



Job Description and Selection Criteria

Post	Associate Professorship in Evolutionary Anthropology
Department/Faculty	School of Anthropology and Museum Ethnography
Division	Social Sciences Division
College	Wadham College: Tutorial Fellowship
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Grade 10a 30S, a combined University and College salary in the range: £54,395 - £73,041

Overview of the post

The School of Anthropology and Museum Ethnography and is recruiting an Associate Professor in Evolutionary Anthropology. The post will be held in association with a Tutorial Fellowship at Wadham College.

The postholder will be based at the School of Anthropology and Museum Ethnography which is a leading centre for anthropological teaching and research in the UK and the world. The postholder will contribute significantly to teaching for the School's flagship undergraduate course, the BA in Human Sciences, as well as to the BA in Archaeology and Anthropology, and to DPhil supervision in the field of Biological/Evolutionary Anthropology. At Wadham they will undertake tutorial teaching for the BA in Human Sciences and act as graduate advisor to students in Anthropology and related disciplines. The postholder should have particular expertise in evolutionary anthropology, including, but not limited to, primatology, primate/animal behaviour, and palaeoanthropology.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Head of School, Dr David Pratten (hod@anthro.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision. The Senior Tutor of Wadham College (lynn.featherstone@wadham.ox.ac.uk) may be contacted for College-specific inquiries.

It is anticipated that interviews will take place the week commencing **18th November 2024**.



The role of Associate Professor at Oxford

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

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

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

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

Duties of the post

School duties/responsibilities

The main duties of the post are as follows:

- To engage in research, sustaining a programme at the international level.
- To secure grants and contracts necessary to provide the resources for his or her research group.
- To make a significant contribution to the research profile of the School through high-quality publications in major peer-reviewed journals and publishing houses and other high-impact activities.
- To co-operate in the work of the School (under the direction of the Head of School) in both term and vacation. This will include the provision of teaching to undergraduates and graduates on taught courses.
- To act as an examiner from time to time.
- To supervise research students.
- To co-operate in and contribute to the administrative work of the School, including chairing key committees from time to time.

The teaching, supervision and administrative duties will include specifically:

- i. Tutorials and lectures on the BA in Human Sciences, and on appropriate Masters programmes in the school.
- ii. Option courses for both graduate and undergraduate degrees.
- iii. Supervision of undergraduate, graduate and research dissertations.
- iv. Development of taught course programmes.

The amount of teaching normally must not exceed an average of 192 teaching units¹ per year without approval by the divisional board.

College duties/responsibilities

- The appointee will be required to give 6 weighted hours of tutorials each week during term-time, arranged over the three 8-week terms of the academic year. Whilst most teaching will be for Wadham students, undergraduates from other Colleges may be taught on an exchange basis, or on another basis to the advantage of the College. The post-holder will be expected to teach the core papers Prelims Paper 1 (Ecology and Evolution), and Final Honours School Paper 1 (Behaviour and its Evolution), together with Final Honours School Option Papers and dissertation supervision aligned to their specialism². To take responsibility for the teaching, supervision and organisation of Human Sciences within the College, including setting and marking internal college examinations, monitoring and reporting on student progress, and arranging specialist teaching where needed;
- to have responsibility for the pastoral care of undergraduate students;
- to act as college adviser for graduate students;
- to take part in the College's undergraduate admissions exercise;
- to assist with College Open Days, and to play a role in access and outreach work, including the Climate Change summer school;
- to take part in the administration of the College, to serve as a Trustee, and to participate fully in the Governing Body and other committee work of the College.

Selection criteria

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

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

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

Essential criteria

- i. A doctorate in anthropology with a specialization in evolutionary anthropology at the time of application.
- ii. Evidence of substantial research accomplishment and potential in the field of evolutionary anthropology, including, but not limited to, primatology, primate/animal behaviour, and palaeoanthropology.
- iii. Evidence of ability to lead an internationally excellent research programme and to attract external funding for it, and manage a research team to sustain such a research programme.

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

² Full details of the syllabus for the BA in Human Sciences can be found [here](#).

- iv. Evidence of a substantial and realizable research plan, able to contribute to the international reputation of the School.
- v. Evidence of the ability to supervise undergraduate and postgraduate students.
- vi. Evidence of an ability to teach effectively and to contribute to the administrative and organizational aspects of the work of the School and the College.
- vii. A good record of collaboration and team work.
- viii. Excellent interpersonal skills necessary for the pastoral care of students.

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=175174 then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment.

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

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left hand side of the page

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

School of Anthropology and Museum Ethnography

The School of Anthropology and Museum Ethnography (SAME) is renowned for its broad and interdisciplinary approach to anthropology, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. It has also become known as a centre for medical and ecological anthropology, migration studies, evolutionary anthropology, cognition and culture, and science and technology studies.

Home to over sixty members of academic staff and researchers, over a hundred doctoral students in two doctoral programmes, eight Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most exciting centres for teaching and research in the discipline.

Aside from its various undergraduate and postgraduate degree programmes, the School is also home to a number of institutes and centres. Among these, the Institute of Human Sciences (IHS) provides a base for our undergraduates reading for the interdisciplinary degree in Human Sciences and investigates the evolution of human behaviour drawing on a diverse range of approaches, including biology, primatology, palaeoanthropology, cultural evolution, and psychology. The Institute of Social and Cultural Anthropology (ISCA) is a world-leading centre for comparative, empirically grounded research in anthropology, including ethnographic, historical, medical, material, visual and bio-cultural approaches. The Centre on Migration, Policy and Society (COMPAS) provides a strategic, integrated research approach to understanding contemporary and future migration dynamics in the UK and EU. The Centre for the Study of Social Cohesion (CSSC) conducts research and generates science-driven policy interventions on the causes and consequences of social cohesion – the bonds that hold groups together, from families and gangs to nations and world religions. The Institute for Science, Innovation and Society (InSIS) researches and informs the key processes of social and technological innovation that are critical to business, governments and civil society in the 21st century and beyond.

The School of Anthropology has close links with the Pitt Rivers Museum, which houses one of the world's greatest ethnographic collections.

The School strives for a culture that is transparent, inclusive and supportive for all its staff and students. We have achieved Bronze Level Athena SWAN accreditation and we are committed to supporting all staff who wish to undertake a rewarding career whilst maintaining a balance with their home and family lives. More information about the School can be found at www.anthro.ox.ac.uk.

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 divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2024. We have placed first in four of the last five years (2019, 2021, 2022 & 2023).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, thirteen of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

Wadham College

There are 39 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.

Wadham is one of the larger colleges of the University of Oxford, with approximately 450 undergraduates, 250 graduates, and over 70 Fellows. Founded in 1610 by Nicholas and Dorothy Wadham, Wadham College has a strong commitment to academic values, within a liberal and progressive atmosphere. The College is academically strong - it regularly features in the top ten in the annual ranking of Oxford colleges for academic performance in final examinations - with representation amongst most of the subjects taught at undergraduate level at the University. Professors, Research and Tutorial Fellows, and Fellows by Special Election, are all members of its Governing Body, and all members of the College are encouraged to participate actively in College decision-making and in developing its policies and practices.

Wadham College is committed to maintaining a vibrant and internationally excellent teaching and research environment. It accordingly expects its Fellows to be active in research and to contribute to a high-quality teaching and learning experience for its student body.

Wadham Values

Wadham has a proud tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This diversity, underpinned by mutual respect and consideration, enriches us all.

Further information about the College can be obtained from <http://www.wadham.ox.ac.uk>

Human Sciences at Wadham College

The College has a long association with Human Sciences, having first received its first student in 1970, and currently admits on average three undergraduates a year to the course. The postholder will act as Director of

Studies to these students, as well as College advisor to a small number of graduates in a range of subjects across Divisions (e.g. Water Sciences, Cognitive and Evolutionary Anthropology, Experimental Psychology)³.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen the representation of students with the highest academic potential from every social background. The College runs an extensive undergraduate access and outreach programme, which includes a new Climate Change summer school, led jointly by Tutorial Fellows in Biology and Human Sciences, which offers a mixture of perspectives across the human and biological sciences.

College Engagement

As a Fellow at Wadham, the post holder will be a member of the Governing Body and a charity trustee, and will have a voice in shaping the affairs and policy of the College. Charity trustees are required to take part in the governance of the College through regular attendance at Governing Body meetings and participation as requested in academic and other committees supporting the Governing Body. Fellows are expected to play a full role in the life and administration of the College. This will involve, from time to time, holding Office within the College and, in conjunction with the College's Development and Alumni Office, regular contact with alumni.

The terms and conditions of the College Fellowship are subject always to the provisions of the College's Statutes and by-laws, and the regulations of the Governing Body in force from time to time.

Further details of the full range of duties and expectations of a Tutorial Fellow can be found in the Appendix. College benefits, terms and conditions are set out below.

About the University of Oxford

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

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

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate

³ The College Adviser is available as a source of help and advice, which may concern academic matters in a broad sense, but may also be required in connection with pastoral issues (this is a separate role to that of the graduate student's supervisor, appointed by the department, and responsible for directing the academic work of the student).

their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

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

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

University Benefits, Terms and Conditions

Details of University policy in the following areas can be found at the links provided.

Salary

[Academic staff pay | HR Support \(ox.ac.uk\)](#)

Pension

<https://finance.web.ox.ac.uk/uss>

Sabbatical leave

[Council Regulations 4 of 2004 | Governance and Planning \(ox.ac.uk\)](#)

Outside commitments

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Intellectual Property

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

Managing conflicts of interest

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

Membership of Congregation

<https://www.ox.ac.uk/about/organisation/governance>

<https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation>

Family support

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. <https://childcare.admin.ox.ac.uk/home>.

<https://hr.admin.ox.ac.uk/my-family-care>.

<https://www.newcomers.ox.ac.uk/>.

Welcome for International Staff

welcome.ox.ac.uk.

[Home | Staff Immigration \(ox.ac.uk\)](#)

Relocation

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

Promoting diversity

<https://edu.admin.ox.ac.uk/home>

Other benefits and discounts for University employees

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

Pre-employment screening

<https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. See [Academic posts at Oxford | HR Support](#)

Retirement

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday. See <https://hr.admin.ox.ac.uk/the-ejra>

Data Privacy

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

<https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

The successful candidate will hold two contracts: one with Wadham College and one with the University of Oxford, each of which shall stipulate the duties, remuneration and terms of appointment specific to that element of the post. It is a condition of the appointment as Tutorial Fellow that the person appointed continues to hold the associated Associate Professorship as advertised. In the event of the termination, for whatever reason, of the Associate Professorship, the appointment to the Tutorial Fellowship shall itself automatically terminate on the same date.

This is intended to be a permanent post, subject to review of the initial period of office undertaken, not later than the fifth year of appointment, by both College and University. The review process is constructive and non-competitive. Evidence of teaching competence, of satisfactory performance of College and University duties, and of substantial progress in research will be required for confirmation of appointment.

On completion of the initial period of office, a Tutorial Fellow and Associate Professor is eligible for reappointment to the retiring age. The Colleges and the University have adopted, for Fellowship appointments, a retirement date of 30th September before the 70th birthday (subject to legislation in place at the time). There is a procedure for requesting an extension of employment beyond that date.

The holding of any outside appointment must be approved by the Governing Body of the College. A maximum of 30 days per annum may be spent on such activities before any deduction of stipend is considered.

All Tutorial Fellows and Associate Professors— together with other holders of academic and some senior academic-related posts – are normally members of Congregation, which is the University's ultimate Governing Body. Congregation's approval is required for all University statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other University committees.

The policy and practice of Wadham College requires that all staff are offered equal opportunities within employment and that entry into employment with the College 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 criterion. The College's Equalities Policy is available via its website:

<https://www.wadham.ox.ac.uk/governance-regulations-policies>

Sabbatical leave Arrangements at Wadham

Tutorial Fellows are entitled to sabbatical leave from College teaching at the rate of one term's paid leave in respect of each completed six terms' service, subject to the making of satisfactory arrangements for the teaching of their students.

College-specific benefits

The candidate will be appointed by the College on the Oxford scale for tutors who are also Associate Professors. The Colleges will have particular regard to the Fellow's depth of experience in small group or tutorial teaching when determining the entry point on the scale. 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.

In addition to the payment of the appropriate fraction of the total stipend, the College will also make available to the Fellow a range of allowances and benefits:

(a) The Tutorial Fellow may be offered single occupancy college accommodation, if available. The provision of college accommodation will be subject to HMRC rules, and will generally be considered a taxable benefit. If the Fellow lives out of college-owned accommodation, the use of a shared teaching room will be provided.

(b) A Fellow living out of College is entitled to an additional housing allowance, anticipated to be £11,669 per annum (as of 2023-24), as part of their pensionable stipend, provided they reside within 25 miles of Oxford and meet the relevant criteria regarding fulfilment of duties. In addition, to assist with the purchase of suitable accommodation, the Fellow may apply to participate in the College's Joint Equity Housing Scheme or any replacement scheme. This scheme is discretionary and not a contractual right. Details are available from the Finance Bursar.

(c) Tutorial Fellows have full common room rights, including free lunches and dinners whenever the College kitchens are open, and are entitled to an entertainment allowance of (currently) £374 per annum. Eligible Fellows are also able to draw on the Fellows' Academic Support Fund, which currently offers up to £2,310 per annum to support teaching or research related costs, such as book purchases, attendance at conferences etc.

(d) The postholder will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

(e) The College offers the same maternity, paternity and adoption leave arrangements as the University (see Appendix: University Standard Terms and Conditions).

(f) Membership of the Oxford Colleges' Healthcare Plan.

The tax payable by the postholder on these benefits will be determined by the applicable law and treatment by HM Revenue and Customs (HMRC). Tax payable will depend on individual circumstances, but in general the College will make a declaration to HMRC regarding the benefits that it provides.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the School of Anthropology and Museum Ethnography and Wadham College. 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 Wadham 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.

The Tutorial Fellowship: General Template of Duties**(March 2014)**

NOTE: This is given a general template intended for inclusion in the further particulars for all Tutorial Fellowships associated with Associate Professorships (which in this context come in three forms, corresponding to the positions of CUF (Common University Fund) Lecturerships, UL (University Lecturerships), and FL (Faculty Lecturerships), with different balances of duties for college and university). It is recognised that it may need to be adapted for individual posts.

This template was approved by the Conference of Colleges at its meeting on 18 March 2014.

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 Professorship¹. 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

¹ 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).

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.

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. 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).

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