



## Job Description and Person Specification

<b>Post</b>	<b>Sackler-Clarendon Associate Professorship of Sedimentary Geology and Sackler Fellow in Earth Sciences</b>
<b>Department/Faculty</b>	<b>Earth Sciences</b>
<b>Division</b>	<b>Mathematical, Physical and Life Sciences</b>
<b>College</b>	<b>St. Peter's College</b>
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement upon completion of a successful review.</b>
<b>Salary</b>	<b>Salary on a scale within the range £43,745 - £58,739, plus £7,320 p.a. taxable and pensionable College housing allowance and other benefits</b>

### Overview of the post

Applications are invited for the post of Sackler-Clarendon Associate Professor (or Professor) of Sedimentary Geology to be held in the Department of Earth Sciences with effect from 1 August 2014 or as soon as possible thereafter. The successful candidate will work at the Department of Earth Sciences and will also be appointed to a Tutorial Fellowship (the Sackler Fellowship in Earth Sciences) at St Peter's College.

The University of Oxford uses the grade of Associate Professor for most of its senior academic appointments. Associate Professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

We are seeking to appoint a scientist whose research expertise complements the existing research strengths of the Department and other researchers at the University of Oxford. The successful candidate may come from across a broad range of disciplines related to sedimentary processes. This includes scientists researching sedimentary geology, petrology, and sedimentology, and those using expertise from a wide range of related disciplines (e.g. stratigraphy, palaeontology, mineralogy, geochemistry, geomorphology, tectonics) to study sedimentary processes. and

deposits. We will look favorably on those whose research involves fieldwork, although those without a field component to their work are not excluded.

The successful candidate will be required to carry out research that will contribute to the Department's research reputation; to make applications to secure outside funding to maintain a research group; to teach, supervise and examine undergraduate and postgraduate research students; and to contribute to and participate in the administration of the Department.

Academic or scientific enquiries about the post should be addressed to Prof. Gideon Henderson at [gideonh@earth.ox.ac.uk](mailto:gideonh@earth.ox.ac.uk) or telephone: +44 (0)1865 282123. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level and the Department a Silver Award. Contact [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford.

## **Duties of the post**

The Associate Professor will be a member of both the University and the College community. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. She or he will have a role to play in the running of the College as a member and trustee of its Governing Body.

For the **University** the post-holder will be expected:

### *Research*

- to engage in high-level original research in in the broad area of sedimentary geology and thus to contribute to the Department's research reputation;
- to secure research funding and engage in the management of research projects;
- to disseminate his/her research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.

### *Teaching*

- to carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
- to supervise research students.

(Details of the undergraduate course in Earth Sciences are available at [http://www.earth.ox.ac.uk/undergraduate\\_course](http://www.earth.ox.ac.uk/undergraduate_course))

### *Examining*

- to take part in University examining as and when requested to do so.;

### *Administration*

- to participate in the administration of the Department as and when requested by the Head of Department.

The main duties of the **College** post are as follows:

- to engage in advanced study and research;
- to give six weighted<sup>1</sup> hours per week of tutorials during the eight weeks of full term, averaged over the year (see below for a definition of 'weighted' hours).
- to assume responsibility for the teaching of Earth Sciences within the College. This responsibility includes relevant administration and undergraduate admissions.
- to have responsibility for academic and pastoral care for undergraduate students;
- to share responsibility for College graduate admissions in Earth Sciences and related subjects and to act as College Adviser for graduate students in Earth Sciences and cognate subjects;
- to take part in the governance and administration of the College by participation in the Governing Body and other committees and by acting as a Trustee of the College.

## Person specification

Applications will be judged only against the criteria set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender on selection committees wherever possible.

Candidates for the post will be assessed according to the following selection criteria, taking account of the particular stage reached in the candidate's career:

- a) A doctorate in the field of sedimentary geology or a related area.
- b) Evidence of substantial research accomplishment and potential in the field of sedimentary geology and/or related subjects.
- c) Evidence of ability to lead an internationally excellent research programme and to attract external funding for it.
- d) Evidence of a substantial and realisable research plan, able to contribute to the international reputation of the Department and to the state of the art in the candidate's field.
- e) Ability to teach effectively a range of topics within the fields of the Earth Sciences degree courses including to high-achieving undergraduates in the tutorial context; Ability to supervise graduate students;
- f) Excellent interpersonal skills necessary for undertaking teaching and the pastoral care of students;
- g) Ability and willingness to undertake the full range of administrative duties both within the Department and the College.

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<sup>1</sup> The College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour: a single tutorial is one notional hour; a paired tutorial, 1.25; a trio, 1.5; with the weight rising to around 2.0 for a class of 8 or 9 students.

- h) A track record of obtaining research grants;
- i) Experience of research collaborations at national and international level;
- j) Experience of supervising research students.

## How to apply

There is no application form. 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, including a brief summary of your research interests and plans
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of **three** referees.

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

Applications should be sent electronically to Emma Hickman ([emmah@earth.ox.ac.uk](mailto:emmah@earth.ox.ac.uk))

The deadline for applications is **15th April 2014**.

Enquiries about any research or teaching aspect of the post should be addressed to Prof. Gideon Henderson ([gideonh@earth.ox.ac.uk](mailto:gideonh@earth.ox.ac.uk)).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Earth Sciences and St. Peter's 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 Mathematical, Physical and Life Sciences divisional board and the governing body of St. Peter's 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.

# Essential Information for Applicants for the Sackler-Clarendon Associate Professorship of Sedimentary Geology

## The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at <http://www.admin.ox.ac.uk/pras/planning/>.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and 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 nearly 10,000, nearly 45% of the full-time students. 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](http://www.ox.ac.uk)

## The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

## The Department of Earth Sciences

The Department of Earth Sciences has an academic staff of 31 who carry out world-class research programmes in geology, geophysics, and geochemistry, covering much of modern Earth Sciences. In addition there are more than 60 other postdoctoral and research staff, and about 60 postgraduate students. The Department moved in 2010 into a new, purpose built building providing substantial dedicated laboratory, office and teaching space. *Research Environment*

The Department has research programmes covering a broad range of modern Earth Sciences. These includes loose groupings in (i) geophysics and geodynamics; (ii) planetary evolution and materials; (iii) oceanography, climate and paleoenvironment; (iv) paleobiology and evolution; (v) geodesy, tectonics, volcanology, and related hazards, and (vi) earth resources.

The Department has one of the best-equipped geochemical laboratories in the world, and the geochemistry group carries out research over a broad range of areas from planetary evolution to palaeoclimate and modern climate change. The Department's record in field-based research is also outstanding, with strong collaborative programmes in continental deformation and metamorphism, palaeoenvironments, stratigraphy, sedimentology, palaeomagnetism, and palaeobiology.

In addition to extensive leading-edge laboratory facilities associated with research groups in geochemistry, palaeomagnetism, ultra high-pressure materials and mineralogy, the Department has a well-developed unix-based computer network which is used by, among others, research groups in geodesy, physical oceanography, seismology, mineral physics, fluid mechanics and geochemistry. The department also has a well-equipped workshop with high-precision engineering facilities. There are also laboratories for thin-section preparation and rock crushing. The Radcliffe Science Library, which has extensive holdings of scientific periodicals and books, is nearby. There is also a good working library within the department.

### *Teaching*

The strong sense of community in the Department allows its research excellence to translate into highly effective teaching, not only in lectures and tutorials but also in the close contact afforded by laboratory and field teaching, the latter currently in England, Scotland, Wales, Bermuda and Greece. We provide a broadly based education in the earth sciences, encompassing observational, experimental, and quantitative aspects of the subject, and constituting an excellent foundation for careers in academic research and industry. Between 30 and 40 students are admitted each year to read for the degrees of BA (three-year course) and M.Earth.Sc. (four-year course). Students studying for the four-year degree take optional specialist lecture/seminar courses and undertake a research project during the fourth year spanning 2.5 terms.

Each undergraduate spends some 90 to 100 days in the field, comprising instructional field courses, day excursions to study local geology, and an independent mapping project carried out during the summer following the second year. The field courses and excursions are organized and run by members of the academic staff.

The course is supported by an extensive system of tutorials. Eight of the academic staff are tutorial fellows or assume a similar role in colleges that admit undergraduates in Earth Sciences. Most tutorials are given by academic staff who are also tutorial fellows of undergraduate colleges, though many non-tutorial fellows also participate in small-group teaching of undergraduates, in tutorials, in small classes, or in 4th-year project work.

For further information about the department please visit [www.earth.ox.ac.uk](http://www.earth.ox.ac.uk) .

## St. Peter's 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.

St Peter's College was founded in 1928. The buildings, in a central but quiet location on the site of the medieval New Inn Hall, range in date from Linton House of 1794 and Canal House of 1828 - both former headquarters of the Oxford Canal Company - through the former parish church of St Peter-le-Bailey, built in 1874 and now the College Chapel, to residents' blocks of the 1930s, 1970s and 1980s. Additional student accommodation is provided in more modern annexes, the most recent of which is adjacent to the Oxford Castle site. The College currently comprises a Master, Mark Damazer CBE, and 65 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, about 120 graduate and 350 undergraduate students, 25 Visiting Students and 90 members of administrative and domestic staff. St Peter's provides a friendly and supportive community for students and academics.

The College's Tutorial Fellowship in Earth Sciences is fully endowed through a generous gift from the Dr. Mortimer and Theresa Sackler Foundation. Professor Jo Cartwright, Shell Professor of Earth Sciences, is a Senior Research Fellow and Dr Tracy Aze, a palaeobiologist based at the Oxford University Museum of Natural History, is a Junior Research Fellow.

St Peter's normally admits around three or four students per year to read Earth Sciences at undergraduate level. The appointee will be required to provide six weighted hours of undergraduate 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 specialization. In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of each term; to assist with College Open Days; and to participate in the annual admissions exercise in December.

Tutorial Fellows are asked to share between them the task of acting as College Advisor to graduate students in their own and cognate subject areas. St Peter's currently has four students registered for doctoral programmes in the Department of Earth Sciences.

The person appointed will be a member of the Governing Body of St Peter's College (a Charity Trustee) and will be expected to play a part in the administration of the College.

Further information about the duties of a Tutorial Fellowship is provided in Annex A (The Tutorial Fellowship: General Template of Duties)

### ***College terms and conditions***

The successful candidate will be appointed on a combined University and College salary scale, the College component of which is £7,056 to £9,475 p.a.

Non-resident Official Fellows of St Peter's College receive a Housing Allowance of £7,320 p.a., which is taxable and is included in the gross salary for purposes of superannuation. In addition, Official Fellows have access to a personal academic budget of £879 p.a. and receive an annual entertainment allowance of £260. The Fellowship carries entitlement to office space in College, to membership of the Senior Common Room (subscription £30 per term) and to Common Table

rights, with an entitlement to meals free of charge when the kitchens are open (they are occasional short closure periods, usually during the vacation).

The College operates a joint equity scheme that may assist Fellows with the purchase of property locally. All College staff are entitled to subscribe to the Oxford Colleges' Healthcare Plan. Further details of both schemes are available from the Finance Director [helen.fowweather@spc.ox.ac.uk](mailto:helen.fowweather@spc.ox.ac.uk).

Official Fellows are entitled to apply to the Governing Body for one term's sabbatical leave in every seven, in accordance with the College's by-law.

Official Fellows are eligible but not compelled to join the Universities Superannuation Scheme; but the rules of the Scheme require that the decision in respect of the College employment must conform to that in respect of the University employment.

# Appendix: General Description of Duties for Tutorial Fellows in Oxford Colleges

## 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 one of three forms of Associate Professorship: an Associate Professorship (with or without a Tutorial Fellowship), an Associate Professorship (Common University Fund) or an Associate Professorship (Faculty Lecturer). 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 obliged 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 supervision 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 (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the

regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. 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, and this will normally cover the following areas:

- (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) organising the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) working with College Officers (see Section 4);
- (g) recommending and selecting books and online materials for their subject area in the College Library;
- (h) delegating responsibilities (a)-(g) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

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 for the periods of Full Term, although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods of time during Full Term. Oxford Colleges offer strong pastoral support to their undergraduate and graduate students. Here Tutorial Fellows play a key role. They will normally have responsibility for the oversight of the academic and general welfare of a group of undergraduate students in their subject area in their College, and will act as a 'personal tutor' or equivalent for these students. They will also act as 'College Adviser' for a number of graduate students in their College. While Tutorial Fellows are not expected to take responsibility for the medical and pastoral care of their students, they will often act as the first point of contact for students who are having difficulties. 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 where 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. College Officerships (Senior Tutor, Tutor for Undergraduates, Tutor for Admissions, Tutor for Graduates, Tutor for Welfare, Dean, at St Peter's) may be taken by Fellows who hold them on a full-time basis, or by Tutorial Fellows who hold them 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. Tutorial Fellows are expected not only to take part in the governance of the College but also to take a fair turn in performing College Officerships, although it is accepted that Tutorial Fellows will not normally be asked to take on these roles in their probationary period (or in the first five years, if their probationary period is shorter than that).

# Standard Terms and Conditions

## *Salary, benefits and pension*

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe.

Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. Departments may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the faculty/department may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,600 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,327 - £75,927 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

## *Length of appointment*

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

## *Sabbatical leave and outside commitments*

The appointee may apply for sabbatical leave to allow her or him to focus on 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.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>.

Guidance on ownership of intellectual property (<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml>) and managing conflicts of interest

(<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>) is also available on the university website.

#### *Relocation expenses*

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

#### *Family support*

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

#### *Facilities and services*

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <http://www.admin.ox.ac.uk/eop/disab/>.

#### *Equality of opportunity*

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

#### *Medical questionnaire and the right to work in the UK*

The appointment will be subject to the satisfactory completion of a medical questionnaire and the 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 (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

### *Special arrangements*

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

### *Data Protection*

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>2</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

## **ANNEXE**

### **PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS**

(with effect from 1 August 2013)

<b>Grade (30S)</b>				
<b>Scale point</b>	<b>National Pay spine</b>	<b>University Salary</b>	<b>College Salary</b>	<b>Total Salary</b>
11	52	£49,264	£9,475	£58,739
10	51	£47,832	£9,199	£57,031
9	50	£46,443	£8,932	£55,375
8	49	£45,093	£8,672	£53,765
7	48	£43,783	£8,421	£52,204
6	47	£42,512	£8,176	£50,688
5	46	£41,277	£7,939	£49,216
4	45	£40,079	£7,708	£47,787
3	44	£38,916	£7,484	£46,400
2	43	£37,786	£7,267	£45,053
1	42	£36,689	£7,056	£43,745

<sup>2</sup> But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.