



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

<b>Post</b>	<b>Associate Professorship (or Professorship) in History</b>
<b>Department/Faculty</b>	History
<b>Division</b>	Humanities
<b>College</b>	Somerville
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	£46,336–£62,219 with additional benefits of at least £8,484 p.a.
<b>Start Date</b>	September 2018 or as soon as possible thereafter.
<b>Location</b>	Oxford

## **Overview of the post**

Somerville College and the Faculty of History propose to appoint a historian of **Britain and the World since 1700** to a joint post within the University of Oxford. This newly configured role will broaden the Faculty's approach to Modern British History, by locating the history of Britain more fully in the context of World History. The person appointed will engage in world-leading research in the field, and will give tutorials, classes, lectures, and supervision to the highest standards in a range of courses in modern history at both undergraduate and postgraduate level.

The University of Oxford is a leading centre for research and teaching in History, and the College and Faculty share the goal of maintaining and developing its reputation in the field of Modern British History. This appointment seeks to enrich the University's approach to the subject in line with recent developments in the curriculum and research agenda of the Faculty. As a full member of both College and Faculty, the appointee will be part of lively and intellectually stimulating research communities which have access to the excellent research facilities which Oxford offers.

Under the title 'Britain and the World since 1700' the College and Faculty seek to appoint a historian who works on Britain's engagement with the wider world and the world's impact on Britain, in any part of the modern period. Applicants should have relevant expertise in one of the following fields:

1. Britain's relations with other parts of the non-European world, especially South Asia or the Caribbean (for instance, in the latter case, the slave trade).
2. The impact of the non-European world on Britain, for instance through migration, the development of a multi-cultural society, or the history of Black and Asian populations in modern British society.



Candidates who wish to speak to someone informally about the process of the appointment or any other aspects of the post may contact the Vice-Chair of the History Faculty Board, Dr Perry Gauci (email: [perry.gauci@history.ox.ac.uk](mailto:perry.gauci@history.ox.ac.uk)), or one of the History Tutors at Somerville College: [benjamin.thompson@some.ox.ac.uk](mailto:benjamin.thompson@some.ox.ac.uk) or [natalia.nowakowska@some.ox.ac.uk](mailto:natalia.nowakowska@some.ox.ac.uk). Queries about the application process should be addressed to the Academic Administrator at Somerville College (Oxford OX2 6HD; email: [jo.ockwell@some.ox.ac.uk](mailto:jo.ockwell@some.ox.ac.uk)). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

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

## **The role of Associate Professor at Oxford**

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching. Associate Professors are appointed jointly by an Oxford College and a University Faculty, and have their contract with both. You will join multi-disciplinary academic communities which perform to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship. Associate Professors are full members of both the College and the Faculty, as well as the University, and they play a role in the democratic governance of all these bodies, in the case of the College through membership of its Governing Body.

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 following account of the main duties of the post indicates those which are specific to College or Faculty; those not so flagged are required by both bodies.

The appointee will engage in historical research and publication. While the other duties of the post will take up a considerable portion of their time, postholders are strongly encouraged to limit their total commitments to enable them to keep up a consistent pattern of research. (Note the arrangements for sabbatical leave detailed below.)

In Somerville, the appointee will work alongside the other two History tutors in taking responsibility for the undergraduate teaching of the subject (including the joint subjects or 'Joint Schools' with History), the admission of new undergraduates and postgraduates, and the academic direction and pastoral care of the College's undergraduates reading History. They will also as a College adviser oversee the academic welfare of some of the graduates reading for postgraduate History degrees at Somerville.

During each of Oxford's three eight-week full terms the Tutorial Fellow will be required to undertake on average eight contact hours of undergraduate teaching per week for the College, which includes teaching students from other colleges. The Tutor will teach undergraduates, usually in paired tutorials, but in some cases in larger groups including classes of around twelve. Tutorials consist of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking of submitted essays.

For the Faculty, the appointee will, under the direction of the History Faculty Board: give no fewer than 16 lectures or classes (including postgraduate classes) in each academic year; take part in University examining when requested to do so; and provide supervision or teaching for graduate students as requested.

The appointee will also contribute to the administration of both College and Faculty, taking their turn on the committees and in the administrative offices of both bodies.

The syllabus of the undergraduate History degree in Oxford is currently undergoing substantial change, to encompass more non-European perspectives and to give more emphasis to thematic and comparative approaches. The new postholder would therefore be encouraged to work collaboratively to develop course options within the parameters of the post which would contribute to this process of change and development. See <http://www.history.ox.ac.uk/undergraduate-admissions> for more information about the structure of the course and the specific papers currently offered.

For the College, the appointee will teach the essential options in the following list, and may also offer the desirable ones:

i. **The Preliminary Examination** (1st year):

- a) History of the British Isles: *Essential*: at least one of the following:  
5, 1688-1848  
6, 1830-1951
- b) At least one of the Paper IV options, preferably at least two strands within Approaches to History: *Essential*
- c) an Optional Subject: *Desirable*
- d) European and World History 4, Society, Nation and Empire, 1815-1914: *Desirable*

ii. **The Final Honour School** (2nd and 3rd years):

- a) History of the British Isles: *Essential*: at least one of the following:  
5, 1700-1830: Liberty, Commerce and Power  
6, 1815-1924: Power, Politics and the People  
7, 1900-present: Changing Identities.
- b) Disciplines of History: *Essential* (in collaboration with other college History tutors)
- c) Thesis supervision: *Essential*
- d) a Special Subject AND/OR Further Subject: *Essential*
- e) a Theme Paper (options yet to be defined): *Desirable*

For the Faculty, the postholder will offer lectures in the appropriate History of the British Isles papers as above; they would also in due course play an active part in the teaching of Faculty classes for at least two options from amongst the Special, Further and Optional Subjects. The link above lists the options currently available, but in time the appointee will be able to develop their own options.

The person appointed will also play an active role in teaching at the postgraduate level. The Faculty has many students on its various Masters' strands in: Modern British History, 1850-present; British and European History 1700-1850; and Global and Imperial History. (For the full list, see <https://www.history.ox.ac.uk/graduate-admissions#collapse3-0>). There are also many doctoral students working within these fields. We hope to increase our profile in this field in the coming years, and we would anticipate the appointee playing a major role in that process of development.

For further information about the research of the Faculty within these fields, see below under 'Faculty of History', and the Faculty's website, <https://www.history.ox.ac.uk>.

For the formal terms of appointment, see below.

## 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, and should ask their referees to address these criteria in their letters of recommendation.

- i. A doctorate and research record and/or research potential, or evidence that a doctorate is imminent, with a level of publication appropriate to the stage of the candidate's career, at a standard which will contribute to and enhance the national and international profile of the Faculty of History, in a field related to Britain and the World since 1700, as detailed above.
- ii. Evidence of excellence, or of the potential for excellence, at teaching History, particularly to undergraduates; ability to contribute to specialist teaching on a range of topics within modern British History. In the case of candidates who have only limited teaching experience, participation in teaching and learning seminars or some other form of relevant training may be an advantage, as would be previous involvement with the pastoral care of students and with administering a course of academic study.
- iii. Evidence of the ability to lecture at an appropriate level to undergraduate audiences and to conduct postgraduate classes in an interesting and engaging manner, along with the personal qualities needed to make a significant contribution to fostering a high level of achievement in both undergraduate and postgraduate students.
- iv. Evidence of participation in conferences, seminars, and other research meetings.
- 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. Evidence that the candidate would be willing to participate, and would be effective, in the other work of the College and Faculty, in particular administration.

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.

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.

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.

*For further information, please see [www.admin.ox.ac.uk/personnel/recruit/background/equality/avoid/](http://www.admin.ox.ac.uk/personnel/recruit/background/equality/avoid/)*

## How to apply

Candidates should submit all application materials by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) quoting **reference 900286**. *It would be helpful if candidates could submit their application as one pdf document.*

Applications should include:

- The completed standard cover sheet available from <http://www.some.ox.ac.uk/about-somerville/jobs/>
- Your full contact details including, email address, full postal address and at least one contact telephone number
- A covering letter or statement explaining how you meet the selection criteria set out above
- A full CV and publications list
- Details of **three** referees (see below)
- An indication of where you first heard about this post

The Panel will take into account candidates' published work in arriving at a short list; to that end you may wish to indicate in your list of publications which **two** the Panel might especially consider at this initial stage.

## Equal Opportunity Monitoring

Please download and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This should be emailed to: [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) or sent in hard copy to:

Equal Opportunities Monitoring Assistant, Human Resources Department  
Somerville College, Woodstock Road, Oxford, OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010

## Referees

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

## Disability

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/](http://www.admin.ox.ac.uk/eop/disab/) 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 interview, 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/](http://www.admin.ox.ac.uk/access/)

### Procedure

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](mailto:academic.office@some.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.

**Interviews will take place on Friday 23<sup>rd</sup> March 2018.** Shortlisted candidates will give a presentation in the morning, and will have an interview in the afternoon.

## 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. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness.

There are approximately 160 postgraduate students 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.

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](http://www.some.ox.ac.uk).

Somerville College has a long and distinguished tradition of research and teaching in History. The college admits around 14-15 undergraduate historians per year, generally around ten in the main History school, and the rest in joint subjects with History (at present including Ancient and Modern History, History and Modern Languages and History and Economics). At any one time there are around ten postgraduate students studying for doctorates or Masters degrees in historical subjects. There are three tenured History Tutors/Associate Professors: the other two are Dr Benjamin Thompson (medieval) and Dr Natalia Nowakowska (early modern). In addition, we often host post-doctoral fellows and academic visitors. More information on these scholars may be found at <http://www.some.ox.ac.uk/about-somerville/somerville-people/>. Our historical community is therefore large, diverse and lively, as is evident from the meetings of the college History Society which, in addition to termly speaker-meetings, include quizzes and the annual historical-fancy-dress dinner.

The College currently hosts the Oxford India Centre for Sustainable Development and there are opportunities for other scholars to engage with the work of the Centre, as, for instance, a historian of modern South Asia might wish to do. See <https://www.some.ox.ac.uk/research/oxford-india-centre/>



## The Faculty of History

The Faculty of History in Oxford is the largest in the UK, and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and postgraduate students, with particular strengths that reach from late Roman times to the contemporary world, in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history, and the history of science, medicine, and technology. Within the Faculty there is also a department for the History of Art, and a Wellcome Unit for the History of Medicine. With the size of its History Faculty, its lively and varied research seminars and its major resources for research – including among others the outstanding collections of the Bodleian Library and the University museums – Oxford offers a uniquely attractive research environment.

British History, and its relationship with the world outside Europe, constitute a priority area for the Faculty in terms of developing its research expertise and its ability to deliver course options at the undergraduate and graduate levels. The appointee will form part of a distinguished cohort of historians of modern Britain who hold posts in the History Faculty (see <https://www.history.ox.ac.uk/academic> using period and region filters). Many of these scholars already work in areas covered by the parameters of this advertised post, and the British History research seminars regularly entertain papers on Britain and the World themes (see <https://www.history.ox.ac.uk/research-seminars>). The appointee will also have the opportunity to work with colleagues with wide-ranging interests in the history of imperialism, colonialism and resistance in the Oxford Centre for Global History (see <https://www.history.ox.ac.uk/oxford-centre-global-history>). The Faculty has recently undertaken a substantial revision of its undergraduate syllabus, a major theme of which has been the wish to give greater prominence to teaching and research in World History, and this appointment forms part of that strategy. It is therefore intended that the appointee should play a major role in carrying through that process of change, both in undergraduate and graduate teaching, and in the research profile of the faculty.

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

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

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

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

## Humanities Division

Humanities is one of the four academic Divisions in the University, each with considerable devolved budgetary and financial authority and responsibility for providing a broad strategic focus across its constituent disciplines. The Humanities Division brings together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums. Oxford's extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. The English Faculty also has its own library with over 100,000 volumes, including important holdings of pre-1800. Every college has its own library, many of which have important holdings of their own (Regent's Park College has notable holdings in manuscripts and printed books related to Dissenting history). Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's 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: <http://www.humanities.ox.ac.uk/>

## 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](http://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](http://www.ox.ac.uk/about/organisation)

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

### **Salary**

The University component of the salary will be on the scale for Associate Professors. The combined College and University salary will be on a scale up to £62,219 per annum, with additional benefits detailed immediately below and in the section on College Benefits.

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

### **Pension**

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

Details are available at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://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](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and

managing conflicts of interest [www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://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](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://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/](http://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/](http://www.admin.ox.ac.uk/childcare/).

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare 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/](http://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 postgraduate 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/](http://www.newcomers.ox.ac.uk/).

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities.

For details, please see [www.careers.ox.ac.uk/](http://www.careers.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 [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.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/](http://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/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/)  
[www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### **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 new postholder will be supported by a Faculty mentor, who will be available to give advice on all aspects of the position (other than those relating exclusively to the College). A separate Faculty assessor will also be assigned to the new postholder; the assessor is asked to prepare an interim report to the Faculty Board after the first two years of the postholder's service, and a final report after five years, when the postholder is considered for reappointment to the normal retiring age (see below, under 'Standard Terms and Conditions for Associate Professorships'); an accelerated process is available in some cases. To assist new postholders in the development and publication of their research, Faculty funds are available for each new postholder to hold a workshop at which colleagues can discuss drafts of their next monograph.

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+/](http://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+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/)

### **Data Protection**

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

The policy may be viewed at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

## **College Benefits, Terms and Conditions**

### **Probationary period**

The appointment is subject to an initial probationary period of up to five years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation in College administration, will result in appointment to retiring age under the College statutes, currently at 30 September immediately preceding the 68th birthday, subject to legislation in place at the time. The appointment is subject to quinquennial reporting under the terms of the College statutes. This is subject to change with legislation. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. If the Fellow should vacate the Associate Professorship, Lecturership, or other University office on which the holding of this fellowship is dependent, the fellowship must thereupon be vacated.

**College benefits**

- 1) A taxable and pensionable housing allowance (currently £7,925 per annum) for a Fellow not living in College accommodation.
- 2) Assistance with house purchase (details can be provided by the College Treasurer on request).
- 3) Free lunches in College when the kitchens are open and available for meals. Dinner is available during term time only.
- 4) Optional contributory membership of a private health care plan including dependents up to the age of 21.
- 5) An annual entertainment allowance of £200.
- 6) Annual tax-free book allowance of £250
- 7) Reimbursement of research expenses of up to £2,000 per year, which can be accumulated for up to four years.
- 8) Priority access to and discounted fees for the Somerville Nursery – see <http://www.some.ox.ac.uk/living-here/st-pauls-nursery/> for more details.

**Accommodation and teaching room**

Free accommodation may be available within the College for single occupancy. A teaching room will be provided in the College free of charge.

**Sabbatical leave**

The Fellow will be eligible for sabbatical leave from College duties, without deduction of stipend, at a rate of one term of leave for every six terms of service. The college may be able to grant an additional term of leave from College teaching duties from time to time under the provision of the Rosmund Countess of Carlisle and Constance Lee trust fund.

**College Nursery**

Somerville has an on-site nursery which offers up to 16 places for babies and children up to the age of 5 – see [www.some.ox.ac.uk/living-here](http://www.some.ox.ac.uk/living-here) for further details.

**College Trustee**

In common with other fellows on the Governing Body, the Fellow will be a trustee of the College, and responsible to discharge the duties of a trustee by acting lawfully and prudently in the interests of the College. The holding of any outside appointment must be approved by the Governing Body. A maximum of 30 days per annum may be spent on such activities before any deduction of stipend is considered.

**Offer of employment**

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