



**ST JOHN'S COLLEGE, OXFORD, in association with  
THE FACULTY OF PHILOSOPHY, UNIVERSITY OF OXFORD**

**Job Description and Selection Criteria**

<b>Post</b>	<b>Official (Tutorial) Fellowship in Philosophy and Associate Professorship or Professorship of Philosophy</b>
<b>College</b>	<b>St John's</b>
<b>Department/Faculty</b>	<b>Faculty of Philosophy</b>
<b>Division</b>	<b>Humanities</b>
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first five years.</b>
<b>Salary</b>	<b>Salary on a scale within the range £48,114 to £64,605 p.a. (plus substantial additional benefits including housing allowance of £14,257 p.a. or free college housing, as detailed below and a Supplementary Duties Allowance of £5,057 p.a.). Associate Professors who are awarded the title of full Professor may receive from the University an additional salary payment of £2,804 p.a.</b>
<b>Deadline for receipt of applications and references</b>	<b>12.00 noon GMT on Friday 3<sup>rd</sup> April 2020</b>

**Overview of the post**

St John's College and the Faculty of Philosophy invite applications from suitably qualified candidates for an Official Fellowship and Tutorship in Philosophy and Associate Professorship or Professorship of Philosophy. The person appointed will be expected to engage in advanced study and research in Philosophy, and to give high-quality tutorials, classes, lectures, and supervision at both undergraduate and graduate level.

Applications are sought from candidates whose areas of research specialisation include Metaphysics. The successful candidate will have a broad range of philosophical interests and expertise, and will have



the potential to enhance the high reputation of the Faculty of Philosophy in research and teaching. They will have, or be on the way to establishing, a record of internationally recognised scholarship and research and will be required to provide a high standard of research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students. The successful candidate will be required to give 16 lectures or graduate classes per year, give individual graduate supervisions, participate in examining, and take part in Faculty administration as instructed by the Chair of the Philosophy Faculty Board. For the College, the successful candidate will be required to give eight hours of tutorial teaching a week averaged over the three terms (twenty-four weeks) of the academic year; to share in organizing the tuition and pastoral care of students studying for joint schools (i.e. joint degree courses) involving Philosophy, and play a part in the annual admissions process for those courses; and to participate in the administrative work of the College.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the College and the Faculty of Philosophy, 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.

Informal enquiries about the post should be directed in the first instance to the Chair of the Philosophy Faculty Board ([christopher.timpson@philosophy.ox.ac.uk](mailto:christopher.timpson@philosophy.ox.ac.uk)), or to the Vice-President (Academic) of St John's College ([vice-president@sjc.ox.ac.uk](mailto:vice-president@sjc.ox.ac.uk)). Queries about the application process should be addressed to the HR Office at St John's ([HR@sjc.ox.ac.uk](mailto:HR@sjc.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, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and of college governing bodies, playing a role in the democratic governance of the University and their college. The successful candidate 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 career stages.

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, there will also be 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 successful candidate will be a member of both the Philosophy Faculty and the College communities. They will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publication and will have access to the excellent research facilities which Oxford offers. They will have a role to play in the governance of the College as a member of its Governing Body (a Charity Trustee).

The main duties of the post are as follows:

### **College duties**

The Tutorial Fellow will be expected to engage in advanced study and research, and will be required to share in organizing the tuition and pastoral care of students studying for degree courses involving Philosophy at St John's College, and to participate in the administrative work of the College. They will be required to give tutorials in Philosophy for eight contact hours each week during term-time, averaged over the three eight-week terms of the academic year. In addition, the Fellow will be required to share responsibility for the welfare of undergraduates in the subject, and will participate in the undergraduate and graduate admissions processes. The Official Fellow will also be responsible as a College adviser for overseeing the academic welfare of graduates in the College reading for graduate degrees in Philosophy.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background. The college has been very successful over the last fifteen years in combining academic excellence with admitting undergraduates from a broad range of social backgrounds.

The successful candidate will be expected to have a broad range of philosophical interests. They will be required to give tutorials in Logic and General Philosophy in the 'Introduction to Philosophy' course taken by first-year philosophers. See the following page on the University website for details of these papers:

<http://www.philosophy.ox.ac.uk/course-descriptions-first-public-examination-fpe>.

The successful candidate will also be required to teach for at least three advanced papers in Philosophy, including at least (101) Early Modern Philosophy or (102) Knowledge and Reality. An ability to offer (107) Philosophy of Religion or (108) The Philosophy of Logic and Language may be an advantage. A full list of advanced papers can be found on the Philosophy Faculty website:

<http://www.philosophy.ox.ac.uk/undergraduate/courses>.

The successful candidate will be a member of the Governing Body and a Trustee of St. John's College and will be expected to attend Governing Body meetings, and to participate in the administration and governance of the College.

### **University duties**

The main duties of an associate professor are as follows:

1. To undertake and to disseminate advanced research in philosophy.

2. Under the direction of the Philosophy Faculty Board, to design and deliver up to 16 lectures or classes over the year during term time to undergraduates and/or graduates; and to produce lecture notes, course materials, and reading lists as required.
3. To supervise and to teach graduate students for the Faculty and to participate as requested in the annual Faculty graduate admissions processes.
4. To participate in University examining, both undergraduate and graduate, as required.
5. To undertake an appropriate share of other Faculty administrative duties, dependent on career-stage, including service on committees or holding Faculty Offices.

External work exceeding 30 days per annum requires the approval of the College. No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments, and colleges their demands on them, so that time will be available for research.

Further information is given below under the two sets of 'Benefits, Terms, and Conditions'.

## Selection criteria

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows 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.

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 reduced as a result.

The objectives of St John's College and the University in making this appointment are to develop and strengthen the research and teaching capacities of the College and the Faculty of Philosophy, and to maintain and improve the position of Oxford University as a world-leading centre for research and teaching in Philosophy. The successful candidate will have published, or will have the potential to publish, research in Metaphysics that is original, important, and rigorous. Clear evidence of such achievement or potential will be crucial in the evaluation of candidates. The successful candidate will have the experience, skills, and commitment necessary for success both as a Tutor within the College and as an Associate Professor or Professor within the Faculty of Philosophy.

Below are the selection criteria for the post; **candidates should address these in their applications and ask their referees to do so in their letters of recommendation.**

### Essential

- a. A record of original, important, and rigorous published research in Metaphysics commensurate with the candidate's career stage. Candidates should normally hold a PhD or

be near completion: candidates who do not meet this requirement may be considered if they have attained a comparable level of publication.

- b. Evidence of excellence, or of the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students. This must include the ability to provide tutorial teaching in the introductory and advanced Philosophy papers listed under 'Duties of the Post' above, together with the ability to offer research-led undergraduate lectures and classes in Metaphysics.
- c. Evidence of excellence, or of the potential for excellence, in graduate teaching, along with the personal qualities needed to encourage a high level of achievement in graduate students. This must include the ability to provide one-to-one supervision for MSt and BPhil (i.e. Masters-level) and DPhil (i.e. doctoral level) students in Metaphysics, and the ability to conduct graduate classes.
- d. Evidence of the communication, interpersonal, time management and organizational skills necessary to undertake pastoral responsibilities and college administration.
- e. Evidence of experience at, or potential for, participating effectively in the other work required by the College and Faculty, including administration.

### Desirable

- a. Evidence of the potential to attract external funding for research.

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 specified 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

The closing date for the receipt of applications is 12.00 noon GMT on Friday 3<sup>rd</sup> April 2020. There is no application form. Candidates are asked to submit their application materials in the form of a single PDF file to [academic.vacancies@sjc.ox.ac.uk](mailto:academic.vacancies@sjc.ox.ac.uk)

Applications must include:

- Your full contact details including email and full postal addresses, and a telephone number;
- a covering letter or statement explaining how you meet the criteria set out above;
- a full CV and publications list;
- **TWO items of written work** (each about the length of a chapter or article but not exceeding 10,000 words (so not more than 20,000 words in total)), published or unpublished. Candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); (b) normally, at least one should be from the subject in which a major research interest is required; and (c) the work will be considered at the short-listing stage;
- the names and contact details (postal and e-mail addresses and telephone number) of three referees. Candidates must ask their referees to email their references directly to [academic.vacancies@sjc.ox.ac.uk](mailto:academic.vacancies@sjc.ox.ac.uk). Candidates who wish to approach a referee or referees only

if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) on the application cover sheet.

Both applications and references should reach the College no later than **12 noon GMT on Friday 3<sup>rd</sup> April 2020**. Late applications will not be accepted: **It is the responsibility of each applicant to ensure that their application arrives by the deadline.**

Candidates invited for interview will be asked to give a research presentation on 14<sup>th</sup> May and a short teaching presentation, aimed at an undergraduate audience, at which the audience may include undergraduate students and members of the selection committee. An interview with the selection committee will be held on 15<sup>th</sup> May.

All reasonable interview expenses will be reimbursed. Overnight accommodation can be arranged as required during the period 13<sup>th</sup>-15<sup>th</sup> May 2020.

Applications for this post will be considered by a selection committee containing members from St John's College and the Faculty of Philosophy. 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 St John's College and the Humanities Divisional Board, on the basis of a recommendation made by the selection committee. No offer of appointment will be valid therefore until and unless the recommendation has been approved by both the Governing Body of St John's College and the Humanities Board, and a formal contractual offer has been made.

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 adviser can provide support to applicants with a disability – 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 short-list you, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings: see [www.admin.ox.ac.uk/access/](http://www.admin.ox.ac.uk/access/).

Candidates are encouraged to include a completed equal opportunities monitoring form with their application and submit this as a separate PDF document. Your information will not form part of the selection process and will not be disclosed to the selection panel.

Should you have any queries about how to apply, please contact [HR@sjc.ox.ac.uk](mailto:HR@sjc.ox.ac.uk)

## **Information for Applicants for the Official (Tutorial) Fellowship in Philosophy and Associate Professorship or Professorship of Philosophy**

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.

### **St John's College**

Established in 1555 as a constituent college of the University of Oxford, St John's College fosters excellence in education and research and is now one of the largest among Oxford Colleges. Today, St John's is home to approximately 400 undergraduates and in excess of 200 graduate students. Most of the subjects on offer at Oxford University can be studied at the College.

The present Fellowship of the College includes 40 Tutorial Fellows, 11 Professorial Fellows, 14 Junior Research Fellows and 6 Supernumerary Teaching Fellows. All Fellows and some other staff are members of the Senior Common Room, which provides dining and social benefits. The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the President (the head of the College) and 60 Fellows. A vibrant international community, it fosters intellectual rigour, creativity, and independence in its students, teachers, and researchers. The College supports a range of research activities including discussions, seminars, workshops, public lectures and visiting scholar schemes, as well as the Research Centre, which particularly emphasizes interdisciplinary approaches. While scholarly publication is naturally at the heart of our research endeavours, the fellowship is also committed to informing policy and public debate, and to teaching that is informed by research findings.

Philosophy can be studied at St John's as part of an undergraduate degree in Philosophy, Politics and Economics (PPE), Literae Humaniores, and various Joint Schools. The College admits up to 17 undergraduates each year to read for these degrees. The successful applicant will work with Professor Alison Hills, Official Fellow in Philosophy and with colleagues in various subjects offered as part of a Joint School with Philosophy. Information about academic staff and all other aspects of the College is available on the St John's website at <http://www.sjc.ox.ac.uk>.

### **The Faculty of Philosophy**

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty or the colleges; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture: Oxford's Faculty of Philosophy performed outstandingly in the 2014 REF, with 51% of overall research activity assessed at the top grade of 4\*, ahead of all other UK philosophy departments. The Faculty's research culture is further enhanced by its three large research centres: the Oxford Uehiro Centre for Practical Ethics; the Future of Humanity Institute; and the Global Priorities Institute.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over one thousand students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 100 graduate students, about half of whom are

studying for the BPhil or the specialist MSt courses in Ancient Philosophy, Philosophy of Physics and Practical Ethics, and the rest for the DPhil. A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at:

<http://www.philosophy.ox.ac.uk/faculty-members>.

Further information about the Faculty can be found on its website at:

<http://www.philosophy.ox.ac.uk>.

Undergraduates studying Philosophy at Oxford are taught in two ways, through tutorials (which are arranged and usually given by College Fellows) and through lectures and seminars (which are organized by the Philosophy Faculty). The appointee will contribute to both forms of teaching. For the College, he or she will give tutorials for a range of introductory and advanced subjects. For the Philosophy Faculty, he or she will normally give undergraduate lectures (and/or graduate classes) in areas close to his or her research specialisation. The tutorial system is a unique feature of the Oxford teaching and learning experience. Our students are typically very able, committed, and well-motivated. Teaching them in very small groups (a tutorial typically involves a tutor and two students) allows the tutor to respond directly to students' ideas, to tailor teaching to the differing interests and enthusiasms of different students, and to develop the links between Philosophy and the other elements of each student's course of study. Tutorial Fellows at Oxford give tutorials both in the areas of their own research and in other broader areas (for example, some of the basic first-year and second-year courses) which reflect their interests and expertise, but are not necessarily the focus of their current research. Associate Professors participate in graduate teaching by supervising BPhil and DPhil students, and giving graduate classes. Further details of courses offered may be found on the Philosophy Faculty website at

<http://www.philosophy.ox.ac.uk/undergraduate/courses> and

<http://www.philosophy.ox.ac.uk/graduate-admissions>.

## **The Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 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. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).



The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Philosophy will move to the Schwarzman Centre upon the completion of the project.

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

## Benefits, Terms, and Conditions of the Tutorial Fellowship at St John's College

The person appointed to the Tutorial Fellowship in Philosophy will be required to provide eight contact hours of teaching per week during Full Term (each of Oxford's three Full Terms per year is eight weeks long). The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor's field(s) of specialisation. In addition to giving tutorials, Tutorial Fellows are normally expected to undertake the following: to meet with students at the beginning of every term to discuss their programme of work and at the end of each term to discuss their academic progress; to report on their students' progress at end of term Collections on one occasion during each academic year; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of term, where appropriate; to assist with College Open Days and outreach activities as appropriate for their subject; and to participate in the annual admissions exercise in December.

The person appointed will be a member of the Governing Body of St John's College (a Charity Trustee) and will be expected to play a part in the administration and governance of the College, to assist with the admission of undergraduates and postgraduates, and to assist where appropriate in advising the College's graduate students.

The Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College's Statute XIV and associated Bylaws) the College has adopted a retirement age of 30 September immediately preceding the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. 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. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in Philosophy shall itself terminate on the same date as the Associate Professorship.

External work exceeding 30 days per annum requires the approval of the College.

Each appointment (that by the College and that by the University) will be at an appropriate point on the following scale, with effect from 1 August 2019 (the figure in the 'Total Salary' column gives the total when the College and University salary are at the same point on the scale, which may not always be the case):

Scale point	Pay spine step for joint salary	Associate Professor		
		Grade 10a Tutorial Fellowship (College) (39S)		
		University salary	Notional college contribution	Model combined annual salary
11	52	£25,674	£38,931	£64,605
10	51	£24,928	£37,799	£62,727
9	50	£24,204	£36,701	£60,905
8	49	£23,500	£35,635	£59,135

7	48	£22,818	£34,600	£57,418
6	47	£22,155	£33,595	£55,750
5	46	£21,512	£32,619	£54,131
4	45	£20,887	£31,673	£52,560
3	44	£20,281	£30,753	£51,034
2	43	£19,692	£29,861	£49,553
1	42	£19,121	£28,993	£48,114

A Housing Allowance (currently £14,257 p.a., provided the Fellow does not occupy residential accommodation wholly provided by the College) and a Supplementary Duties Allowance (currently £5,057 p.a.) are available, together with a study/teaching room in College. The College also offers a Joint Equity Scheme to assist in house purchase.

An Official Fellow and Tutor at St. John's is entitled to meals in College free of charge when the kitchens are open, and to an entertainment allowance (currently £380 per annum). In addition, the College operates a scheme whereby Fellows' research costs (including travel and books) can be reclaimed, up to a current maximum of £5,000 per annum. Newly appointed Fellows are provided with suitable computer equipment at the beginning of their employment, replaced at regular intervals during the period of their appointment. Private health insurance is also available.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The Fellow will be entitled to apply for sabbatical leave from College duties, without deduction of stipend, at the rate of one term's leave for every six terms of service. An Official Fellow of the College is entitled to apply to the Governing Body for one three-year period of reduced teaching after the completion of ten years' service.

Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that (i) they have sufficient English language skills and (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at:

[www.gov.uk/tier-2-general/overview](https://www.gov.uk/tier-2-general/overview).

### **Equal Opportunities**

St John's College is an Equal Opportunities Employer. Further information can be obtained on the College website at: <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>

## **Benefits, Terms, and Conditions of the Associate Professorship**

### **Salary**

The University component of the salary will be on the scale for Associate Professors (£19,121 - £25,674). The combined College and University salary will be on a scale up to £64,605 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 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 and its Colleges are 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, Oxford SU (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/).

### **Offer of employment**

See above under 'How to Apply' for information about the circumstances in which an offer of employment is valid.

### **Pre-employment screening**

The appointment of the successful candidate will be subject to appropriate pre-employment screening by the University and the College. 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/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/>.

## **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).