

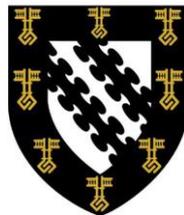
HISTORY FACULTY

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Job Description and Person Specification

Post	Associate Professorship and Official Fellowship in Iberian History (European and extra-European, 1450–1800)
College	Exeter College
Department/Faculty	History Faculty
Division	Humanities
Contract type	Five years in the first instance, then reappointment to retiring age upon completion of a successful review.
Salary	The combined University and College salary will be on a scale from £45,562 - £61,179 p.a. (plus a Housing Allowance, currently £8,577 per annum)

Overview of the post

Exeter College and the Faculty of History are seeking to appoint a Tutorial Fellow and Associate Professor in Iberian History (1450–1800), with effect from 1 October 2017, or as soon as possible thereafter. The successful candidate will be both a member of the History Faculty and an Official Fellow and Lecturer in History at Exeter College.

The person appointed will be expected to engage in advanced study and academic research in Iberian History in the period 1450–1800, and to enthuse and inspire students at both undergraduate and graduate level through tutorials, classes, lectures, and supervision. The Faculty is particularly interested in applicants with a specialism in the early-modern history of the Spanish and/or Lusitanian empires.

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. The history of early modern Iberia has long held a distinctive place in the History Faculty of Oxford, symbolised most obviously by Sir John Elliott's tenure as Regius Professor. However, in recent years the Faculty has had no expert in this field and the present appointment is the consequence of a strategic decision to strengthen our teaching in the field, with a particular emphasis on its extra-European aspects. The location of the post at Exeter College, which has a number of scholars with an expertise in the literature and culture of the Hispanic world, will provide a stimulating research environment for the candidate.

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.

Applications are particularly welcome from women and black and minority ethnic candidates who are under-represented in academic posts in Oxford. However, all applications will be considered entirely on merit, and with due regard to each candidate's relevant experience and circumstances.

Further information about the duties of the post, Exeter College, the University, and the terms and conditions of employment are provided in the section '*Essential Information for Applicants*' below.

Candidates wishing to speak to someone informally about the post may contact Dr Chris Ballinger, Fellow and Academic Dean at Exeter College (email: academic.dean@exeter.ox.ac.uk), or Dr Christina de Bellaigue, Fellow and Tutor in History at Exeter College (email: christina.debellaigue@history.ox.ac.uk), or Dr Martin Conway, Chair of the History Faculty Board (email: martin.conway@history.ox.ac.uk). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties of the post

The appointee will be part of a lively and intellectually stimulating teaching and 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. Oxford is the largest university in the UK, and has one of the largest History departments in the world, with an excellent reputation for the quality of its research and teaching. The appointee will be a member of both the College and the University community, and will have an active role to play in the running of the College (as a member of the Governing Body and a trustee of the College), and of the University (as a member of Congregation).

The main duties of the post are as follows:

1. to engage in scholarly research and publication at an internationally competitive level in Iberian History (1450–1800) (including writing research articles for prestigious peer-reviewed journals, book chapters, and reviews; presenting papers at conferences; and leading seminars to disseminate research findings);
2. to give 192 tutorial hours of teaching (an average of 8 hours each week across the 24 teaching weeks of the academic year) according to their expertise and as required by the College.
3. in exercising the normal duties of a College Tutor, to take responsibility (normally shared with other members of academic staff) for the organization, supervision, and teaching of History at Exeter College, including arrangements for the admission of new students (including outreach activity), and the pastoral care of students reading History and its Joint Schools;
4. to make an appropriate contribution to the supervision and/ or teaching of graduate students in the University, including supervising graduate students when requested to do so by the History Faculty Board and acting as College Adviser to Exeter College graduate students in History and related subjects;
5. under the direction of the History Faculty Board, to give no fewer than 16 lectures or classes (including graduate classes) in each academic year;
6. to take part in University examining when requested to do so;
7. to offer more advanced options, such as Special and Further subjects and dissertation supervision to undergraduates, in accordance with their particular research expertise; and to contribute to syllabus development within the evolving syllabus of the Oxford History Faculty;

8. to contribute to the administration of the College and Faculty, including acting as a member of College and Faculty committees when called upon to do so and a willingness to take on leadership roles in Exeter College or the Faculty from time to time; and
9. to participate in the governance of Exeter College, including exercising the duties of a Trustee as a member of the Governing Body, service on College committees and in College Offices.

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

Further details of all undergraduate courses (including Course Handbooks) are available at:

<http://www.history.ox.ac.uk/undergraduate-admissions>

Details of taught graduate courses (including Course Handbooks) may be accessed through the History Faculty website: <http://www.history.ox.ac.uk/graduate-admissions>.

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, and should ask their referees to address these criteria in their letters of recommendation.

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 members of the selection committee.

The successful candidate will demonstrate the following:

1. The completion of a doctorate in a relevant field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
2. Evidence of distinguished research and/or research potential in the area of Iberian History 1450–1800, and a publication record of international standing (appropriate to the stage of the candidate's career) which will enhance the profile of the History Faculty in this area;
3. Evidence of successful grant applications, or of the potential to make successful applications;
4. Evidence of excellence, or of the potential for excellence, in teaching History, particularly to undergraduates, including the ability to contribute to specialist teaching on a range of topics in Iberian history (and more especially extra-European Iberian History) in the period 1450-1800. The appointee should also be willing to contribute to the college-based teaching in the methodological and conceptual papers ('Approaches to History', 'Disciplines of History') on the undergraduate syllabus. The ability to contribute to the outline papers in European and World History on the undergraduate syllabus, commensurate with their expertise, would also be an advantage. In addition, candidates should be able to contribute to the supervision of the theses written by undergraduate students;
5. Evidence of the ability to lecture at an appropriate level to undergraduate audiences and to conduct graduate classes in an interesting and engaging manner, along with the personal qualities needed to make a significant contribution to fostering a high level of achievement in both undergraduate and graduate students;

6. Evidence of the ability to act as a graduate supervisor;
7. Evidence of the ability to act as an examiner;
8. Evidence of participation in conferences, seminars and other research meetings;
9. Evidence of the ability to undertake College and University administration, and to cooperate in College and University affairs;
10. Evidence of the ability to undertake pastoral responsibilities for both undergraduate and graduate students; and
11. Experience of, or potential for, participating effectively in the running and development of the subject at Faculty level, including the development of externally-funded research projects.

The appointment committee recognises that candidates can contribute to these goals in many different ways, and will use its professional judgment - based on the evidence available - to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

How to apply

There is no application form. Candidates are asked to submit all their application materials, in a single PDF document, by email to the HR Officer at Exeter College (vacancies@exeter.ox.ac.uk).

Applications must include:

- your full contact details, including email address, and a telephone number;
- a covering letter or statement explaining how you meet the criteria set out above, and setting out which subjects (undergraduate and graduate) you can currently offer, or are prepared to offer, to teach for the Colleges, and which for the Faculty;
- a full CV and publications list;
- an indication of where you first heard about this post; and
- the names and contact details (e-mail address and telephone number) of **three** referees.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

The closing date for the receipt of applications is **12pm noon (GMT) on Monday 23 January 2017**. It is the responsibility of each applicant to ensure that their application, and all three references, arrive before the deadline.

Candidates should also supply each of their three referees with a copy of these further particulars, and ask them to write directly to the HR Officer, vacancies@exeter.ox.ac.uk, **by the same deadline of 12pm noon (GMT) on Monday 23 January 2017**, and commenting on the candidate in relation to the selection criteria for this post. References may be sent by email only, and need not be signed, provided that they are sent from the referee's official email address. The College and the History Faculty wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

Should you have any queries about how to apply, please contact Mark Sinfield, HR Officer at Exeter College (vacancies@exeter.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 process.

Interviews are expected to be held in Oxford on **Monday 27 February 2017**.

Applications for this post will be considered by a selection committee containing representatives from both the History Faculty and Exeter College, as well as an academic member external to the University of Oxford. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Humanities Divisional Board and the Governing Body of Exeter 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.

Any candidate who, in the event of being shortlisted and invited for interview, will need a visa to travel to the UK for their interview should make contingency arrangements straight away. If an interview date is likely to cause a candidate severe difficulties, please raise this matter immediately by contacting the HR Officer, vacancies@exeter.ox.ac.uk, without waiting to be invited for interview.

November 2016

Essential Information for applicants for the Associate Professorship in Iberian History (1450-1800)

The University

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

Oxford's self-governing community of scholars includes university professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013–18, can be found at 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 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 Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The

division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students, and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums (including the famous Bodleian Libraries), with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk

The History Faculty

The Faculty of History in Oxford 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, continental Europe, imperial and global history, 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.

Iberian History, and the history of Iberian empires outside of Europe, constitute a priority area for the Faculty in terms of developing its research expertise and its ability to deliver course options at the undergraduate and graduate levels. The appointee will form part of a distinguished cohort of historians of early modern Europe who hold posts in the History Faculty, including the Regius Professor Lyndal Roper, Nick Davidson (St Edmund Hall), John-Paul Ghobrial (Balliol College), Natalia Nowakowska (Somerville College), David Parrott (New College) and Alan Strathern (Brasenose College). In addition, the Faculty enjoys close links with scholars working on related subjects in other disciplines, most obviously the members of the Spanish and Portuguese sub-faculties of the Faculty of Modern Languages. In terms of Global History, the appointee will have the opportunity to work with colleagues with wide-ranging interests in the history of imperialism, colonialism and resistance in the Oxford Centre for Global History (see <http://global.history.ox.ac.uk>). The Faculty has recently undertaken a substantial revision of its undergraduate syllabus, a major theme of which has been the wish to give greater prominence to teaching and research in Global History, and this appointment forms part of that strategy. It is therefore intended that the appointee should play a major role in carrying through that process of change, both in undergraduate and graduate teaching, and in the research profile of the faculty.

More information about the Faculty can be found at its new website: www.history.ox.ac.uk.

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 normally 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 retiring age (see below, under 'Standard Conditions'). These arrangements are intended to support the new postholder in meeting the objective of reappointment. During the initial period of the appointment, the postholder will not normally be expected to undertake major Faculty or College offices.

Exeter College

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

Exeter College, which celebrated its 700th anniversary in 2014, is a vibrant multi-disciplinary academic community. About 330 undergraduates study at the College, alongside approximately 190 postgraduate students, 47 Fellows, and several Lecturers. The College is located in the heart of Oxford, next to the world-famous Bodleian Library. In early 2017, the College will open a new quadrangle on a separate site in central Oxford just a few minutes' walk from its historic site – and even closer to the Faculty of Modern Languages and the Radcliffe Humanities building. This new third quadrangle for Exeter College will include Fellows' teaching rooms, Fellows' residential accommodation, the College's archival Special Collections, lecture and seminar rooms, a learning commons (study and library space), and cafeteria facilities, in addition to student accommodation: it is therefore not only a very significant expansion to the College's infrastructure – the single most significant expansion ever of the College's estate – but, but also an exciting project to create a collegiate community in which our Fellows will teach and research, and in which their academic conferences and other activity can be hosted.

Exeter's working environment is very congenial, and the College has a reputation for being small and friendly, as well as for maintaining consistently high academic standards. Exeter College is committed to excellence in teaching and research, and to admitting and supporting the best students regardless of their background.

Exeter College typically admits c.9 students each year to study History at undergraduate level, most of whom are registered for the BA in History, with one or two places offered for the joint schools with English or Ancient History (it is anticipated that, with the advent of this post, it will be possible also to be open to candidates interested in reading for the joint school of History & Modern Languages). The College also runs a programme for visiting students from Williams College (a leading US liberal arts college), which is particularly attractive to students interested in History and other Humanities options.

The Tutorial Fellow in Iberian History will, in conjunction with other Fellows and lecturers in History at the College, teach and direct the studies of these students. Other teaching is provided within the College for History students by two Fellows in History: Professor Christina de Bellaigue (an Associate Professor & Tutorial Fellow), and Dr Chris Markiewicz (an early-career Fellow). Specialist teaching is arranged by exchange with tutors at other Colleges. The College has a long and distinguished track record of supporting research into Spanish literature and languages since that subject was established as a degree course at Oxford more than a century ago. The University's King Alfonso XIII Professorship of Spanish Studies was created in 1927 and linked with Exeter from the start, when it was held by Salvador de Madariaga. Her Majesty Queen Sofía is an honorary Fellow of the College. Underscoring this long-term commitment to Hispanic studies, the College has created, in conjunction with the Faculty of Medieval and Modern Languages & Literature, a new Associate Professorship & Tutorial Fellowship in Spanish Golden Age Literature (including extra-European literature), from October 2017.

For more information on the College, please visit: <http://www.exeter.ox.ac.uk>.

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for Associate Professors. The combined College and University salary will therefore be on a scale up to £61,179 per annum.

In addition to this, the Associate Professor will be paid a taxable Housing Allowance by Exeter College (currently £8,577 per annum).

A teaching room will be provided in Exeter College.

Those appointed below the top of the above salary 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 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 £3,394 to £77,446 (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.

The postholder will be entitled to lunch and dine free of charge at the Common Table in Exeter College on each day for which the Governing Body makes such provision.

Eligible staff will be automatically enrolled in the Universities Superannuation Scheme (USS) pension scheme unless s/he elects not to join. Details are available on the website at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

The College provides access to private healthcare and private dental care; should you wish to join either of these schemes, membership is on a voluntary basis and premiums will be recovered through your monthly salary. For more information, please do not hesitate to contact the HR Officer.

Support for Research

The Board of the History Faculty, advised by its Research Committee, offers a range of support for research, including:

- a) a mentoring scheme in which a more established member of the Faculty gives guidance on teaching and research;
- b) research leave on a regular basis (see further below);
- c) financial support for research expenses and conference attendance;
- d) accommodation and equipment for research staff;
- e) IT equipment and resources; and
- f) a manuscript workshop, funded by the faculty, during the appointee's Initial Period of Office (normally five years), to assist the appointee to bring a monograph to published fruition.

Exeter College offers support for research expenses or the purchase of academic books, currently £1,198 per annum.

In addition the University has funds which can be used to support pilot projects and other limited research schemes. The Humanities Division supports a team of research facilitators whose role is to assist academic staff in developing projects and applying for external funding.

All academic appointments at Oxford have a sabbatical leave entitlement that equates to one term of leave for every six terms of service. The Faculty Board welcomes externally funded research leave and research fellowships, and generally puts no restrictions on postholders wishing to apply to the AHRC, Leverhulme, and other outside bodies. Aside from periods of leave, opportunities for research are also enhanced by the grants for research trips and assistance and conference attendance offered by the Faculty Board.

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/revisedejra/>.

Details of the (separate) Exeter College EJRA procedure can be found here:

<http://www.exeter.ox.ac.uk/sites/exeter/files/documents/bylaws.pdf>.

It is a condition of this appointment that the Associate Professor continues to hold the College teaching post(s) in association with which the appointment is advertised. In the event of the termination of the College teaching post(s), for whatever reason, the appointment as Associate Professor shall itself automatically terminate on the same date as the College teaching posts(s), and *vice versa*.

Sabbatical leave/dispensation from lecturing obligations

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

Membership of Congregation

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

Relocation expenses

Subject to HMRC regulations and the availability of funding and the circumstances of the candidate, the College and the University may provide a relocation allowance. Further details of the University scheme 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/.

The College has similarly generous family leave arrangements.

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/.

Both the University and Exeter College 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.

The College policies relating to equality of opportunity can be found here:

<http://www.exeter.ox.ac.uk/equality-and-diversity>

Medical questionnaire and the right to work in the UK

The appointment will be subject to the completion of a medical questionnaire that is to the satisfaction of the College, and to the provision of proof of the right to work in the UK.

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

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

and

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

Further information is available at: www.gov.uk/tier-2-general/overview

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 post¹ 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/compliance/dataprotection/>).

¹ NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.

APPENDIX

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 Professorship². The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction

² Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

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.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis (in Exeter College, these are held by the Academic Dean, who is an Official Fellow of the College). However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In

these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).