraduates and 200 graduates. As a secular College, it has always attracted a diverse range of students of different faiths, ethnic and cultural backgrounds. It has a large academic fellowship of research, tutorial and professorial fellows that ranges across the Humanities, Social Sciences, Mathematics, Physical, Life and Medical Sciences.

St Anne's College was founded in 1878 to promote the education of women within the University of Oxford, and was fully incorporated as a College in 1952, as one of the four solely for women. It was one of the first to admit both men and women undergraduates, some thirty years ago, and quickly established a near equal mix of men and women in the Senior, Middle, and Junior Common Rooms, spread quite uniformly across the subjects taught in the University.

St Anne's is a modern College both physically and in outlook, and is noted for its lively and unstuffy approach to teaching and research: a legacy of the pioneering spirits of the College's founders. It is committed to developing subjects at the boundaries of traditional disciplines and to integrating undergraduates, graduates, Research and Tutorial Fellows, and Professorial Fellows. Subject family evenings are held regularly, with lectures by graduates and researchers, organised by our Research Fellows in each of four subject areas (Humanities, Social Sciences, Life Sciences and Physical Sciences). We also hold a termly Domus seminar, where a Fellow presents aspects of their own research to the Fellowship; hence we aim to ensure a broad and stimulating intellectual environment for our entire academic community.

College Benefits:

- (i) Entertainment allowance: up to £130 pa;
- (ii) all meals free of charge during term, and up to 7 main meals per week in vacation, when Hall is available;
- (iii) membership of Governing Body if the Associate Professor is willing to fulfil the Trustee obligations, or, a Supernumerary Fellow of College.

Additional information about the College can be found at the St Anne's website: www.st-annes.ox.ac.uk

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors from £44,260 p.a. Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. [Departments/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 senior administrative appointments within the School and College 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 £2,600 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale currently £3,394 - £77,446 per annum (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

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

Length of appointment

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

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at:

<http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/ejra/>

Sabbatical leave and outside commitments

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

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

<http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>.

Guidance on ownership of intellectual property:

(<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml>) and managing conflicts of interest (<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>) is also available on the university website.

Relocation expenses

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at:

<http://www.admin.ox.ac.uk/finance/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/.

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

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

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

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at: <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: <http://www.admin.ox.ac.uk/eop/disab/>.

Equality of opportunity

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

Medical questionnaire and the right to work in the UK

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

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

- (i) they have sufficient English language skills (evidenced by having passed a test in English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English);
- and*
- (ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

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 post² 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:

<http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

² But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.