

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

<b>Post</b>	Associate Professorship in International Relations
<b>Department/Faculty</b>	Department of Politics and International Relations (DPIR)
<b>Division</b>	Social Sciences
<b>College</b>	Somerville College
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Salary on the scale within the range £47,263 to £63,463 p.a. (plus £8,932 taxable and pensionable College housing allowance if living outside College, and other benefits). Associate professors who are awarded the title of full professor may receive from the University an additional salary payment of £2,754 per annum.

## **Overview of the post**

The Department of Politics and International Relations (DPIR) and Somerville College are recruiting an Associate Professor in International Relations with a Tutorial Fellowship at Somerville College. This joint appointment will be based in the Department of Politics and International Relations and in Somerville College, both in Oxford city centre.

Applications are welcomed from outstanding candidates with research and teaching expertise in any major aspects of the academic study of International Relations.

The person appointed will be expected to engage in advanced study and research, to conduct and publish outstanding research, and to give high-quality tutorials, classes, lectures, and supervision in International Relations at both undergraduate and graduate level.

The Associate Professor will be a member of both the University and the College. She or he will be part of a strong and vibrant research community and will have access to the excellent research facilities and comprehensive support (including mentoring and research support) which Oxford offers. The successful candidate will develop his/her own research as a member of the Department research team, and will have the ability to collaborate with colleagues both across different fields within the Department of Politics and International Relations and in other cognate disciplines.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capabilities of both the College and the Department of Politics and International Relations, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the DPIR Personnel Office at [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk). Candidates are also welcome to contact Professor Andrew Hurrell ([andrew.hurrell@politics.ox.ac.uk](mailto:andrew.hurrell@politics.ox.ac.uk)) for an informal discussion of this post. 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 and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments 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 which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

## **International Relations at Oxford**

Oxford is one of the largest centres in Europe for graduate work and advanced research in International Relations (IR). It is renowned for its cutting-edge research and its intensive and individualized teaching and supervision. It has an outstanding two-year taught master's degree (with around 60 students currently on course); a large doctoral programme (with around 85 current doctoral students); a large and flourishing community of post-doctoral fellows; and an active series of research programmes. The subject thrives at undergraduate level, with an International Relations core paper (approximately 130 students) being offered as part of the PPE (Philosophy, Politics, and Economics) degree and with three successful Further Subjects in International Relations – *International Relations in the Era of Two World Wars*; *International Relations in the Era of the Cold War*; and *International Security and Conflict* (approximately 20-35 students are examined for each subject in a given year).

International Relations in its broad sense has been studied and taught in Oxford for centuries. The first chair in International Relations was created in 1930 with the appointment of Sir Alfred Zimmern as Montague Burton Professor. New graduate courses were created in the 1970s under the leadership of Alastair Buchan and Hedley Bull. The years since then have seen a series of new academic posts, the consolidation of the graduate programme (including with a strong emphasis on methods and research training, both qualitative and quantitative), and the move to a purpose-built Social Sciences building.

Oxford IR seeks to combine the best traditions in political science with deep engagement with the international relations of different parts of the world, with international and global history, with international law and normative theory, and with the study of different traditions of thought on the subject.

The previous holder of this post was Professor Jennifer Welsh who worked on institutional and normative aspects of International Relations. The core faculty currently include: Professor Richard Caplan, Associate Professor Janina Dill, Professor Louise Fawcett, Associate Professor Todd Hall, Dr Sudhir Hazareesingh, Professor Andrew Hurrell, Professor Dominic Johnson, Associate Professor Edward Keene, Professor Neil MacFarlane, Professor Walter Mattli, Associate Professor Karolina Milewicz, Professor Rana Mitter, Associate Professor Karma Nabulsi, Professor Kalypso Nicolaidis, Associate Professor Philip Robins, Associate Professor Andrea Ruggeri, Professor Duncan Snidal, Associate Professor Kate Sullivan de Estrada, and Associate Professor Miles Tendi. There is also a large and active group of outstanding post-doctoral fellows and junior faculty in International Relations, currently numbering around twelve.

Oxford has a distinguished tradition of training university teachers and researchers in International Relations. The universities at which IR graduates have gained tenure or tenure-track positions over recent years include: ANU, McGill, Waterloo, Sciences Po, Amsterdam, Groningen, The Graduate Institute Geneva, SAIS/JHU, ETH Zürich, The New School, Swarthmore, LSE, Oxford, Cambridge, King's College London, University College London, Queen Mary London, St Andrews, Exeter, Reading, Warwick, PUC Santiago, and FGV São Paulo. Oxford IR DPhils also work at all levels in many of world's leading think-tanks and research institutes in Europe and North America but also in Brazil, South Africa, and Singapore. Others still have moved to achieve leading positions in the policy and political world. The Department runs regular courses on professional training, including on interviews, research grant applications and academic publishing. Demand for places to study the subject in Oxford remains very strong.

The Centre for International Studies, created in 1992, is the main coordinating body for externally-funded research projects and programmes in International Relations. The Centre has a number of research associates and organizes an extensive programme of workshops and conferences. More information about the Centre for International Studies can be found at: <http://cis.politics.ox.ac.uk>. Oxford attracts speakers and academic visitors who are at the forefront of developments in the academic study of International Relations. There is an extensive series of international collaborations. The Department attracts many of the world's leading figures in International Relations - as visiting scholars, speakers in the weekly IR Colloquium, and participants in research conferences and workshops.

## **Duties of the post**

The main duties of the post are as follows:

### **For the Department**

- To engage in advanced study and internationally excellent research in International Relations, and to collaborate in other research programmes of the Department;
- To develop an original programme of research and to demonstrate a clear and viable strategy for future top quality research;
- To disseminate research through publication in top quality, peer-reviewed academic journals and/or monographs, participation in international conferences and through other media;
- To take part in the teaching of graduate students under the direction of the Head of Department in association with the Directors of Graduate Studies and the relevant Course Directors. This will include contributing to core seminar teaching for the MPhil in International Relations and for first-year doctoral students which covers IR theory, international history and research methods; and providing substantive supervision to master's students across the material covered in these core courses. There is likely to be scope for developing a specialist optional course in the candidate's area of expertise;
- To contribute through lectures and appropriate curriculum development to the Department's undergraduate International Relations papers;
- To supervise both MPhil and DPhil students in International Relations and to participate in the assessing and examining of graduates in the Department;
- To participate in the admission of graduate students to the Department;
- To participate in assessment and examining for the Department's degrees;
- To participate in the governance of the Department, in the work of its committees, under the direction of the Head of Department and to take on roles of academic officers when requested from time to time, by the Nominations Committee; and
- To co-operate in the work of the Department in both term and vacation under the direction of the Head of Department.

### **The main duties for the College are:**

In addition to the duties relating to the University side of the post, the appointee will also be required to perform the College duties outlined below:

- To engage in advanced research;
- To take responsibility for the selection, teaching and pastoral care of undergraduates in the relevant subject(s);
- To share with other tutors in relevant Joint Schools, pastoral responsibility for undergraduates reading Politics Joint Schools in the College;
- To take part in selecting and to act as Adviser to the College's graduate students in the relevant subject(s);
- To take a full part in the administration of the College including acting as a member of the Governing Body; and
- To participate in the governance, intellectual life and academic activities of the College.

### **Teaching duties**

The Department uses 'stint units' to measure teaching and supervision contributions.

The amount of teaching for the Department normally must not exceed an average of 192 teaching units<sup>1</sup> per year without approval by the divisional board. Various amounts of stint are assigned to different teaching and supervision activities. The stint system allows for flexibility in the ways in which contributions can be made, and certain of the Department's academic offices attract a teaching stint reduction. The stint table has been attached on Page 9 for reference.

For the College, the post-holder will have a contractual obligation to give six weighted hours<sup>2</sup> per week of tutorial teaching averaged over the three terms (twenty-four weeks) of the academic year. If the requirements of Somerville student teaching do not fill this requirement, the post-holder will be expected to teach students of other Colleges up to the total of six weighted hours<sup>2</sup>. The post-holder will teach the following papers to undergraduates reading Philosophy, Politics, & Economics (PPE):

For Final Honour Schools: International Relations (core paper) and at least one of: International relations in the Era of the Cold War; International Relations in the Era of Two World Wars.

## **Selection criteria**

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

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

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

### ***Essential Criteria***

#### **For the Department**

- A completed doctorate in International Relations and/or Political Science or an associated field with a proven ability to contribute to the Department's research environment and output;
- A track record of outstanding research achievement at the international level, evidenced by top quality articles in highly-ranked, peer-reviewed academic journals and books with highly-regarded presses, commensurate with the candidate's career stage. We are open both regarding the area of substantive research specialization and in terms of methodological and theoretical approach;
- An original programme of research in any of the major fields of the academic study of International Relations, and the ability and willingness to lead significant research initiatives (e.g. research funding applications);
- An ability to contribute effectively to the teaching of graduate courses in International Relations, covering theory, history and research methods training;
- The ability to relate well and appropriately to high-achieving students in tutorial teaching, in graduate supervision and in pastoral situations;
- The ability to contribute to lecture provision for the International Relations components of PPE;
- The skills and commitment to contribute effectively to the administration of the Department as a leading centre of teaching and research;

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

<sup>2</sup> At Somerville College, a single tutorial is one weighted hour; a paired tutorial, 1.25; a trio or more, 1.5. Given the teaching norms for this subject, the number of actual contact hours is expected to be 4 or 5 per week.

- An ability to supervise advanced research students in International Relations; and
- Good oral communication skills; evidence of communication, interpersonal, time management and organisational skills necessary to undertake University and College administration, and to co-operate in University and College affairs.

#### **For the College:**

- The ability to teach for the relevant undergraduate programmes; and
- The ability to undertake the administration and pastoral care associated with that teaching.
- The ability to provide support and guidance for graduate students.

#### ***Desirable Criteria:***

- A record of success in obtaining research funding;
- A record of success in leading research teams; and
- An enthusiasm and proven ability to engage with colleagues, policymakers, practitioners and the public.

## **How to apply**

To apply, visit [www.ox.ac.uk/about/jobs/academic/index/](http://www.ox.ac.uk/about/jobs/academic/index/), click on the relevant post title, then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection.

You will also be asked to upload the following information:

- Your CV, including a full list of publications, details of teaching experience and a statement of research interests (maximum 6 pages)
- A covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience. This may include experience gained in education or employment (maximum 2 pages).
- Details of **three** referees whom you have asked to submit confidential reference letters. Please ensure that your referees send their letters by the stated deadline for applications. Reference letters should be sent by email to [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk). If you do not wish the University to contact any of your three referees before being progressed to the long list stage, please answer the relevant reference questions accordingly.

Research samples that are illustrative of your research and further information that is relevant to this position may be requested from candidates who are short-listed.

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. Similarly, the College can provide support through inclusive practice and whatever reasonable adjustments might be required – please contact [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) to discuss any requirements. 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/).

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Please upload all documents **as PDF files** with your name and the document type in the filename. All applications must be received by **12.00 noon** on the closing date stated in the online advertisement. Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

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

## **The Department of Politics and International Relations**

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research in this area were gathered together in 2000 to create a Department of Politics and International Relations. Since then it has become one of the largest departments in the field in the UK and is considered to be an internationally excellent centre for teaching and research. The Department is consistently ranked first in The Times and the Guardian university guides for the subject. The Department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Departments of Economics and Sociology, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road building is served by a shared IT and web team.

The Department itself contains over 100 graduate workstations. An experienced administrative team supports the Department's research and teaching activities. The Department's core administration currently comprises sixteen staff, grouped into teams that provide dedicated support for: Courses, Finance, Personnel, Research Support, and Communications and Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Science Division, Personnel Services, and Research Services, as well as with the University's many colleges.

### **Teaching – diversity and distinctiveness**

An Oxford education maintains its distinctive commitment to tutorial teaching and to thorough instruction in the rigorous application of argument and evidence. The Department complements tutorials with class and seminar provision in order to diversify and maintain teaching excellence and to provide students with a variety of learning experiences. Over the past five years, it has focused strongly on new techniques and methods in the study of Politics and International Relations while striving to maintain its traditional strengths.

The Department is a major international centre for graduate research, with a graduate body of more than 300 students. Each year it admits a total of around 140 students from around the world to its graduate degrees: two one-year MSc courses (in Politics Research and in Political Theory Research); four two-year MPhil courses (Comparative Government, Political Theory, European Politics and Society, and International Relations), and two doctoral programmes. In addition, the Department has an undergraduate body of around 1,000 students reading its two joint honours degrees: Philosophy,

Politics and Economics (PPE) and History and Politics (HP). PPE continues to be the University's flagship undergraduate programme, providing those who study it with a rigorous introductory training in the social sciences. Complementing PPE, HP was launched by the Department and the History Faculty in 1999, enabling students to combine an interest in both Politics and History by setting contemporary political problems in their historical perspective, and communicating the need for rigorous analytical thinking demonstrated in the long-established PPE programme.

### **Research – relevance and influence**

Research in the Department is enriched by its diversity, with over 80 academic staff working in areas that range in geographical scope across the globe and take in the historical foundation and development of societies and their political institutions, as well as contemporary global issues in politics and international relations, through a plurality of approaches (theoretical, empirical and methodological). Staff and students have the opportunity to work individually on their own areas of interest and collaboratively with other members of the Department, the wider University and external colleagues and institutions. Individuals and research centres in the Department have strong links with other units in the University, including the School of Interdisciplinary Area Studies (SIAS), the Blavatnik School of Government, and the Departments of International Development and Sociology.

Research in the Department is structured through a combination of three underpinning disciplinary research pillars in Government, International Relations and Political Theory, and a number of interdisciplinary research centres and networks.

The Department has an immensely rich and diverse programme of research activities, including seminars, workshops, major lectures, conferences and training, and encourages the participation of research students. The Department is associated with a number of externally-funded research programmes including the Oxford Martin Programme on Human Rights for Future Generations and the Constitutional Studies Programme in association with the Faculty of Law and Balliol College. The Department also hosts the Reuters Institute for the Study of Journalism which, founded in 2006 with core funding from the Thomson Reuters Foundation, has an extensive programme of engagement with practitioners of journalism and research into international comparative journalism. The Department also provides quantitative research methods training to graduate students in the Social Sciences area through the Research Method hub of the Oxford ESRC Doctoral Training Centre and via Oxford Spring School which provides advanced training in quantitative research methods externally and internally.

The Department encourages and supports funding applications to external bodies from members of the Department and has a high level of success in securing funding despite intense competition from other UK institutions. It is also successful in securing University seed-corn funding and underwriting for new research initiatives. The Department aims to encourage and support the development of a research environment that is innovative, soundly-based, collaborative and interdisciplinary. It provides funds for individuals through modest internal awards, funding and support for conferences, seminars and workshops, and research assistance.

The 2014 Research Excellence Framework (REF) confirms the excellence of DPIR research and our research environment. We now lead the field in the UK in the impact of this research beyond the academy. DPIR's 6 submission to the Politics and International Studies Unit of Assessment achieved top scores, confirming that we are the leading Unit of Assessment in the discipline in the UK by volume of overall (impact, environment, outputs) 4\* world-leading research. In terms of 4\* impact we are the leading Unit of Assessment, and we achieved a 100% 4\* research environment score.

For more information, please visit: [www.politics.ox.ac.uk](http://www.politics.ox.ac.uk).



## ***Stint Tariff of the Department of Politics and International Relations***

<b>Teaching</b>	<b>Stint Units</b>
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar (no marking)	3
1.5-hour class/seminar (no marking)	4
2-hour class/seminar (no marking)	5
1-hour class/seminar (moderate marking)	3.5
1.5-hour class/seminar (moderate marking)	4.5
2-hour class/seminar (moderate marking)	5.5
1-hour class/seminar (heavy marking)	4
1.5-hour class/seminar (heavy marking)	5
2-hour class/seminar ( heavy marking)	6
Convenor of class with student presentations 1 hour	1
Convenor of class with student presentations 2 hour	1.5
Workshop up to 2 hours	5
Workshop >2-4 hours	6
Workshop >4 hours	7
Practical 2-3 hours	3
Other teaching provision	Apply for approval
<b>Supervision</b>	
Supervision of one DPhil student (during fee liability)	24 pa
Supervision of one DPhil student (first year beyond fee liability)	12 pa
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student* (during fee liability)	12 pa
General supervision of one MPhil student	4 pa
Supervision of MPhil thesis (year 2)	12 pa
General supervision of one MSc student	4 pa
Supervision of MSc thesis/dissertation	8 pa

## **Social Sciences Division**

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information please visit: <http://www.socsci.ox.ac.uk/>.

## **Politics and International Relations at Somerville**

Politics and International Relations at Somerville is thriving and continues to attract outstandingly able, enthusiastic and energetic students at undergraduate level through the flagship Philosophy, Politics and Economics (PPE) programme. Each year about ten students are admitted to study PPE, with the majority choosing to continue studying Politics and International Relations beyond their first year, when it ceases to be compulsory. The post-holder will work closely with Professor Lois McNay, Somerville's Tutorial Fellow in Politics, to deliver the College-based Politics and International Relations teaching for this course. Tutorials with one, two or three students (depending on the topics chosen each week) are the major form of teaching.

## **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 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, and one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994.

There are approximately 200 graduate students currently reading for masters and doctoral degrees and approximately 400 undergraduates following three and four-year courses across a wide variety of disciplines.

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 includes a number of postdoctoral research fellows. There are approximately 100 members involved in the College's academic community. The College employs approximately 125 support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

See below for College Terms and Conditions.

More information about the College may be found at [www.some.ox.ac.uk](http://www.some.ox.ac.uk).

## **About the University of Oxford**

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

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and 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, (£39,639 - £53,226). The combined College and University salary will be on a scale up to £63,463 p.a. per 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 University offers 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***

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

### ***Outside commitments***

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/).

Guidance is also 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/).

## ***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 [welcome.ox.ac.uk](http://welcome.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/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/)  
[www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/)

### ***Pre-employment screening***

Your appointment 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 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 Privacy***

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/).

The University's Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

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

**Salary:** The College salary will be in the range £7,624 to £10,237 (as of 1 August 2018, subject to annual review).

### ***College benefits***

- 1. A taxable and pensionable housing allowance (currently £8,932 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. An annual entertainment allowance of £425.

5. Annual tax-free book allowance of £374.

6. Opportunity to apply for reimbursement of research expenses of up to £2,000 per year, which can be accumulated for up to two years.

7. 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**

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/st-pauls-nursery/](http://www.some.ox.ac.uk/living-here/st-pauls-nursery/) 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 the Department of Politics and International Relations and Somerville College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Social Sciences divisional board and the governing body of Somerville College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

## **Appendix**

### **The Tutorial Fellowship: General Template of Duties**

#### **1: Introduction**

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship<sup>3</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

#### **2: Research**

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

#### **3: Teaching and support**

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with

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<sup>3</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).



recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

#### **4: College Governance**

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).