Job Description and Selection Criteria

<table>
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<tr>
<th>Post</th>
<th>Associate Professorship of Law and Tutorial Fellowship</th>
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<tr>
<td>Department/Faculty</td>
<td>Faculty of Law</td>
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<td>Division</td>
<td>Social Sciences Division</td>
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<td>College</td>
<td>Hertford College</td>
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<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<tr>
<td>Salary</td>
<td>Grade 10a (395): combined salary £47,263 - £63,463 per annum</td>
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<td>Plus additional college housing allowance (currently £9,437 p.a.), if the Fellow does not occupy residential living accommodation provided by the college. The college also offers access to a shared equity scheme to assist with a house purchase. Associate Professors who are awarded the title of full professor may receive from the University an additional salary payment of £2,754 per annum.</td>
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Overview of the post

Hertford College, Oxford and the Faculty of Law, in the Social Sciences Division of the University of Oxford, are recruiting an Associate Professor of Law. Associate Professors may apply for the title of full Professor in annual exercises. In exceptional cases, the title of full Professor may be awarded on appointment. You will be expected to teach tutorials for three undergraduate papers for the BA in Jurisprudence for the college (at least two of which should be core subjects), and to give lectures and undertake graduate teaching and supervision for the faculty in any of the subjects falling within its BA and graduate BCL/MJur curricula. The appointment is permanent on completion of a successful review during the first five years.

In making this appointment, the college and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of Hertford College and the Faculty of Law, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject.

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 bronze award at institutional level, and the Law Faculty holds its own bronze award at
departmental level. Contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford.

Further information about Hertford College and the University, and the terms and conditions of the position, are provided in the section 'Information for Applicants’ below.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Dr Kate Greasley at Hertford College (kate.greasley@law.ox.ac.uk), or Professor Liz Fisher in the Faculty of Law (liz.fisher@law.ox.ac.uk), who is not a member of the selection committee. General queries about the application process may be directed to Dr Undine Brückner, HR Manager at Hertford College (hr@hertford.ox.ac.uk).

All enquiries will be treated in strict confidence; they 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 college’s preference is for someone willing and able to teach at least two of the following core subjects: Contract Law, Tort Law, Land Law, Trusts, Roman Law, Constitutional Law, Administrative Law, and European Law.

The faculty welcomes applications from candidates able to teach for it in any of the subjects falling within its BA and graduate BCL/MJur curricula. The subjects taught on the Oxford undergraduate course and on the faculty’s graduate curricula can be found here: https://www.law.ox.ac.uk/admissions.
The main duties of the post are:

i. to engage in research and publication at an internationally competitive level in Law.

ii. for the college, to give tutorials in Law for eight hours a week during term-time, averaged over three 8-week terms of the academic year, as well as providing revision teaching and classes as and when required. 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.

iii. to undertake a reasonable share of college administrative duties including attendance at Governing Body and to take an appropriate share in other committee and administrative work; this may include accepting at least one period in a major, remunerated college office after the successful completion of the initial five year review;

iv. to share pastoral duties and share the organisation of Law teaching in the college, and to act as College Advisor to some of the graduate members of the college reading for higher degrees in Law and related subjects;

v. to promote the college's academic and charitable purposes through engagement with development, outreach and access activities;

vi. to take part in the annual admissions process for the selection of Law undergraduates to the college;

vii. to give, under the direction of the Faculty of Law, not less than sixteen lectures in each academic year1;

viii. to make an appropriate contribution to the supervision and teaching of graduate students in the Law Faculty;

ix. to share in University examining; and

tax. to undertake a reasonable share of faculty administrative duties.

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.

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1 The Faculty operates a stint system whereby an Associate Professor (TF-College) has a stint of 48 units. Currently, a one-hour lecture counts as 3 stint units; a one-hour seminar counts as up to 3 stint units, depending on the number leading the seminar; and a graduate tutorial (BCL/MJur) counts as 1 unit.

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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.

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

The successful candidate will demonstrate the following:

i. a doctorate in a relevant subject, or an established record of accomplishment in legal research, and a record of high quality, innovative research and publication commensurate with their career experience;

ii. evidence of potential for producing further distinguished research in Law, and the intention to continue researching and publishing, and to contribute to a research community;

iii. the ability to provide excellent tutorial teaching for three papers, at least two of which should be core papers (as outlined above). The appointee will have excellent communication skills and an understanding of the learning needs of highly able undergraduates;

iv. evidence of the communication, interpersonal, time management and organisational skills necessary to undertake pastoral responsibilities and college administration for both undergraduate and graduate students, and the ability to work with students from diverse and sometimes challenging backgrounds to enable them to reach their full potential;

v. the ability to give excellent lectures and classes within the field of appointment (as outlined above);

vi. the ability or potential to act as a graduate supervisor and an understanding of the needs of graduate students and how to address them;

vii. the ability or potential to act as an examiner;

viii. sympathy for the values and objectives of the college and experience at, or potential for, participating effectively in college and University governance and administration as well as to contribute to the promotion of Law studies at Hertford College; and

ix. a 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 teaching of a high standard.

How to apply

The deadline for applications is at 12.00 noon (UK time) Thursday 10 January 2019. Applications must be sent by e-mail to: hr@hertford.ox.ac.uk. Applications must include:

• your full contact details including email and full postal addresses, and a telephone number;

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Below the advert on the college website you will find the recruitment monitoring form, which you are encouraged to complete and submit separately.

References: 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 and state this explicitly alongside the details of the relevant referee(s) on the application cover sheet. You should name three referees in your application even if you do not wish them to be contacted yet.

You should supply each of their referees with a copy of these further particulars and ask them to write directly to Dr Undine Brückner, HR Manager, at hr@hertford.ox.ac.uk by the same deadline as for applications. The college and faculty wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

Written work: You should submit electronically TWO items of written work (each about the length of a chapter or article), published or unpublished. Note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); (b) normally, at least one should be from the list of subjects in which a major research interest is required; and (c) the work will be considered at the interview stage.

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 www.admin.ox.ac.uk/eop/disab/ for details. The college will be able to support with work place assessments and equipment provision for disclosed disabilities and long-term health conditions. 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 www.admin.ox.ac.uk/access/

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

Should you have any queries about how to apply, please contact Dr Undine Brückner, HR Manager at Hertford College (hr@hertford.ox.ac.uk).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a teaching presentation to current students and the committee, in addition to a research
presentation to the committee as part of the interview. Further details will be provided to shortlisted candidates.
Information for Applicants

The following appendices are included for information:

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Appendix 1: Hertford College

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

Introduction

The present college dates from 1874 when Magdalen Hall was dissolved and incorporated as the new Hertford College, but it is also heir to the tradition of the mediaeval Hart Hall, founded in the 1280s by Elias de Hertford. The main college site consists of 19th- and 20th-century buildings and it is complemented by more recent accommodation for graduates and undergraduates at various sites around Oxford.

The Fellowship, which has responsibility for the governance of the college, currently consists of just over fifty Fellows and the college is home to roughly 700 students, the majority of whom are undergraduates. Like Fellows, both graduates and undergraduates are drawn from a range of disciplines across the Humanities, Sciences and Social Sciences. The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. It has championed access for students from schools that have not traditionally encouraged Oxford applications and has a strong academic ethos.

Law at Hertford

Hertford has a long tradition of success in law. Hertford currently aims to admit eight undergraduate students in Law in each year, taking students for both the BA (Jurisprudence) and the BA (Law with Studies in Europe). The students on the BA (Law with Studies in Europe) course spend the third year of their studies either in France, Germany, Spain, Italy or The Netherlands. In exchange, Hertford receives a student from the corresponding country to study for the Diploma in Legal Studies. In addition, Hertford normally takes five graduate students a year. These graduate students are predominantly on the BCL and MJur, in addition to those studying for an MPhil or DPhil in Law.

Hertford students traditionally perform extremely well in Finals. Most undergraduates go on to pursue a career in Law either as a solicitor (about 90%) or as a barrister (about 5%) with others going on to varied careers in publishing, education, the charities sector and policy research sector. In the last five years, Hertford College students have been awarded prizes for the best performance in Finals, for the best performance in Contract, Tort, Land and Trusts and for the second highest marks on the BCL, in addition to subject prizes in Jurisprudence, Labour Law and Environmental law for the BA course and in Comparative Public law for the BCL.

The Hertford Law Society has a strong presence in the college and we have many famous law alumni, some of whom play a role in the college. We are in the process of fund-raising to cement the future of Law at Hertford.

The Associate Professorship and Tutorial Fellow position has become available following Professor Alison Young’s appointment as the Sir David Williams Professor of Public Law at the University of Cambridge. Law teaching in Hertford is currently overseen by Dr Greasley, a second Tutorial Fellow in Law, assisted by the Career Development Fellow in Law, Dr Benedict Coxon (a fixed-term role, due to come to an end in September 2019, to cover the transition from Professor Young to the new post-holder).
Teaching

High-quality tutorial teaching is of central importance to the college’s academic mission. The Fellow will be required to undertake an average of eight hours of tutorial teaching per term-time week, either for undergraduate students at Hertford reading Law, or via swap arrangements for students from other colleges.

In addition, the Fellow will be fully involved in the undergraduate admissions process, in the coordination of students’ curricula, in the setting and marking of college collections (termly examinations), in the review of students’ progress, and in pastoral care of students. They will also be assigned as Advisor to a small number of graduate students.

Other duties

All Governing Body Fellows (henceforth simply ‘Fellows’) are required to participate in college governance and community life as set out in (1) and (2). Academic Fellows are also required to participate in the academic administration of the college as set out in (3).

1. Participation in college governance

Joint appointment holders such as Fellows will not normally be expected to accept major college offices or to serve on more than one committee before the end of their five-year review.

This apart, all Fellows are required:

- as Trustees, to attend Governing Body’s regular meetings per term and such additional extraordinary meetings as may be summoned;
- to serve on up to two college committees (as elected or ex officio members);
- to accept at least one term (normally of four years) in a major, remunerated, college office;
- to accept, at the request of the Principal, reasonable service on review or disciplinary panels, ad hoc working groups, or appointment committees.

2. Participation in college community

All Fellows will be expected to participate in the communal life of the college, for example by lunching and dining in college as their schedules and other commitments allow, and supporting the college’s Development Office in fundraising and alumni relations.

3. Academic administrative duties

Academic Fellows in receipt of remuneration from the college, other than Junior Research Fellows, will also be expected to engage in academic administrative duties as follows and at the request of the Senior Tutor or the Principal:

- to participate in organising teaching for the Law degree in college, to include discussion with students about academic matters, arrangement of teaching, direction of option choices etc.;
- to offer pastoral support to students and to refer them to other sources of support where appropriate;
- to advise the librarian on relevant purchases for the college library; to support the college’s access and outreach work, answering enquiries and participating in open days, and promoting the College and the University as a place of study to students;
- to support college admissions by taking part in the admissions process for undergraduates and graduates, including assessing work and conducting interviews.
College benefits

As a Fellow of Hertford College, the post-holder will, in addition to their stipend on the salary scale given on page 1, be entitled to full Membership of the Hertford College Senior Common Room. You will be entitled to breakfast, lunch and dinner in college at no extra charge when taken as Common Table with the Fellows throughout the year when available. You will be entitled to a teaching room in college. Single living accommodation may also be available, but if the Fellow chooses not to live in college, they are entitled to a living-out allowance (currently £9,437 p.a.) and to access to a shared equity scheme (further details available on request). Fellows may also apply for research expenses (currently up to £1,558 p.a.), there is also a computer allowance (currently up to £593 p.a.) and an entertainment allowance (of £273 p.a.).

Further information

The Hertford College website gives details of current Fellows and their research and teaching interests, as well as offering general information about the college: http://www.hertford.ox.ac.uk/.
Appendix 2: The Faculty of Law

About the Faculty

The Faculty of Law is one of the largest in the United Kingdom, and is the largest unit in the Social Sciences Division of the University. There are some 160 members of the Law Faculty, of whom more than 90 are in established University academic posts. The Law Faculty has a distinguished reputation in research and publications in Law. The Research Excellence Framework 2014 reported that substantially more top-rated research activity went on in Law at Oxford than in any other university in the country. Oxford was ranked second in the world for Law in the 2016 QS World University rankings.

There are five specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies, the Oxford Intellectual Property Research Centre, and the new Bonavero Institute of Human Rights.

The Law Faculty administration is based in the St Cross Building, which is also where most core lectures take place, in the Gulbenkian lecture theatre. The building also accommodates the Bodleian Law Library, the Centre for Criminology, the Institute of European and Comparative Law, other smaller teaching spaces, and a café. The building is currently shared with the Faculty of English.

Undergraduate teaching within the Faculty

Undergraduate law admissions are currently running at approximately 220 a year. Up to 35 of these follow the Law with Law Studies in Europe course over four years, one year being devoted to study in France, Germany, the Netherlands, Spain, or Italy. The full range of subjects taught at Undergraduate level may be found on the Faculty website at [www.law.ox.ac.uk/admissions/undergraduate](http://www.law.ox.ac.uk/admissions/undergraduate). The undergraduate programmes, including Admissions, are the immediate responsibility of the Faculty’s Undergraduate Studies Committee and its Associate Dean for Undergraduate Studies.

Graduate teaching within the Faculty

The Faculty sustains a major graduate programme and its graduate research school is the largest of any law school in the English-speaking world. There are currently about 380 graduate students, of whom about 140 read for the taught graduate Degree of Bachelor of Civil Law (BCL) and Magister Juris (MJur), and a further 45 read for an MSc in Law and Finance (run in conjunction with the Saïd Business School), each of which may also be augmented by a year of research to yield the Degree of Master of Philosophy (MPhil). Other taught graduate programmes include an MSc in Criminology and Criminal Justice, a full- or part-time MSc in Criminology and Criminal Justice, a part-time MSc in Taxation, and a postgraduate diploma in Intellectual Property Law and Practice (run in conjunction with the IPLA). Graduate students who undertake research degrees study towards the Degrees of Doctor of Philosophy (DPhil) in Law, Socio-Legal Research, or Criminology, or Master of Studies in Legal Research (MSt).

The graduate programmes, including graduate admissions, are the immediate responsibility of the Faculty’s Graduate Studies Committee and its two Associate Deans (one for research degrees, the other for taught programmes). The graduate cohort provides a base for a productive interaction between advanced study and research: this is something to which the Faculty attaches great importance.

Research activity

The Faculty has always encouraged excellence and diversity in its research strategy, seeking to achieve the highest quality in the broad range of subjects in which Faculty members pursue their interests. The Faculty’s Research Support Fund provides resources for research assistance, conference attendance and
other research-related activities. The Faculty’s Research Facilitator supports applications for external research funding, and the Faculty provides support for conferences organised by Faculty members.

**Academic staff development**

Teaching proficiency is one of the factors which is taken into account when associate professors are considered for reappointment after the completion of their five-year Initial Period of Office.

The University has made arrangements under which associate professors in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided by the Oxford Learning Institute (www.learning.ox.ac.uk), including:

- introductory sessions for new academic staff
- an advisor for new associate professors
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development adviser or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

**Start-up costs**

The Faculty will provide a start-up grant of £4,000 (unless the appointee currently holds an established Oxford University academic post). This may be spent at the post-holder’s discretion on any purpose connected with their academic work, for example IT equipment, research assistance, travel, conference attendance, and/or book purchases. The start-up grant must be spent within three years.

**Research support**

The Faculty offers grant schemes for IT equipment and research support, to which the post-holder will be eligible to apply after the first year of appointment.

Further information on the Law Faculty can be found at [www.law.ox.ac.uk](http://www.law.ox.ac.uk).

**The Bodleian Law Library**

The Bodleian Law Library, accommodated alongside the Faculty centre in the St Cross Building, houses over a quarter of a million volumes. It receives copies of all law books published in the United Kingdom, and has extensive holdings of overseas legal publications, notably of the Commonwealth, the US, and European countries. Oxford is designated as a European Documentation Centre, and materials relevant to European law are housed in the Bodleian Law Library. It has one of the most extensive collections of domestic and foreign law databases and e-resources in the UK.

Further information about the Bodleian Law Library can be found at [www.bodleian.ox.ac.uk/law](http://www.bodleian.ox.ac.uk/law)
Appendix 3: The Social Sciences Division

The University’s academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University’s Council.

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Said Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia, and their research has influence in many spheres from innovation in public policy-making to practitioner communities such as law, business, education, social welfare, and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught, and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-orientated provision in areas such as business, law, and education. The division is home to several of Oxford’s most widely recognised teaching programmes, such as Philosophy, Politics, and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information, please visit: www.socsci.ox.ac.uk.
Appendix 4: 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 over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. 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 which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation
Appendix 5: University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£18,782 - £25,220). The combined college and University salary will be on a scale up to £63,463 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.

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 University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/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 www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

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 www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml 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 www.admin.ox.ac.uk/personnel/during/family/. 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 www.admin.ox.ac.uk/childcare/.

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The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adult care services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/

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 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 team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

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 www.admin.ox.ac.uk/eop/ 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: www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/ www.admin.ox.ac.uk/personnel/staffinfo/benefits/

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 www.ox.ac.uk/about/jobs/preemploymentscreening/.

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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 all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday. The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

Appendix 6: College Benefits, Terms and Conditions

Salary

The college component of the salary will be on the scale for Associate Professors, (£28,481 - £38,243). The combined college and University salary will be on a scale up to £63,463 per annum.

Benefits

Single living accommodation may also be available, but if the Fellow chooses not to live in college, they are entitled to a living-out allowance (currently £9,437 p.a.) and to access to a shared equity scheme (further details available on request).

Fellows are entitled to free meals whenever these are available and to claim an entertainment allowance of £273 p.a. There is also an annual computer allowance (currently up to £593 p.a.) and IT support is provided by the college team. Fellows may also apply for research expenses (currently up to £1,558 p.a.).

Length of appointment

The college appointment is for an initial period of five years (the first year being probationary) and then renewable until retiring age. Re-election to the college Fellowship at the end of the initial five-year period will be subject to satisfactory reports on the discharge of college and departmental responsibilities, especially as regards tutorial teaching.

Those holding administrative appointments within Hertford College or the University may be eligible for additional payments and/or remission of some other duties.

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**Sabbatical leave**

A system of sabbatical leave operates at college level. Such leave allows a post-holder to pursue advanced research and/or to develop their teaching ability and experience. It is available subject to satisfactory replacement teaching being in place. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a ‘rolling’ basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms, without the express permission of the Governing Body). It is normal for Academic Fellows to obtain partial or complete dispensation from prescribed University duties for that period.

**Data Privacy:** In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: [https://www.hertford.ox.ac.uk/privacy](https://www.hertford.ox.ac.uk/privacy).

The college operates the same benefits, terms and conditions as the University with regard to: Pensions and Salary (see page 15).

**Appendix 7: Offer of Employment**

Applications for this post will be considered by a selection committee containing representatives from both Hertford College and the Faculty of Law. 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 Hertford College and the Social Sciences 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.
The Tutorial Fellowship: General Template of Duties

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship\(^2\). The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

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

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

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significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).