



## Job Description and Selection Criteria

<b>Post</b>	<b>Associate Professorship (or Professorship) of Modern History</b>
<b>Department/Faculty</b>	Faculty of History
<b>Division</b>	Humanities Division
<b>College</b>	Wadham College
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	Grade 30S: Combined salary £52,815 to £70,918 per year (depending on experience) plus generous allowances

## Overview of the post

Wadham College and the Faculty of History invite applications from suitably qualified candidates for the post of Associate Professor and Tutorial Fellow in Modern History with effect from the start of the 2024/25 academic year. The successful candidate will be both a member of the Faculty of History and an Official Fellow and Tutor in Modern History at Wadham College. The person appointed will be expected to engage in advanced study or research in History, focused on the cultural and intellectual history of the British Isles from c.1850 to the present day, with a preference for scholars working on religious and/or gender history. They will also be required to give high-quality tutorials, classes, supervision and lectures at both undergraduate and graduate level.

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 Faculty of History, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the modern British history.

Further information about Wadham College, the University, and the terms and conditions of the position is provided in the section 'Essential Information for Applicants' below.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine, Social Sciences, and the Humanities. The University holds an Athena SWAN silver award at institutional level, and the history Faculty holds its own bronze award at faculty level (contact [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford). Applications are particularly welcomed from women and black and ethnic minority candidates, who are under-represented in senior academic positions in Oxford.



Candidates who wish to speak to someone informally about the college aspects of the role may contact the Senior Tutor at Wadham College, Lynn Featherstone (email: [lynn.featherstone@wadham.ox.ac.uk](mailto:lynn.featherstone@wadham.ox.ac.uk)). If you would like to talk to someone more generally about working at the Faculty of History, please feel free to contact the Chair of the History Faculty Board, Professor Rob Iliffe ([rob.iliffe@history.ox.ac.uk](mailto:rob.iliffe@history.ox.ac.uk)), who will not be involved in the selection or interview process.

Questions about the application process should be addressed to the Academic Administrator at Wadham College ([michael.froggatt@wadham.ox.ac.uk](mailto:michael.froggatt@wadham.ox.ac.uk)).

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

## Modern British History at Oxford

The history of modern Britain and the modern British World is a major area of strength in the Oxford History Faculty, with twenty-six associate professors and four statutory professor primarily focused on modern Britain and its Empire, and thriving [research centres](#) focusing on European History, Intellectual History, Women's, Gender and Queer History, and the History of Childhood, [which foster the work of historians of Britain](#). Particular clusters of interest among the Modern British Historians are cultural and intellectual history, religion, women's history, gender history the built environment, childhood and the family. The Faculty also plays host to a number of [research projects](#) in Modern British History, notably [The Oxford Dictionary of National Biography](#), and [Housing Culture and Women's Citizenship in Britain, c.1945-present](#), as well as supporting collaborative projects like [The Jewish Country House Project](#). The Faculty is a leading centre of research in Gender and Women's History and the History of Sexualities, supported by the [Centre for Women's, Gender, Identity and Queer History](#), with 2021 seeing the first appointment to the [Hillary Rodham Clinton Chair in Women's History](#) and the launch of a new Masters Strand in Women's Gender and Queer History, and 2023 seeing the first appointment to the [Jonathan Cooper Chair in the History of Sexualities](#). The Faculty is also seeking to expand research and teaching expertise on the histories of race and of raced experience. Alongside this, the Faculty is committed to expanding its strengths in Environmental History, and Intellectual History. We are also fully engaged with Oxford's research centre for the Humanities, [TORCH](#), which regularly explores contemporary themes in an interdisciplinary manner.

## 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

The Associate Professor will be a member of both the University and the College community. They will be part of a lively and intellectually stimulating research community that performs to the highest international levels in research and publications, and will have access to the excellent research facilities that Oxford offers. They will have a role to play in the running of the College as a trustee and member of its Governing Body. The main duties of the post are as follows:

### Research:

- to engage in research and publication at an internationally competitive level in Modern History, with a focus on the cultural and intellectual history of the British Isles from c.1850 to the present day, with a preference for scholars working on religious and/or gender history.
- to contribute to the Faculty's wider research community in Modern British History, for example by participating in the organisation of seminars and events in the field

### Teaching:

- to give eight contact hours per week of tutorials during the eight weeks of each full term, averaged over the 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 [History of the British Isles VI, 1815-1924](#) (taught over 7-8 weeks for both first-year and second year students) and History of the British Isles VII from 1900 (taught over 7-8 weeks for both first year and second year students) together with an [Optional Subject](#) (a first year source-based paper taught over 6 weeks), a [Further Subject](#) (a second-year source-based paper taught over 8 weeks) and a [Special Subject](#) (a third-year source-based paper taught over 8 weeks) according to expertise and research interests, as well as contributing to the teaching of methodology papers for First year Prelims and Finals ([Approaches to History](#) and [Disciplines of History](#) respectively)<sup>1</sup>;
- to give, under the direction of the Faculty of History, not fewer than sixteen lectures or classes in each academic year;
- to make an appropriate contribution to the supervision and teaching of graduate students in the History Faculty.

### Administration and other duties:

- to share responsibility for the teaching, supervision and organisation of History 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;
- 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;
- to share in University examining; and

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<sup>1</sup> Full details of the syllabus for the BA in History and related joint schools can be found [here](#).

- to undertake a reasonable share of Faculty administrative duties.

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

## **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 and the colleges are 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***

- (i) Hold a PhD in History or a closely related discipline.
- (ii) A track record of internationally excellent publications (or the potential to produce such publications) in highly-ranked, peer reviewed academic journals, commensurate with the candidate's career stage.
- (iii) An outstanding programme of research in History, and evidence of the capability to continue researching, publishing and contributing to the research community.
- (iv) Ability and willingness to teach, supervise, and assess high-achieving and challenging students from diverse cultural backgrounds at undergraduate and graduate level.
- (v) A commitment to outstanding and innovative teaching.
- (vi) Ability and willingness to work effectively as part of a team and to contribute fully to the work of the Faculty and the College.
- (vii) Excellent interpersonal and communication skills necessary for undertaking teaching and the pastoral care of students.
- (viii) Ability and willingness to undertake the full range of administrative duties both within the Faculty and the College.
- (ix) Sympathy for the values and objectives of the College and a willingness to participate in and contribute to collegiate life and governance.
- (x) Willingness to participate in outreach and access initiatives with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

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 conduct teaching of a high standard.

## How to apply

There is no separate application form for this post. Applications should include:

- Your full contact details including, email address, full postal address and at least one contact telephone number
- A covering letter or statement explaining how you meet the selection criteria set out above
- A full CV and publications list
- Details of **three** referees (see below)
- An indication of where you first heard about this post

### Referees

Applicants are also asked to request three references, which should be sent directly to the Academic Administrator at Wadham College ([academic.appointments@wadham.ox.ac.uk](mailto:academic.appointments@wadham.ox.ac.uk)) by the deadline provided above. Any queries about how to apply for the position should also be sent to the same address.

Shortlisted applicants will be asked to submit two representative samples of written work.

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. Wadham College is also able to assist with support for disability and long-term health conditions (the Senior Tutor is the first point of contact: [lynn.featherstone@wadham.ox.ac.uk](mailto:lynn.featherstone@wadham.ox.ac.uk)). 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/>

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. Candidates invited for interview will be asked to give a short teaching presentation, aimed at an undergraduate audience. The audience may include undergraduate students and members of the selection committee. The teaching presentation will be followed by an interview with the selection committee.

Applicants should also complete the College's Equality & Diversity Monitoring Form by the same deadline: [Academic applicant - Equality & Diversity Monitoring Form 23-24 \(onlinesurveys.ac.uk\)](https://onlinesurveys.ac.uk) This form is used for monitoring purposes and will not be seen by any members of the selection committee.

Applications should be sent to [academic.appointments@wadham.ox.ac.uk](mailto:academic.appointments@wadham.ox.ac.uk).

The deadline for applications is 5pm on Monday 29 April.

Should you have any queries about how to apply, please contact the Academic Administrator at Wadham College, Dr Mike Froggatt (via [academic.appointments@wadham.ox.ac.uk](mailto:academic.appointments@wadham.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. We expect to hold interviews in the week commencing Monday 27 May: we would encourage shortlisted candidates to attend interviews in person whereafter possible, but remote interviews can be arranged where required. If you are asked to travel to Oxford, we will reimburse your economy travel expenses and, if applicable, the cost of childcare needed to allow you to attend.

## 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>

### History at Wadham College

History is a very strong subject at Wadham, and our undergraduates are typically intelligent, lively and stimulating. The College admits about 8 undergraduates a year for the main school of History, and an average of 5 to read a variety of joint schools: Ancient & Modern History; History & Politics; History & English; History & Modern Languages; and History & Economics. The College also admits 2 students each year to the Final Honour School of History of Art. Wadham also has a flourishing postgraduate community of students working for Master's and doctoral degrees in History and the History of Art.

The College has four Fellows in History in addition to this post: Dr Matthew Kempshall (the College's second Tutorial Fellow in History, a medieval and Renaissance historian), Dr George Southcombe (an early modern historian), Dr Robert Yee (a Junior Research Fellow in Economic History) and the DAAD Fellow in Modern History (elected for a period of 2-5 years, in partnership with the German Academic Exchange Service, with a new postholder due to take up the position from September 2024).

The postholder will be one of the two Tutorial Fellows in History. Tutorial Fellows hold responsibility for undergraduate teaching, pastoral care and administration in their subjects. This includes organizing tuition and the teaching of papers by external specialist tutors, setting and marking collections (internal termly examinations), attending relevant committee meetings (including 'Tutorial Board'), monitoring progress, writing termly reports on students and providing academic references for students as required.

In teaching, the post-holder will be expected to tutor a range of courses within History, as set out above and potentially including some outside their immediate area of expertise. An outline of the undergraduate courses in History is provided at

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

The postholder will help lead the annual admissions procedures for the selection of new undergraduates to read History and related joint schools at Wadham. More broadly, 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. Tutorial Fellows are thus expected to work with colleagues in the College in its undergraduate access and outreach work.

As well as acting as College advisor to 3-5 graduates in History and cognate disciplines<sup>2</sup>, the postholder will also play an active role in graduate admissions and in the administration of and selection for any graduate History scholarships in the college.

### 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.

## **The Faculty of History**

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths 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 number of dedicated research centres. The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

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<sup>2</sup> 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).

With the size of its History Faculty, its lively and varied research seminars and the major resources for research, which include, among others, the outstanding collections of the Bodleian Library and the University museums, Oxford offers a uniquely attractive research environment.

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

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

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

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

## **The Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 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 innovative 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](http://www.humanities.ox.ac.uk).

## **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 of 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](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

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

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

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

## **University Benefits, Terms and Conditions**

### ***Salary***

The University component of the salary will be on the scale for Associate Professors (£20,989 - £28,183). The combined College and University salary will be on a scale up to £70,918 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

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

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

### ***Pension***

The college and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <https://finance.web.ox.ac.uk/uss>

### ***Sabbatical leave/dispensation from lecturing obligations***

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

### ***Intellectual property and conflicts of interest***

Guidance is available on:

ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and managing conflicts of interest <https://researchsupport.admin.ox.ac.uk/governance/integrity>

### ***Membership of Congregation***

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

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

### ***Family support***

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

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

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

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

### ***Welcome for International Staff***

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

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

### ***Relocation***

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

### ***Promoting diversity***

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

### ***Other benefits and discounts for University employees***

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

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

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

### ***Pre-employment screening***

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

### ***Length of appointment***

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

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday.

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

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

### ***Data Privacy***

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

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

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

## **College Benefits, 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 and Associate Professor

that the person appointed continues to hold both the associated posts as advertised. In the event of the termination, for whatever reason, of one of the posts, whether Tutorial Fellow or Associate Professor, the appointment to the other 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 re-appointment 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 Wadham College and the Faculty of History. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Wadham College and the Humanities Division divisional board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the governing body and the divisional board, and a formal contractual offer has been made.

## **Appendix: The Tutorial Fellowship**

### **General Template of Duties for Tutorial Fellows in Oxford Colleges**

#### **1: Introduction**

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

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