

**Somerville College**

**University of Oxford**

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



## **Fulford Non-Stipendiary Junior Research Fellowships**

Somerville College invites applications for up to eight Fulford Non-Stipendiary Junior Research Fellowships for the period 1 October 2018 to 30 September 2020 (or for the duration of the postholder's appointment if this is shorter). The posts are open to researchers from across all four divisions (Medical Sciences, Humanities, Social Sciences, and Mathematical, Physical & Life Sciences). The posts are intended to provide the opportunity for outstanding early career researchers to benefit from association with a College, and to encourage interactions with the wider Somerville community. There is no stipend offered for these posts as they offer an association to the College, not employment.

### **Somerville College**

Somerville College is one of 38 independent, self-governing colleges of the University of Oxford. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian college as one of the first Oxford colleges to admit women tutors and students; it has been a mixed college since 1994. There are 200 graduate students currently reading for masters and doctoral degrees and about 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. Further information about the College may be found at [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

### **Eligibility and selection criteria**

You should hold a post-doctoral appointment or similar in a Department or Faculty of the University of Oxford and be doing research in a subject area where Somerville College has Fellows. In exceptional circumstances, those living and working in Oxford but holding a research post with another University may be considered

Applicants should have completed their doctorate or expect to have completed it before the start of the Fellowship. They should not have completed their doctorate more than five years before the start of the Fellowship, allowing for extensions due to caring responsibilities. Although the Fellowship is intended for a relatively junior scholar, this refers to the stage a candidate has reached in their career, rather than to the age of the candidate. The College welcomes qualified candidates of all ages and will take into account the individual circumstances of each in selecting the successful candidate.

A list of College Fellows and their subject areas can be found at:

[www.some.ox.ac.uk/about-somerville/somerville-people/](http://www.some.ox.ac.uk/about-somerville/somerville-people/)

Selection criteria will be based on: quality of research, academic fit with College Fellowship and resources, post-doctoral funding, and aptitude for teaching (if applicable).

## Benefits

- Each Fulford JRF will be paired with a College mentor, a more senior member of our academic community working in the same or a related field
- Full Common table rights i.e. free lunch and dinner whenever the College kitchens are open
- Guest membership of the Senior Common Room
- Opportunities for undergraduate teaching may also be available (which would be paid at the external tuition rates set by the Senior Tutors' Committee). If employment is offered at a later date then this would be subject to satisfactory right to work checks and provision of a valid NI number.

## How to apply

1. Candidates should submit all application materials by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) quoting reference 900299. *It would be helpful if candidates could submit their application as one pdf document.*
2. The deadline for receipt of applications is **12 noon UK time, Monday 30<sup>th</sup> April 2018.**
3. Applications must include:
  - A completed cover sheet (available at the end of this document and from [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs))
  - A letter of application explaining why you wish to be considered for this position, listing your source(s) of financial support, and providing up to 500 words describing the research you are doing at Oxford
  - One sample of written work (up to 5,000 words), preferably a thesis chapter or an article
  - A *curriculum vitae*
  - Two academic references
4. Candidates should ask their referees to write directly to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk), and should supply each referee with a copy of these further particulars. The College wishes 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.  
Further copies of these particulars may be found at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
5. 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) ). This should be emailed to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk). Completion is voluntary. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's Equality and Diversity Policy under its equality duty.
6. Completed applications will be considered on receipt, and we will aim to inform candidates by early June 2018 whether they will be invited for an interview.
7. **Interviews will be held on Monday 25<sup>th</sup> June 2018.**
8. Communication regarding the status and outcome of your application will be made via e-mail.

## **Data Protection**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

## **Equal Opportunities statement**

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

## **Pre-employment screening**

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### **1. Eligibility to work in the UK**

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

### **2. Medical fitness**

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- assess the candidate's medical capability to do the job for which they have applied.
- determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have.
- ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

**COVER SHEET**

This cover sheet must be completed as part of the application for a **Fulford Non-Stipendiary Junior Research Fellowship** and submitted with all other application materials:

- A completed cover sheet
- A letter of application explaining why you wish to be considered for this position, listing your source(s) of financial support, and providing up to 500 words describing the research you are doing at Oxford
- One sample of written work (up to 5,000 words), preferably a thesis chapter or an article
- *A curriculum vitae*
- Two academic references. Additional references will not be considered.
- 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.

**Completed applications must be received by the closing date of  
12 noon (UK time) on Monday 30<sup>th</sup> April 2018.**

Where did you find out about this vacancy?:		
Surname:	First name:	Title:
Email:		
Phone number:		
Postal address:		

Subject area of research:
Name of Fellow at Somerville whose research area is the closest match to yours (see <a href="http://www.some.ox.ac.uk/fellows">www.some.ox.ac.uk/fellows</a> for a list):

PhD/DPhil title:	
University (and college, if applicable):	
Date started (month/year):	Date completed (month/year):

Name of first referee:	Email address:
Name of second referee:	Email address:

***Please note that it will be the responsibility of the applicant to ensure that references are submitted by the deadline of 12 noon UK time, Monday 30<sup>th</sup> April 2018, as referees will not be approached by the College. Please do not send more than two references; additional references will not be considered.***