

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 2019 to 30 September 2021 (or for the duration of the postholder's appointment if this is shorter). 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 being offered for these posts as they offer an association to the College, not employment.

### Somerville College

We are one of 38 independent, self-governing colleges of the University of Oxford; we take great pride in our pioneering history, our academic excellence, and our intellectual and social openness. We were founded in 1879 as a non-sectarian college as one of the first Oxford colleges to admit women tutors and students, and we've 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; our undergraduate body includes a higher than average proportion of state-school students. You can find further information about the College at [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

### Eligibility and selection criteria

To be eligible for consideration, 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 Tutorial or Professorial Fellows. In exceptional circumstances, if you live and work in Oxford but hold a research post with another University, we may consider your application. A list of College Tutorial Fellows and Professorial Fellows and their subject areas can be found at: <http://www.some.ox.ac.uk/about-somerville/somerville-people/>

You'll need to have completed your doctorate (or be expecting to complete it) no more than five years before the start of the Fellowship. If you've had a break for caring responsibilities which will have extended this timeline, please make this clear on your application. 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.

We welcome qualified candidates of all ages, and we consider all individual circumstances when selecting the successful candidate. Our selection criteria will be based on:

- quality of research
- academic fit with College Fellowship and resources,
- post-doctoral funding
- aptitude for teaching (if applicable).

Preference will be given to applicants who are willing to undertake outreach and widening access work on behalf of the College.

## Benefits

- Each Fulford JRF will be paired with a College mentor, who will be 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
- There may also be opportunities for undergraduate teaching (which would be paid at the external tuition rates set by the Senior Tutors' Committee). If we do offer you employment 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. You must submit all elements of your application by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) quoting reference 900322. *(It's helpful if you submit your application as one pdf document.)*
2. We must have received your application by **12 noon UK time, Tuesday 7<sup>th</sup> May 2019**.
3. Your application 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))
  - Your application letter, 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
  - Your CV
  - Two academic references
4. You should ask your referees to write directly to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk), and you should supply each referee with a copy of these further particulars. Please note that it is your responsibility to ensure that references are submitted promptly, as we will not approach your referees directly. You can find a copy of these further particulars 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) ). You should enclose this with your application in a **separate, sealed envelope** addressed to the 'Equal Opportunities Monitoring Assistant (Recruitment)'. You do not need to complete this form; Equal Opportunities does not form part of the selection process and is not circulated to the selection panel. We use it solely to monitor the effectiveness of the College's Equality and Diversity Policy under its public equality duty.
6. We consider completed applications on receipt, and we aim to inform you by early June 2018 as to whether you will be invited for interview.
7. Interviews:
  - Anyone whose research topic falls within Medicine – Interviews on Tuesday 18<sup>th</sup> June 2019
  - Anyone whose research topic falls outside of Medicine – Interviews on Friday 21<sup>st</sup> June 2019

8. We'll communicate with you via email on the status and outcome of your application.

### **Data Protection**

All data you supply will be used only for the purposes of determining your suitability for the post, and will be held in accordance with the principles of General Data Protection Regulation 2018 and with the College's Data Protection Policy.

### **Equal Opportunities statement**

Both our policies and practices, and those of the University of Oxford, require that all staff are given equal opportunities within employment. Becoming employed and progressing in your career will be determined only by personal merit, and by the application of criteria related to the duties of each particular post and the relevant salary structure. In all cases, your ability to perform your 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 we have suitably qualified individuals, our selection panels will contain at least one member of each sex.

### **Pre-employment screening**

If you are selected for the post, your 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 all applicants to provide proof of their right to work in the UK before employment with us can start.

You will need to provide original documents, and a certified translation for any documents not in English. You'll be sent a request for any relevant information at the appropriate point in the selection process, so please don't include these documents with your application.

#### **2. Medical fitness**

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

We will not start the appointment until the medical fitness for work, and any reasonable adjustments that may be required, are 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
- Your CV
- 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, Tuesday 7<sup>th</sup> May 2019.**

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

Subject area of research:
Name of Tutorial Fellow or Professorial Fellow at Somerville whose research area is the closest match to yours (see <a href="http://www.some.ox.ac.uk/about-somerville/somerville-people/">http://www.some.ox.ac.uk/about-somerville/somerville-people/</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, Tuesday 7<sup>th</sup> May 2019, as referees will not be approached by the College. Please do not send more than two references; additional references will not be considered.***