

For Associate Professorships/Professorships where the University is the major employer (previously University Lecturerships)



Job Description and Person Specification

Post	Associate Professorship of Italian
Department/Faculty	Faculty of Medieval and Modern Languages
Division	Humanities
College	Somerville College (with Lecturerships at Lady Margaret Hall and St Catherine's College)
Contract type	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
Salary	£45,066 - £60,513 p.a.

Overview of the post

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The University proposes to appoint an Associate Professor (UL) in Italian in the Faculty of Medieval and Modern Languages from 1 September 2016 or as soon as possible thereafter. The post will be held in conjunction with a Tutorial Fellowship at Somerville College and Lecturerships at Lady Margaret Hall and St Catherine's Colleges, Oxford.

The closing date for applications is **23rd March 2016** and interviews are expected to take place at Somerville College on **9th May 2016**.

Informal queries about the post should be addressed to Professor Richard Cooper, Chair of the Faculty of Medieval and Modern Languages at richard.cooper@bnc.ox.ac.uk
All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties of the post

The Associate Professor will be a member of both the University and the College community. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities

which Oxford offers. She or he will have a role to play in the running of the College as a member of the Governing Body and a trustee of the College.

Field of the Associate Professorship

The successful candidate should have a research record of international standing appropriate to the stage of the candidate's career with evidence of distinguished research in the field of Dante studies and/or other areas of medieval Italian literature and culture.

The candidate will be expected to carry out research and teach at all levels in the area of Dante and the medieval period (1250-1400). S/he should be able to contribute to the teaching provision of the Italian Sub-Faculty at all levels of the undergraduate degree, and to participate in graduate courses and supervision.

Candidates should have an excellent knowledge of Italian, established skills in language teaching, and have native or near-native fluency in English, and the ability to teach translation from and into Italian and English.

The Tutorial Fellowship & Lecturerships

The Colleges seek to appoint an active scholar, who regards the teaching of undergraduates as an integral part of his or her professional life and who welcomes the responsibility of selecting and admitting the Colleges' Modern Linguists and overseeing their studies and well-being during their time here. Candidates should be able to cover Italian language and literature teaching to Prelims level and thereafter should be able to contribute to literature teaching for the Final Honour School according to their specialism. They should have an aptitude for and commitment to tutorial teaching and for routine pastoral care of those in their charge.

Somerville has particular strengths in medieval scholarship, with senior academic posts in English, German, History, and Italian, and associates in History of Art, Medieval Latin, Music, and Russian. The Somerville Medieval Research Group meets informally to discuss research, but also organizes interdisciplinary workshops, which have resulted in two publications. A third, on temporality, is in progress. For details, see <http://www.som.ox.ac.uk/research/medievalist-research-group/>

Three and a half hours of a six-hour weekly tutorial stint are allocated to Somerville College; the remaining hours are divided between Lady Margaret Hall (1.5 hours) and St Catherine's College (1 hour).

Person specification & Joint Selection Criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria. Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both male and female committee members wherever possible.

The objectives of the University and the Colleges in making this appointment are to develop and strengthen the research and teaching capacities of the Faculty of Medieval & Modern Languages and the Colleges, and to contribute to the goal of maintaining Oxford University as a leading centre for research and teaching in the subject. The successful candidate will be someone who already has, or is on the way to building, an international reputation for research in Medieval Italian Literature. To this end, clear evidence of research achievement and/or potential (including a completed doctoral dissertation and published or forthcoming work) will be a determining element in deciding whether a particular candidate could be appointed. The

appointee will have appropriate teaching experience and the skills and commitment to be successful as a tutor within College, as well as a lecturer and a teacher and supervisor of graduate students within the Faculty of Medieval & Modern Languages.

The Selection Committee recognises that candidates can demonstrate the required qualities in many different ways and will use its professional judgement, based on the evidence available, to decide how successfully candidates could make the expected 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 high standard.

The qualities that we are seeking include:

- Scholarship of the highest quality; a proven ability to bring advanced research projects to fruition; excellent presentation skills; the ability to contribute to a research community.
- A proven ability to teach at the highest level.
- A sound knowledge of Italian Language and Literature in the relevant areas.
- Good communication skills.
- Good interpersonal skills.
- Good organisational skills.
- A willingness to participate in the governance and life of the Colleges and University.
- Candidates should have received leave to supplicate for the degree of PhD by 1st September 2016 at the latest. The Faculty and Colleges will also be happy to consider applications from senior faculty staff at other universities.

Examples of evidence a candidate may wish to draw to the attention of the committee include the following:

- i. Experience in teaching Italian Medieval Literature, particularly to undergraduates; ability to contribute to teaching specific papers as defined in the Oxford [Examination Regulations](#) and Course Handbook (available from the Faculty). In the case of early career applicants, participation in Teaching and Learning seminars or some other form of relevant training may be an advantage.
- ii. A research record or research potential at a standard which will contribute to and enhance the national and international profile of the Faculty of Medieval & Modern Languages and the Colleges in Medieval Italian Literature.
- iii. Evidence of the ability to provide inspiring and stimulating teaching in tutorials and classes, and to support students of high ability in a tutorial system (including directing studies, and pastoral care).
- iv. Evidence of the ability to lecture at an appropriate level to undergraduate audiences and to conduct graduate classes in an interesting and engaging manner; and the personal qualities needed to make a significant contribution to fostering a high level of achievement in both undergraduate and graduate students.
- v. Experience of, or potential for, participating effectively in the running and development of the subject at Faculty level, including the development of externally-funded research projects.
- vi. A willingness to undertake the pastoral responsibilities of an Oxford Tutorial Fellow.
- vii. Evidence that the candidate would in due course be willing to undertake, and be effective in, the other work of the Faculty and the Colleges; in particular, examining, academic administration and College governance.

How to apply

1. Candidates should submit all application materials by email to academic.office@some.ox.ac.uk quoting reference 900220. *It would be helpful if candidates could submit their application as one pdf document*
2. The closing date for applications, and the last date for receipt of references direct from referees, is **Noon on Wednesday 23rd March 2016.**
3. Applications must include:
 - A completed Cover sheet
 - A letter of application which includes a brief description of teaching experience.
 - A *curriculum vitae*
 - A statement of current and proposed research, including a list of publications.
 - Candidates should include on the cover sheet the names of three referees who will be submitting references to the College by the application deadline. Candidates should ask their referees to write directly to academic.office@some.ox.ac.uk, and should supply each referee with a copy of these further particulars.

The colleges wish to take this opportunity to thank in advance those referees who write on behalf of applicants. Please note that it is the responsibility of the applicant to ensure that references are submitted promptly, as referees will not be approached by the College
4. Please also complete and return an equal opportunities form, available from www.some.ox.ac.uk/jobs and return it to the HR Manager, by post to Somerville College, or by email to human.resources@some.ox.ac.uk. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
5. Interviews will be held on **Monday 9th May 2016**
6. Communication regarding the status and outcome of your application will be made via e-mail. All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

Should you have any queries about how to apply, please contact academic.office@some.ox.ac.uk

Candidates invited for interview will then be asked to send in up to two pieces of written work (amounting to a no more than a total of 30,000 words) at least one of which must be in English (**the other may be in French, German, Italian or English**). At interview, candidates will be asked to give a short research presentation, as well as a mini-lecture. Further details will be sent to shortlisted candidates.

All reasonable interview expenses will be reimbursed.

Applications for this post will be considered by a selection committee containing representatives from the Faculty of Medieval and Modern Languages, the Humanities Division, and from Somerville and St Catherine's Colleges and Lady Margaret Hall. 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 Humanities Divisional Board and the Governing Body of Somerville College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Divisional Board and the Governing Body, and a formal contractual offer has been made. The appointment will be subject to satisfactory completion of a medical questionnaire, and provision of proof of the right to work in the UK.

Essential Information for Applicants for the Associate Professorship in Medieval Italian Literature

The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at www.ox.ac.uk/about/organisation/strategic-plan.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and 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 nearly 10,000, nearly 45% of the full-time students. 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

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 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 cutting-edge 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

The Faculty of Medieval and Modern Languages and the Sub-Faculty of Italian

The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in Celtic (Welsh and Irish), French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place, and where the main Faculty and research library is based. The Taylor Institution, a fine nineteenth-century building shared with the Ashmolean Museum on a commanding site on St Giles', contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty's largest teaching rooms. Modern Languages at Oxford has been ranked top in the world in the last two QS World University rankings.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. It includes 11 established professorships as well as 15 individuals with the title of professor and 80 permanent academic post holders. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and in the near future, Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 65 graduates taking taught Masters degrees, and about 130 research students. The post-holder will be a member of the Sub-Faculty of Italian.

The Italian Sub-Faculty in Oxford is one of the largest in the English-speaking world. Its research and teaching output has been of very high quality for many years, and its expertise covers every period of Italian literature, and has expanded into other scholarly fields such as linguistics, cinema and cultural history. There are currently seven permanent members of staff, including the Agnelli-Serena Professor of Italian Studies and 5 Associate Professors, plus another dozen academic staff between college tutors and language teachers; there are around 186 students reading Italian, 26 of whom are graduate students. The Italian Sub-Faculty is highly research active, and plays a leading role in the interdisciplinary research network, *Italian Studies at Oxford* (ISO), which since 2008 has organised a series of high profile events and provided a platform for interdisciplinary research projects

Undergraduate Admissions show strong growth: 88 applications in 2005-6; 108 in 2015-16. Italian admits an average of 40 undergraduate students a year, and very successfully takes students *ab initio*. Beginners' courses form a major plank of our endeavors to widen access under the new fees regime. The Sub-Faculty aims to teach a command of grammatically correct and idiomatic spoken and written Italian, and the ability to write accurately and idiomatically in Italian and to translate into and out of Italian with precision and sensitivity to a range of registers and styles. The curriculum allows students either to study a broad range of literature or to focus their studies on the medieval period, the early modern period, or the modern period

up to the present day, or to concentrate on options in Linguistics. The existing postholders cover all aspects of Italian literature from the Middle Ages to the present (including cinema) and all of them teach more than one specialism. The study and teaching of Dante and Trecento literature is central to any Italian course: in addition to the Prelims syllabus, the successful candidate will be expected to participate in teaching papers on Medieval Literature, Dante's Comedy, Dante's other works, Petrarch and Boccaccio.

Postgraduate admissions have seen steady increase from 5 in 2012-13 to 10 in 2015-16. This has increased Italian's share in the MML graduate community from 6% to 12% in recent years. The appointee would participate in teaching masters and doctoral students in the Faculty, as well as on the successful interdisciplinary MSt in Medieval Studies.

Further information will be found on the Faculty's web site: <http://www.mod-langs.ox.ac.uk>

Somerville 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.

Somerville College was founded in 1879 as a non-sectarian college and one of the first two Oxford colleges to admit women tutors and students; it has been a mixed college since 1994. Named for the great scientific writer and polymath, Mary Somerville (1780-1872), the College takes great pride in its pioneering history, its academic excellence and its intellectual and social openness.

There are approximately 160 graduate students (a growing number) currently reading for masters and doctoral degrees and 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher than average proportion of state-school students and Somerville provides a good level of financial support for those in need. Approximately 20% to 25% of undergraduates and 75% of graduate students are from outside the UK. Building plans are in progress to ensure that by about 2021, all undergraduates and first-year graduates will be accommodated on site in the College, with plans for additional teaching rooms and seminar facilities.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. Tutors are assisted by college lecturers, and the research community is also supported by a similar number of postdoctoral research fellows. There are approximately 100 members involved in the College's academic community and the College also employs approximately 100 support staff. Further information about the College may be found at www.some.ox.ac.uk

The College is located a short distance from the City Centre and the main libraries, including the Bodleian, and about ten minutes' walk from the Taylorian Library. It was one of the first colleges in Oxford to teach Modern Languages, and has outstanding library holdings in this area. The college library is generally held to be one of the best-stocked in Oxford and has particular strengths in Modern Languages and Medieval Studies.

Modern Languages at Somerville provides students with a challenging course of undergraduate study in a friendly and supportive environment. Around ten to twelve students are admitted each year to read French, German, Italian, Russian, Spanish, Czech with Slovak, usually in conjunction with another language, or with Classics, English, History, Linguistics, a Middle Eastern Language, or Philosophy.

Further information can be found at www.some.ox.ac.uk

Standard Terms and Conditions

Terms of Appointment

The Tutorial Fellowship is a permanent post (after initial probation), held jointly with an Associate Professorship of the University. The Associate Professorship involves giving a minimum of 36 lectures annually. The Tutorial Fellowship involves an undergraduate teaching stint of six contact hours of tutorials and/or classes a week, averaged over the three terms (twenty-four weeks) of the academic year.

The Faculty duties of an Associate Professor are:

- (a) To engage in research
- (b) To undertake lecturing by negotiation with the Chair of the Faculty of Medieval & Modern Languages, and
- (c) Once reappointed to the retirement age, to be available to act as a member of Examining Boards

The post-holder will be a Tutorial Fellow of Somerville College and a member of the Faculty of Medieval & Modern Languages. The Fellow will be required to take part in University examining as requested, to supervise graduate students as requested, and to take a fair share in the administrative work of the College and of the Faculty. Mentoring and other opportunities for development are available, particularly during the initial period of appointment.

Salary, benefits and pension

The successful candidate will be appointed on the below current salary scale; figures are expected to rise by at least 1% by 2016-17.

Grade	Stage	Employee Salary P.A.
36S	1	£45066
36S	2	£46414
36S	3	£47801
36S	4	£49230
36S	5	£50702
36S	6	£52219
36S	7	£53781
36S	8	£55389
36S	9	£57047
36S	10	£58754
36S	11	£60513

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. [Departments/Faculty boards] may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching.

Those holding administrative appointments within the faculty or College may be eligible for additional payments or remission of some other duties

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,626 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

In addition, the following benefits are available to a Tutorial Fellow at Somerville College:

- An allowance for housing costs (currently £7,750 per year), or single accommodation in College provided free of charge (if available). An equity-sharing house purchase scheme is normally available.
- Research-related costs may be reclaimed (currently a maximum of £2,000 per year).
- Common Table: free lunch and dinner in College when the kitchens are open.
- Use of a teaching room.
- Subsidised rates at the College's well-regarded nursery for children up to the age of five (subject to available space)

Length of appointment (Probation and reappointment)

Upon completion of an initial probationary period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

It is the policy of the Faculty and the College to ensure that new appointees do not take on a large amount of administrative work during the initial stages of the appointment. Neither the Tutorial Fellowship nor the Associate Professorship may be held independently of the other.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at: <http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/>.

Sabbatical leave and outside commitments

The appointee may apply for sabbatical leave to allow her or him to focus on research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated (within certain constraints).

It is the policy of the College and Faculty to support applications for other periods of academic leave funded by outside sources such as research councils wherever possible. Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are

available on the university website at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/.

Somerville College also provides special leave from college teaching approximately once every five years on a rota basis under its "Carlisle leave" scheme.

Guidance 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/) is also available on the university website.

Membership of Congregation

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Relocation expenses

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

Family support

The University and College have generous family leave arrangements, such as maternity, adoption and paternity leave.

Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at www.admin.ox.ac.uk/personnel/during/family/.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at www.admin.ox.ac.uk/eop/childcare/.

A Tutorial Fellow at Somerville College will also have access to Somerville College Nursery (further details available at <http://www.some.ox.ac.uk/living-here/st-pauls-nursery/>)

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at www.admin.ox.ac.uk/eop/disab/.

Equality of opportunity

The policy and practice of the Faculty and Somerville College require that all staff are offered equal opportunities within employment. Entry into employment with the University 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. Applications from women and members of ethnic minorities or other groups currently underrepresented in senior academic posts are particularly encouraged.

Candidates should note that the appointment involves two separate contracts, one with the College and one with the University. For further information, see Annexe B: University Appointments Policy and Financial Information. Any queries about this post should be addressed to the Chair of the Modern Languages faculty Board, 41 Wellington Square, Oxford, OX1 2JF.

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.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)
- and*
- (ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: www.gov.uk/tier-2-general/overview.

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

¹ But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.