

## ***Job Description and Selection Criteria***

<b>Post</b>	<b>Associate Professorship (or Professorship) of Latin Language and Literature</b>
<b>Department/Faculty</b>	Faculty of Classics
<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 39Q: Combined salary £55,755 to £74,867 per year (depending on experience) plus generous allowances

## **Overview of the post**

Wadham College and the Faculty of Classics invite applications from suitably qualified candidates for the post of Associate Professor in Latin Language and Literature with effect from the start of the 2025-26 academic year. The successful candidate will be both a member of the Faculty of Classics and the Bowra Fellow and Tutor in Classics at Wadham College. The person appointed will be expected to engage in advanced study or research in Latin Language and Literature, with a preference for scholars working on Latin prose texts and/or textual criticism and the study of manuscripts. 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 Classics, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in Classical Languages and Literature.

Further information about Wadham College, the Faculty of Classics and 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 Faculty of Classics 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 Classics, please feel free to contact the Sub-faculty Chair for Classical Languages and Literature, Professor Constanze Güthenke ([constanze.guthenke@classics.ox.ac.uk](mailto:constanze.guthenke@classics.ox.ac.uk)) who will not be involved in the selection or interview process.

Questions about the application process should be addressed to the Warden's Executive Assistant at Wadham College ([academic.appointments@wadham.ox.ac.uk](mailto:academic.appointments@wadham.ox.ac.uk)).

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

## **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 Classical Languages and Literature, with a preference for scholars working on Latin prose texts and/or textual criticism and the study of manuscripts;
- to contribute to the Faculty's wider research community in Classical Languages and Literature, 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 a range of papers in Latin literature, and some in Greek, as well as providing advanced-level language teaching and support in both Greek and Latin;
- to give, under the direction of the Faculty of Classics, 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 Classics Faculty.

#### Administration and other duties:

- to share responsibility for the teaching, supervision and organisation of Classics 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 participate in the College's annual Classics 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;
- to share in University examining; and
- 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 Latin Language and Literature 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 Latin Language and Literature, 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 students from diverse cultural backgrounds at undergraduate and graduate level.
- (v) Ability and willingness to teach both Latin and Greek to an advanced level.
- (vi) A commitment to outstanding and innovative teaching.
- (vii) Ability and willingness to work effectively as part of a team and to contribute fully to the work of the Faculty and the College.
- (viii) Excellent interpersonal and communication skills necessary for undertaking teaching and the pastoral care of students.
- (ix) Ability and willingness to undertake the full range of administrative duties both within the Faculty and the College.
- (x) Sympathy for the values and objectives of the College and a willingness to participate in and contribute to collegiate life and governance.
- (xi) 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

You should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. The college and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer them to be approached only with your specific permission, or only if you are invited for interview, then you must specify this in your application. You should name three referees in your application even if you do not wish them to be contacted yet.

Shortlisted applicants will be asked to submit two representative samples of written work (each of which should be a journal article or chapter-length piece).

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/>

Applications should be emailed (as a single pdf) to [academic.appointments@wadham.ox.ac.uk](mailto:academic.appointments@wadham.ox.ac.uk).

The deadline for applications is noon on Monday 13 January 2025.

Should you have any queries about how to apply, please contact the Warden's EA at Wadham College, Nancy Yachouh (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 on Monday 17 February 2025: we would encourage shortlisted candidates to attend interviews in person whereafter possible, but remote interviews can be arranged where required. Candidates invited for interview will be asked to give a short teaching presentation, aimed at an undergraduate audience. The audience will include undergraduate students and members of the selection committee, and other invited members of the college and faculty. The teaching presentation will be followed by an interview with the selection committee. 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. Overnight accommodation is available for those travelling long distances.

## 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>

### Classics at Wadham College

Wadham is one of the colleges most committed to Classics. We typically have three teaching fellows, and around 32 undergraduates taking the range of classical courses. In addition there are usually around 10 to 12 graduates.

Wadham has a notably diverse undergraduate intake in Classics, reflecting the College's long-standing commitment to access and outreach. Our Classics students come from a wide range of educational and socio-economic backgrounds; the majority of our UK intake comes from the maintained sector, and most have not previously studied either Greek or Latin at school. A significant proportion of applicants each year are alumni of our highly successful and oversubscribed flagship Classics summer school, now in its eleventh year, which has been a triumphant success in helping us recruit talented applicants from under-represented backgrounds.

We have a strong commitment to interdisciplinarity: typically around a third of our intake each year are students taking joint schools degrees (Classics and English, Classics and Modern Languages, Classics and Asian and Middle Eastern Studies, Ancient and Modern History), and some of our strongest students take these degrees.

The postholder will be one of the two Tutorial Fellows in Classics. 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. The College's other Tutorial Fellow in Classics is Prof. Peter Thonemann (Tutorial Fellow in Ancient History). The College normally has a third teaching Fellow in Classics, providing support with the teaching of Greek language and literature, a post most recently held by Dr Sarah Cullinan Herring; this post is currently vacant, and will be filled later this year.

In teaching, the post-holder will be expected to tutor a range of Latin and Greek literature courses within Classics, as set out above and potentially including some outside their immediate area of expertise. An outline of the undergraduate courses in Classics is provided at <https://www.classics.ox.ac.uk/courses>

The postholder will help lead the annual admissions procedures for the selection of new undergraduates to read Classics 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.

### 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 Classics**

The Faculty of Classics incorporates the two Sub-Faculties of Classical Languages and Literature and of Ancient History and Classical Archaeology, and currently has 56 university postholders. The appointee will be a member of the Sub-Faculty of Classical Languages and Literature. The Faculty has seven established chairs: the Regius Professorship of Greek, the Corpus Christi Professorship of Latin Language and Literature, the Camden Professorship of Ancient History, the Wykeham Professorship of Ancient History, the Lincoln Professorship of Classical Archaeology and Art, the Professorship of the Archaeology of the Roman Empire, and the Diebold Professorship of Comparative Philology. Details of the Faculty's postholders and other members of the Faculty are given at [www.classics.ox.ac.uk/academic.html](http://www.classics.ox.ac.uk/academic.html).

Research in the Faculty embraces a great diversity of subjects and theoretical approaches, ranging chronologically from the Mycenaean to the modern world and encompassing the study of art, archaeology, linguistics, literature, history, and philosophy. Publications by members of the Faculty include editions of literary, papyrological, and epigraphic texts, monographs on authors and genres, studies of the political, social, and economic history of antiquity, research into material and intellectual culture, and reception and performance studies.

The Faculty is housed in the purpose-built Stelios Ioannou Centre for Research in Classical and Byzantine Studies in the centre of Oxford. The Centre includes a common room, facilities for graduates, a lecture theatre, and a number of seminar and teaching rooms. It stands conveniently near to the Faculty's Art, Archaeology and Ancient World Library and the Ashmolean Museum, and only five minutes' walk from the Bodleian Library. Almost all postholders have offices in their college rather than in the Centre.

The location of classical and Byzantine studies in the same building fosters increasingly close links between the study of the classical and post-classical worlds, especially through the Oxford Centre for Late Antiquity and the Oxford Centre for Byzantine Research. There is increasing interest in relationships between the Graeco-Roman world and neighbouring cultures, and study of these and of the reception of classical culture in later ages is also being developed through interdisciplinary work with the Faculties of Philosophy, Oriental Studies, English, Theology and Religion, and Modern Languages. The Faculty is notable for the number of research projects which it houses. It has four Centres: the Archive of Performances of Greek and Roman Drama, the Classical Art Research Centre and Beazley Archive, The Centre for Study of Ancient Documents, and The Oxford Centre for Byzantine Research. In addition, it has some thirty Research Projects (<https://www.classics.ox.ac.uk/research-projects#/>) the most long-running of which are The Oxyrhynchus Papyri and The Lexicon of Greek Personal Names.

The Faculty has a very active programme of outreach, through its support of organisations such as the Classical Association, and partnership with Classics for All, as well as through its involvement with national (and increasingly international) projects which promote classical studies in schools and beyond, including 'Classics in Communities' (<https://www.classicsincommunities.org/>).

Like other humanities faculties in Oxford, the Classics Faculty is not departmentally organised at undergraduate level. The colleges, which control undergraduate admissions and tutorial (i.e. very small group) teaching, admit about 190 undergraduates each year to read for classical degrees. The Sub-Faculty of Classical Languages and Literature meets at least once a term to discuss issues of common concern; these meetings are regularly followed by joint meetings with the Sub-Faculty of Ancient History and Classical Archaeology.

The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees.

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

## 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**

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

### ***Salary***

The University component of the salary will be on the scale for Associate Professors (£22,168 - £29,767). The combined College and University salary will be on a scale up to £74,867 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***

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.

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

### ***Outside commitments***

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

### ***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>.

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.

## **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**

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 of £12,252 per annum (2024-25 rates), 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) £393 per annum. Eligible Fellows are also able to draw on the Fellows' Academic Support Fund, which currently offers up to £2,426 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 Classics. 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 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.