Job Description and Selection Criteria

Post	**Associate Professorship of Economics**
Department/Faculty	Economics
Division	Social Sciences
College	Hertford College
Contract type	**Permanent upon completion of a successful review. The review is conducted during the first 5 years.**
Salary	*Competitive salary* Combined University and College salary plus additional benefits and allowances including the College's annual housing allowance if the Fellow does not occupy College residential accommodation.

Overview of the post

The Department of Economics and Hertford College are seeking to appoint a full-time Associate Professor of Economics, to commence employment in **September 2027** or as soon as possible thereafter.

This is a joint appointment: the successful candidate will be a member of the Department of Economics as well as a Tutorial Fellow in Economics at Hertford College. The role will involve undertaking independent research, graduate teaching, and graduate supervision. It will also encompass administrative and pastoral duties for the department and college. We welcome applications from candidates conducting research in any field of Economics.

The Department of Economics is one of Europe's leading research departments and its members include some of the world's most distinguished academic economists.

Hertford College has a strong commitment to promoting and enabling education, learning, scholarship and research at the highest levels amongst its students and academic staff, whilst preserving an informal atmosphere.

A competitive salary is offered. The basic salary on the university's Associate Professor scale may be enhanced by supplements appropriate to experience. Substantial allowances are available, including a relocation allowance, a computing set-up allowance, housing allowance and annual personal research allowance.

Further information about the duties of the post, Hertford College, the University, and the terms and conditions of employment are provided below. If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact personnel@economics.ox.ac.uk or senior.tutor@hertford.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. Appointments to Associate Professorships can include those at the start of their careers, directly from PhD, as well as more established researchers.

Associate Professors are full members of University departments/faculties, playing a role in the democratic governance of the University. 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.

Further Information

For more information on the range of duties of Associate Professors in Economics, and the range of economics degrees and courses offered in Oxford, please refer to:
https://www.economics.ox.ac.uk/associate-professorships

Duties of the post

The main duties of the post for the Department are as follows:

- To engage in research of a quality commensurate with publication in top-ranked international economics journals.
- To play an active role in the intellectual life and administrative work of the Department (both during term-time and vacations) including working collaboratively with academic colleagues in areas of shared interest and taking part in Department seminars and events as appropriate or other duties as directed by the Head of Department.
- To secure and manage research funding to support the Department's research activities.
- To provide lectures, classes and tutorials in economics for undergraduate and graduate students on behalf of the Department of Economics.
- To supervise graduate students.

- To examine as required by the Department.
- The amount of teaching and supervision under (4) and (5) must not normally exceed an average of 192 teaching units[1] per year without approval by the Divisional Board.

The main duties of the post for the College are as follows:

- To give six weighted hours[2] per week of tutorials during the eight weeks of full term, averaged over the year.

- To share the teaching of either macroeconomics or quantitative methods to first and second year students in college.

- To share responsibility for the organisation of teaching of Economics within the College, and as appropriate contributing also to the overall organisation of Philosophy, Politics and Economics (PPE) and Economics and Management (E&M) within the College.

- To undertake other normal duties of a College tutorial fellow, which include setting and marking Collections (internal termly examinations); taking a full part in the annual undergraduate admissions exercise; contributing to College Open Days; monitoring student progress and writing termly reports on their work; and organising where necessary teaching by specialist colleagues in other colleges.

- To contribute to the provision of pastoral care for undergraduate students.

- To act as College Adviser for postgraduate students.

- To serve as a Trustee of Hertford College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body meetings, service on College committees, and taking on College offices. Members of Governing Body are required to complete the 'Trustee details and declaration form' from the Charity Commission upon the appointment. Further details of the role and responsibilities of a charity trustee are available upon request.

The total amount of college teaching, departmental teaching and supervision must not normally exceed an average of 288 teaching units per year without the approval by the Divisional Board.

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.

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

[2] At any time during appointment, the Senior Tutors' most recent agreed schedule of weighted hours will be in force: currently, a single tutorial is one notional hour; a paired tutorial, 1.25; a trio or more, 1.5. Given the teaching norms for college teaching agreed by the colleges and the department, the number of actual contact hours is expected to be 4 hours per week.

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

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

1. Completed doctorate in a relevant field of Economics from a major research university.
2. Proven high standard of research - a record of peer-reviewed publication commensurate with post-doctoral academic experience and the demonstrable ability to publish in top-rated international journals.
3. A proven research record, continuing interest and ongoing research in development economics or other fields of economics.
4. Proven high standard of teaching - teaching experience with the ability to provide excellent tutorial and small-group teaching to high-achieving undergraduate and graduate students.
5. Ability to carry out student assessment, and to design and deliver degree programmes.
6. Capable of providing graduate supervision.
7. Demonstrated communication, interpersonal, time management and organizational skills necessary to undertake pastoral responsibilities and College administration.
8. Good oral and written communication skills - ability to present research findings effectively to fellow professionals or other informed members of the public.
9. Good team-working - willingness to participate in and assist in College life and government.
10. Ability to innovate and work effectively with colleagues to contribute effectively to the administration of the Department.
11. A commitment to demonstrating respect, courtesy and consideration within interactions with members of the University community.
12. A commitment to ensuring the Department/Faculty provides a positive, supportive and inclusive environment for all.

How to apply

Applications must be made on-line via Econjobmarket (EJM): EJM - Econ Job Market

You will need to register an account and upload the following:

- Job-market paper.
- Full CV and publications list.
- Covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience - this may include experience gained in education or employment - and also outlining your reasons for applying for this post at Oxford and detailing any teaching experience.
- Research statement outlining research plans.
- Provide the names and contact details of at least three referees, your referees will need to upload their letters of recommendation to the EJM system.

Applicants are encouraged to check with their referees before applying to ensure they are content to write a reference letter and they are aware of the requirements for the post. Referees should be notified by candidates that they need to submit a reference on EJM.

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 contact for the Staff Disability Advisor on staffdisability@admin.ox.ac.uk for details.

Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings https://www.accessguide.ox.ac.uk/.

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

Should you experience any difficulties using the online application system, please first contact Econjobmarket's system team via their online help form. If problems still persist, contact personnel@economics.ox.ac.uk.

Interviews

The recruitment process: candidates will be invited to visit Oxford as part of the recruitment process and will be given the opportunity to deliver a seminar to the Department.

All applications 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:

- Deliver a one-hour research presentation.
- Attend interview with members of the Economics department and of the College.
- Deliver a teaching presentation to undergraduate students and respond to questions from the student audience.

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

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

The Department of Economics

Oxford Economics is one of the largest and most diverse groups of academic economists in Europe with a permanent faculty of over 60, and there are additionally around 20 postdocs and early career researchers on fixed-term appointments of 3 or 4 years. Our members include some of the world's most distinguished academic economists.

We aim to produce first-class research across the range of the discipline, organised within nine Research Groups, covering all the major sub-fields as well as more specialist areas such as Economic History and Behavioural Economics. The Research Groups promote and support high-quality research and interaction, and provide an active and supportive research environment for faculty and research students in their field, including regular seminars/workshops. The Department is also home to several specialised economics research centres, including the world-renowned *Centre for the Study of African Economies*.

Economists in Oxford are not confined to the Department of Economics, but are also present in other places including members of sub-faculty based in Colleges, the Said Business School, the Blavatnik School of Government and the Oxford Internet Institute. Candidates may well also find researchers with related interests outside the Department. In the most recent Research Assessment Exercise (REF 2021) Oxford submitted the largest number of researchers of all UK institutions to the Economics and Econometrics Unit of Assessment (UoA). Over half of submitted outputs, impact case studies and environment statements received the highest grade of 4*.

Members of the Department provide economics teaching for three undergraduate programmes (including Oxford's flagship *Philosophy, Politics and Economics* degree) and five graduate programmes including the *MPhil* and *DPhil in Economics*, with a total of around 1000 undergraduates and 480 graduate students.

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

Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

Oxford has been ranked top of the Times Higher Education World University Rankings for nine consecutive years. The Division is a world-leading centre of research and education in the social sciences, ranking second in the world for Social Sciences in the Times Higher Education rankings in 2025. Oxford has ranked within the top three in the world every year for the past five years (2021–2025).

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

health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

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

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

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

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

Hertford 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. The College is both a teaching and a research institution.

Hertford College is one of the consitutent colleges of the University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with over 700 students, approximately two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, with excellent access to the city centre and public transport routes.

The College was initially founded as Hart Hall in the late 13th century, and became the first Hertford College from 1740 to 1816, gradually falling into decline. The site was subsequently occupied by Magdalen Hall from 1822, before the re-founding of Hertford College in its current form in 1874. Former

students of the college in past and current forms include William Tyndale, Thomas Hobbes, John Donne, Jonathan Swift, and Evelyn Waugh. The main College site consists of a mixture of buildings dating from the 16th to 20th centuries, and is complemented by more modern accommodation for students situated in other locations around Oxford.

The Fellowship, which has responsibility for the governance of the College, currently consists of around 50 Fellows. Like Fellows, both undergraduates and graduates are drawn from a range of disciplines across the Humanities, Sciences, and Social Sciences. Hertford College has a reputation for being progressive, inclusive, and friendly. It has championed access for students from schools that have not traditionally encouraged Oxford applications, and was one of the first men's colleges to admit women students in the mid-20th century. Many of the postgraduate scholarships it funds support students from traditionally underrepresented groups, including refugee and stateless students.

As a Fellow of Hertford College, the postholder will, in addition to their stipend on the salary scale, be granted full membership of the Hertford College Senior Common Room. They 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). They will also be provided with 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 (housing) allowance. There are also annual allowances to fund research, IT expenditure, and a range of other forms of support, which make the College an ideal environment within which to develop an academic career.

About the University of Oxford

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

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

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

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

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

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

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

University Benefits, Terms and Conditions

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

Salary

https://www.ox.ac.uk/about/jobs/working-here/pay-and-reward/pay-structures/academic-staff-pay

Sabbatical leave

https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-4-of-2004

Intellectual Property

https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/council-regulations-7-of-2002

Managing conflicts of interest

https://www.ox.ac.uk/research/support/governance-and-committees/research-policies/conflict-of-interest-policy

Membership of Congregation

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

https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/statutes#statute-iv

Family support

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment

https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare

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

Welcome for International Staff

https://www.ox.ac.uk/about/jobs/life-in-oxford

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration
https://staffimmigration.admin.ox.ac.uk/

Relocation

https://www.ox.ac.uk/about/jobs/working-here/pay-and-reward/relocation-scheme-arrangements-guide-for-new-starters

Promoting diversity

https://www.ox.ac.uk/about/how-we-are-run/equality-diversity

Freedom of Speech

https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/freedom-of-speech

Other benefits and discounts for University employees

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment

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://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening .
NHS Trusts will not allow honorary contract holders to commence clinical contact with patients unless documentary evidence is produced of Hepatitis B status, BCG vaccination/TB immunity, and Rubella immunity. You would therefore be required to produce such documentary evidence.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. See https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment

Retirement

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday. See https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment

Data Privacy

https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy

https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/data-protection-policy

College Benefits, Terms and Conditions

Fellowship appointments are subject to the Statutes and Bye-Laws of the College, as amended from time to time, and to such regulations, rules and agreements as may be made under the authority of those Statutes. The holding of any outside appointment must be approved by Governing Body. Official Fellows are required to reside in or near Oxford during Full Term.

Salary

The College component of the salary will be on the scale for Associate Professors, currently £9,119 - £12,245 per annum. Salary is paid monthly. Tutorial Fellows appointed below the top of this range will receive annual increments to their College stipend until they reach the top point. There is also an annual 'cost of living' review.

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

Pension

The postholder will be entitled to be a member of the Universities Superannuation Scheme (USS), or they may arrange their own pension, in which case the College will make no contribution. Details are available on the website at https://staff.admin.ox.ac.uk/working-at-oxford/you-and-finance/uss-pension-hub.

Length of appointment

The College appointment is for an initial period of five years (the first year being probationary) and then renewable until retirement age on the basis of the postholder successfully completing their Initial Period of Office review. The College's support in this review will be subject to satisfactory reports on the discharge of College and University responsibilities, especially as regards tutorial teaching, in accordance with College Bye-Laws.

If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

Benefits and Allowances

As a Fellow of Hertford College, the postholder will, in addition to their stipend, 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 (housing) allowance which is currently £12,433 and access to a shared equity scheme (further details available on request). Fellows may also apply for research expenses (currently up to £2,055 p.a.), and there is also an IT allowance (currently up to £676 p.a.), and an entertainment allowance (currently up to £495 p.a.).

The College offers a range of other employee benefits, such as health and welfare support, access to discounted travel and cycle to work schemes, an onsite cycle repair service at discounted rates, and use of sports facilities.

Sabbatical leave/dispensation from lecturing obligations

The Fellow will be eligible to apply for sabbatical leave from College duties, without reduction of stipend, at a rate of one term of leave for every six terms of service. It is expected that sabbatical leave from College duties would normally be taken in conjunction with sabbatical leave granted by the University.

College policies

For information on College policies, including maternity, paternity, parental, and sick leave, please refer to the College Employee Handbook.

Equality of opportunity

The policy and practice of Hertford College require that all staff are offered equal opportunities within employment. 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

consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

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. For queries about the College and the post of Fellow and Tutor, please contact the Senior Tutor, Professor Alan Lauder (senior.tutor@hertford.ox.ac.uk).

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department and College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the divisional board and the Governing Body of the College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.