

## Job Description and Selection Criteria

Post	Associate Professorship or Professorship in Music
Department/Faculty	Faculty of Music
Division	Humanities Division
College	Somerville College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	£46,336 - £62,219 with additional benefits of at least £8,484 p.a. An allowance of £2,700 p.a. would be payable upon award of Full Professor title.
Location	The post holder will be based at Somerville College, Woodstock Road, Oxford OX2 6HD, UK and the Faculty of Music, St Aldates, Oxford OX1 1DB, UK.

## Overview of the post

The University, in association with Somerville College, proposes to appoint an Associate Professor or Professor in Music with effect from September 2018 or as soon as possible thereafter. This is a joint appointment: the person appointed to the (Associate) Professorship will also be appointed to a Tutorship and Official Fellowship at Somerville College and will be a member of its Governing Body and trustee of the College. The combined University and College salary will be on a scale from £46,336 - £62,219 per annum (as at 1 August 2017), with additional benefits of at least £8,484 (inclusive of Housing Allowance currently £7925 per annum). Those appointed below the top of this range will receive annual increments until they reach the top point. An allowance of £2,700 p.a. would be payable upon award of Full Professor title.

Applications are welcome from candidates with expertise in the field of Music Education, and/or with related interests in the sociology or psychology of music. Candidates should also be able to offer tutorials in one or more of the disciplines offered by the Faculty of Music, particularly in the areas of performance studies, historical musicology, or music theory and analysis. Candidates will have, or be able to demonstrate the promise of, a distinguished record of scholarship and teaching in music education and/or the sociology or psychology of music at a level appropriate to the stage of the candidate's career. They will usually have a doctorate. In exceptional circumstances, candidates without a doctorate will be considered, but they should be able to demonstrate equivalent research expertise and experience.

Queries about the application process should be addressed to Emma Collen, Tutorial & Graduate Administrator at Somerville College (Oxford OX2 6HD email: [academic.office@ox.ac.uk](mailto:academic.office@ox.ac.uk); tel. (+44) 0 1865 270595). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Board Chair, Professor Michael Burden, [michael.burden@music.ox.ac.uk](mailto:michael.burden@music.ox.ac.uk).

If you would like to find out more about Somerville and music at the college, please contact Dr Benjamin Thompson, [benjamin.thompson@some.ox.ac.uk](mailto:benjamin.thompson@some.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 (in this case, Somerville College), and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community that performs to the highest international levels in research and teaching.

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 main duties of the post are as follows:

### College Duties

As Music Tutor in Somerville, the Fellow will take the lead in organizing and teaching Somerville's Music students throughout the three-year course. The Fellow will also oversee and co-ordinate practical music-making in the college, and will be encouraged to play an active part in it according to their particular skills.

There are currently three students in each year reading Music, but with the arrival of the Fellow this number will increase to at least four per year. The teaching duties of a college Tutor are as follows:

- During each of Oxford's three eight-week 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 consists of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking of submitted essays.
- to assess students' preparatory work for tutorials and to provide feedback; this will normally take the form of marking essays or other written exercises, and/or commenting on the work during the tutorial;
- to set college-based exams at the start of each term for each student on the previous term's work, and to mark or organize the marking of the scripts;
- to write a report each term on each undergraduate taught on the online reporting system, OxCORT;
- to act as Director of Studies to all undergraduates reading Music, which involves: planning each student's path through the course; delivering or arranging the appropriate teaching; , and by monitoring their performance through their tutorial reports and meetings at least twice-termly (at the beginning and end);
- to attend Education Committee, which oversees the College's undergraduate teaching;

- to ensure the adequacy of the College's library provision in Music;
- to act as Personal Tutor to each undergraduate reading Music, with oversight of pastoral matters, especially those which affect their academic work;
- to select the next cohort of Music undergraduates in the annual Admissions exercise, through assessment of UCAS forms, submitted work, tests and performances, and through interviews;
- to participate in the College's Open Days;
- to act as Personal Adviser for any graduate students at Somerville reading for further degrees in Music.

These points are intended as an indicative description rather than a complete analysis of the tutor's responsibilities.

The Tutor will provide a proportion of the undergraduate teaching her- or him-self, according to the options chosen by each student. It is essential that the appointee teach at least two core papers for each of the Prelims and Finals courses. These course are:

Prelims: Special Topics; Techniques of Composition; Analysis.

Finals: Special Topics; Techniques of Composition; Musical Analysis and Criticism; Musical Thought and Scholarship.

The Fellow will also be expected to teach for the College, and for students at other colleges, other specialist courses for which they are equipped, and to supervise dissertations in their field.

(Applicants should make it clear in their application which papers, or parts of papers, they would propose to teach.)

The Fellow will also have oversight of practical music-making within college. A description of music and musicians at Somerville is provided in the section on the college below. As the Senior Member of the Somerville Music Society the postholder will facilitate student music-making, more or less actively according to the needs of the moment. While the Fellow will be encouraged to contribute actively, the key task is to encourage students to organize their own performances. Music students provide the core of active musicians, but there are also many other musically inclined students who should be encouraged to participate. The postholder will also co-ordinate the activities of other musicians in college, notably the Director of Chapel Music. They will act as assessor for the annual auditions for the Margaret Irene Seymour Instrumental Award, and sit on the Chapel and Music Committee.

In addition to duties relating specifically to Music in Somerville, the Fellow will be expected to attend Governing Body meetings, take a full part in the administration of the College, and to act as a member of College committees when called upon to do so.

### **University Duties**

The required teaching and research area of the post is Music Education, and/or with expertise in the sociology or psychology of music. This will build on some of the Faculty's existing research strengths (Professors Clarke, Born, and Stanyek), and also open up a new area of activity, combining both theory and practice in a key strategic field. A priority for the Faculty will be the ability to run and teach on the existing course on Music in the Community, which has proved highly popular with undergraduates since it was first introduced in 2015. Combining aspects of outreach and community engagement, it includes community music placements with local organisations – currently Turtle Key Arts, and Sound Resource. The Faculty wishes to develop the course further in a sustainable environment, and sees it as a key part of its outreach strategy.

The Faculty provides a wide range of lectures and classes each year. The postholder will be expected to provide at least 16 hours of teaching per year on topics relating to areas of his or her own scholarship in discussion with the Director of Undergraduate Studies.

The admission of graduate students is the primary responsibility of the Music Faculty Board rather than the colleges, though each graduate student will also be a member of a college. The Faculty admits about 40 students a year to work in all areas of Music. The Faculty runs a successful one-year taught Master of

Studies course (MSt) to which the postholder would be expected to contribute. It has pathways in musicology, composition, and performance. The Faculty also offers MPhil and DPhil research degrees. The MPhil also allows for specialisation in composition, performance and musicology, while the DPhil caters for a very wide variety of types of musical scholarship, as well as composition.

The postholder will be expected to contribute to the supervision of MSt and doctoral dissertations where appropriate.

No formal limitation is placed on University examining or other work, but it is expected that associate professors will limit their total commitments, and College their demands on them, so that time will be available for research.

## **Selection criteria**

Your application will be judged only against the criteria that are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

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

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

Applications will be judged only against the criteria that 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.

- a) A doctorate, or the ability to demonstrate equivalent research expertise and experience, in a relevant field;
- b) A record of successful teaching, as appropriate to the present stage in the candidate's career;
- c) A research record in a relevant academic field, as appropriate to the present stage in the candidate's career;
- d) The potential to continue high-level research in the future;
- e) An ability to teach and supervise at undergraduate and graduate level;
- f) A willingness to participate in the intellectual life of the College and the Faculty.

The appointment committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

## How to apply

Candidates should submit all application materials by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) quoting **reference 900287**. *It would be helpful if candidates could submit their application as one pdf document.*

**The closing date for receipt of completed applications is 12.00 noon (UK time) on Wednesday, 28 March 2018**

Applications should include:

- The completed standard cover sheet available from [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/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)
- Please also complete and return an **Equal Opportunities recruitment monitoring form** which will assist us with monitoring equal opportunities in recruitment (available from [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)). The information collected does not form part of the selection process, and will not be circulated to the selection panel.

## Referees

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

## Disability

The University and colleges welcome applications from candidates who have a disability or long-term health condition and are 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 interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings [www.admin.ox.ac.uk/access/](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 in Oxford on **Monday, 14 May 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).

### **Music at Somerville**

In common with most colleges Somerville has an active musical life based in its many musically able students. Music-making takes a wide variety of different forms, from full-scale oratorio or even operatic productions to informal chamber playing and karaoke. There are three formal pools of student musicians who provide the backbone of college music: undergraduates and graduates studying Music, instrumental award-holders, and the singers of the choir. The committee of the Music Society (SMS) is generally drawn from these (often overlapping) groups. But there are many other musical students too, and one of the particular challenges of SMS is to tap the available potential to enrich the musical life of the college.

The key institutions of practical music-making in Somerville are the Chapel Choir and the Music Society (SMS). While the Fellow will exercise broad oversight of all musical activity in college, their role will be more closely engaged with SMS than the choir, which is directed by a professional Director of Chapel Music, currently Will Dawes. The choir sings every week in Chapel on a Sunday and at other special occasions through the year, including a concert each term. Somerville Chapel is unconsecrated and non-denominational, and its events take the form of reflections in music and words, with visiting speakers drawn from all traditions. The choir thus provides a core of singers who also take part in other performances, and its termly concerts often involve collaborations with other musicians.

SMS promotes a range of events, from orchestral concerts to 'open mic' nights. In recent years the college orchestra has been very successfully re-started, leading to some memorable symphonic performances. The orchestra or college players have also accompanied the choir in a range of works, which in the past has included opera. There have been various chamber groups, depending on the interests and skills of students at any one time, and also concerts showcasing students' own compositions. The Margaret Irene Seymour (MIS) Instrumental Award-holders give an annual recital. There are sometimes seasonal and less-formal events, such as light music at Christmas. For some years there were regular lunchtime recitals, although these have been in abeyance recently. Occasionally

former students who are now professional musicians return, and master-classes and concerts by other professionals have been planned. More informally, the Freshers' concert traditionally provides a platform for any fresher to sing or play a piece of the moment, in a range of musical styles. SMS also promotes open-mic nights, sometimes in the Bar, where any student can step up to perform any kind of music.

SMS is run by a student Committee, with the Music Fellow acting as Senior Member; in recent years this role has been played by a Senior Music Associate, Hilary Davan Wetton. In an ideal world the Senior Member would exercise light-touch oversight by offering advice and experience to enable students to put on their own performances. But since undergraduate generations are uneven in their levels of skill and organization, it is sometimes desirable to encourage a little more actively, or even to lead from the front occasionally. The Fellow will therefore be encouraged to deploy their own particular practical skills to enhance students' musical experiences, and may also be able to offer opportunities for students to work with other professional musicians.

The college leases a new Steinway Model B which is located in the Chapel. It is our prime performance piano, and its use is restricted to serious pianists. The Chapel, which has an excellent acoustic, is the normal venue for concerts and recitals. There is also a piano in the Hall, used for performances at dinners, and in the past the occasional concert has taken place there. The newly refurbished Mary Somerville Room, where there is Broadwood piano, provides an attractive setting for smaller chamber recitals, and a further recital space (used, for instance, for Façade quite recently) is the Brittan-Williams Room. There are other pianos and rooms around the college available for practice.

The Fellow will also conduct the annual auditions for the MIS Instrumental Award, which enables students to continue to take lessons outside the funding which students anyway receive through the Music Faculty for performance options in the Music course.

## **The Faculty of Music**

The Faculty of Music is one of the largest and liveliest music departments in the country, and an internationally renowned centre of musical teaching and research. The Faculty came top of the 'intensity ranking' of all UK music departments in the Research Excellence Framework (REF 2014), with 50% of its research outputs rated as 'world-leading' (4\*) and a research environment awarded the highest possible grade (100% 4\*).

There are presently 16.5 staff holding permanent academic appointments in the Music Faculty: the statutory Heather Professor of Music, eight full professors, seven associate professors, and a Director of Performance. The total membership of the Faculty, including research staff and college tutors, is over 50. The Faculty has nearly 300 students, of whom two-thirds are undergraduates. The Faculty is situated in self-contained buildings in central Oxford, next to Christ Church Meadow. The facilities comprise fully equipped teaching and lecture rooms, a rehearsal hall, a suite of practice and ensemble rooms, the award-winning Faculty Library (which has one of the most extensive collections in the UK), the Bate Collection of Musical Instruments, high-specification electronic music and recording studios, and a Multi-media Resource Centre. The Faculty offers an extensive annual programme of recitals, performance and composition workshops, and masterclasses, as well as public lectures and research seminars, regularly featuring international musicologists, composers and performers. Many of the Faculty's recitals and concerts are held in the Holywell Music Room, the oldest purpose-built concert hall in Europe, and occasionally in the Sheldonian Theatre. The exceptionally rich musical life of the University and its Colleges – including world-famous choirs, University orchestras and chamber groups, jazz ensembles, in addition to the Faculty-based new music ensemble and laptop orchestra – is complemented by the wide range of musical activities to be found in and around the city, drawing on numerous musical traditions.

Through its undergraduate and postgraduate programmes, the Faculty offers a highly stimulating environment for anyone interested in a practical, scholarly and creative engagement with music. Our undergraduate and graduate curricula are strong in traditional musicological and musical skills, but are also notably wide-ranging and imaginative, reflecting contemporary developments in music and musicology. The Faculty's research and teaching strengths cover a broad spectrum, including European

music of many periods, ethnomusicology, composition, opera, analysis and music theory, the psychology of music, performance, and performance practice.

For more information about the Faculty, please visit: [www.music.ox.ac.uk](http://www.music.ox.ac.uk)

## Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, 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, including the famous Bodleian Library, with its 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.

The Humanities Division has one of the largest concentrations of humanities academics in the world, enabling Oxford to undertake research and teaching in Arts and Humanities unparalleled in its range, from music and fine art to ancient and modern languages. In the 2014 Research Excellence Framework, no other institution in the UK submitted a larger number of 4\* researchers, and it is consistently ranked in the top three in international rankings of universities worldwide.

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, £18,414 – £24,726. The combined College and University salary will be on a scale up to £62, 219per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

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

### **Pension**

The 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 graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](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 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 #C College and the #C 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.