

## Job Description and Person Specification

<b>Post</b>	Associate Professorship in Modern European History, post-1780
<b>Department/Faculty</b>	Faculty of History
<b>Division</b>	Humanities
<b>College</b>	Lady Margaret Hall
<b>Start Date</b>	1 October 2022, or as soon as possible thereafter
<b>Contract type</b>	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
<b>Salary</b>	<b>£48,114 to £64,605 per year</b>

### Overview of the post

We are seeking a highly motivated historian of the Revolutionary World (focusing on the period 1780-1830), with a preference for applicants with a research interest in France, Italy and/or Spain. The successful candidate will have the potential to enhance the high reputation of the Faculty of History, and of the College, in research; will have a proven record of internationally-competitive scholarship and research appropriate to their career stage; and will be expected to provide a high standard of research-led teaching (both undergraduate and graduate) for the Faculty and for the College. We welcome applications from candidates at all career stages, provided they have a doctorate. We encourage applications from women, people with disabilities and Black, Asian and minority ethnic candidates, all of whom are historically under-represented in Oxford.

The appointee will be a member of the Faculty of History and a fellow of Lady Margaret Hall. The post is tenable from 1 October 2022 or as soon as possible thereafter. The deadline for applications is 12 noon (UK time) on Friday 18 March 2022. Interviews are expected to take place in the week beginning 18 April (18 April excepting) they may be online.

This post is an exciting and demanding one in which you will conduct advanced research; give lectures, classes and tutorials; teach on existing courses as well as develop your own teaching options; supervise, support and examine students at the undergraduate and graduate levels; and play a part in the academic life and the administrative work of the History Faculty and Lady Margaret Hall. 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.

Enquiries relating to the academic college elements of the post should be addressed to Dr Grant Tapsell (email [grant.tapsell@lmh.ox.ac.uk](mailto:grant.tapsell@lmh.ox.ac.uk)). Queries relating to the Faculty elements of the post should be directed to the Chair of the History Faculty Board, Professor Rob Iliffe (email: [robert.iliffe@history.ox.ac.uk](mailto:robert.iliffe@history.ox.ac.uk)). The Senior Tutor at LMH, Dr Anne Mullen, is happy to be approached to discuss any non-academic aspects of the post (email: [senior.tutor@lmh.ox.ac.uk](mailto:senior.tutor@lmh.ox.ac.uk))

All enquiries will be treated in strict confidence; they 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 college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

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

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

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

## **Duties of the Post**

You will be expected to engage in advanced study or research in the field of Modern European History, post-1780 (with a focus on the period 1780-1830). You will also be expected to give high-quality lectures, classes and tutorials in History at both undergraduate and graduate level, and contribute to the teaching, research, and academic administration of the Faculty and the College.

The main duties of the post are as follows:

### **(i) For the Faculty of History and Lady Margaret Hall**

- to engage in intellectually exciting historical research and publication, working with students and colleagues to develop the field in new directions, encourage research achievement, and nurture a research culture among junior colleagues and research students;
- to maintain a successful publication record (appropriate to the stage of career, and accounting for career breaks) and contribute to the Faculty's REF submission;
- to develop and submit grant proposals to support your own research portfolio and contribute to the growth of the Faculty's distinctive areas of expertise;

**(ii) For Lady Margaret Hall**

The successful applicant will be expected to teach a range of relevant modern European and World History outline papers for first and second year students - e.g. European and World History 4: 1815-1914 (State, Nation, and Empire) for first years; European and World History 8: Enlightenments and Revolutions: 1680-1848 (for second years); and European and World History 10: A Liberal Century? Europe 1825-1925 (for second years) - as well as some of the more detailed text-based optional, further, and special subjects offered within the Faculty. These include: Optional Subject: Revolution and Empire in France 1789-1815; and Further Subject: Nationalism in Western Europe 1799-1890 (for second years). The successful applicant will also be expected to contribute to the college provision of historical methods papers for first and second year students - currently including Historiography: Tacitus to Weber; the language options (e.g. Tocqueville or Vicens Vives); and the compulsory paper Disciplines of History (divided between sections on historiography and comparative history). Finally, there will be opportunities to supervise third-year undergraduate dissertations within the modern European field.

- To organise the teaching of History and the pastoral supervision of undergraduates reading History (and Joint Schools with History) at LMH. This includes holding meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; arranging tuition by colleagues in other colleges, as required; writing brief termly reports on students' academic progress; and setting, marking, or arranging to have marked mock examination papers ('collections') at the beginning of each term.
- To appoint and oversee the work of College Lecturers in History.
- To assist with College Open Days; and to play a role in access and outreach work.
- To take a lead role in the annual undergraduate admissions process for History and its joint schools at LMH, in liaison with Fellows in related subjects.
- To act as a College Graduate Advisor for graduate students of LMH reading for degrees in History and related areas.
- To undertake a reasonable share of College administrative duties.
- To act as a Trustee of the College (as a member of the Governing Body) and to contribute to the intellectual and social life of the College.

### **(iii)For the Faculty of History**

At undergraduate level, the successful applicant will be expected to contribute to teaching and developing a range of relevant modern European and World History outline papers for first and second year students - e.g. European and World History 4: 1815-1914 (State, Nation, and Empire) for first years and a planned new outline paper in modern Global History; European and World History 8: Enlightenments and Revolutions: 1680-1848 (for second years); and European and World History 10: A Liberal Century? Europe 1825-1925 (for second years). Details of these papers are available [here](#).

The successful applicant will also be expected to offer two of the more detailed text-based Optional, Further and Special Subject papers aimed at first, second and third-year students in the field of European History and World History post 1780. See [here](#) for details of the Optional, Further and Special Subjects currently offered. The appointee will have the opportunity to develop for the Faculty new specialised papers in which the history of Revolutionary World is central.

At graduate level, they should be willing to contribute to teaching for the British and European History 1700-1850 Strand and the Modern European History strand of the MSt/MPhil in History. They will also have the opportunity to develop an attractive Option course. See [here](#) for details of the Option courses currently offered. They will also be expected to attract and supervise Postgraduate Research students; we currently have c.50 DPhil students with post-1780 European interests.

The appointee will be required to provide sixteen periods of class teaching and lecturing per year for the History Faculty, and to offer supervision for Masters and Doctoral students.

### **General duties**

1. To engage positively and proactively with the academic community in the Faculty, and to play an active role in the administrative work of the Faculty.
2. To support the shared academic endeavours of the History school at LMH and its strong commitment to academic guidance and pastoral support for undergraduate students as well as to offer advisor support for some of the History graduate students at LMH. The History tutors support a flourishing student-run History Society involving a couple of speaker meetings and a social event most terms, as well as continuing to develop an outstanding History collection in the College Library.

### **Additional information about College teaching arrangements**

The appointee will be required to provide eight hours of teaching per week during Full Term (each of Oxford's three full terms per year is eight weeks long) for LMH. The teaching for LMH is likely to be made up through 'exchange' tutorials, given to undergraduates from other colleges in the tutor's field(s) of specialization.

College teaching is mainly in tutorials of two or three students. Tutorials consist of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking and discussion of submitted essays. For further information about College responsibilities. See 'The Tutorial Fellowship: General Template of Duties' appended to this document.

## Selection Criteria

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

We are 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 both female and male members of the selection committee. Candidates at interview will normally be asked about their experience of promoting equality, diversity and inclusivity in their teaching.

Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may affect the quantity of candidates' publications.

Qualifications and experience	
Essential	A doctorate and an internationally recognisable academic and research track record within Modern European and World History, post-1780, appropriate to the career stage and individual circumstances
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students in <b>Modern European History</b> , and a proven ability to foster a high level of achievement in students
Essential	Alertness and sensitivity to the welfare needs of students
Desirable	A successful track record of doctoral supervision
Desirable	Experience of curriculum and pedagogical design and development
Research and public engagement	
Essential	Clear plans for future research and the ability to attract funding
Essential	Ability to contribute high-quality publications to the Faculty's future REF submissions (REF: the UK-based Research Excellence Framework)
Essential	Broad vision and sufficiently wide historical interests to effectively contribute to the long-term development of the subject at Oxford, to the maintenance and further development of interest in the subject.
Desirable	Evidence of active contribution to academic communities at national and international conferences
Desirable	Evidence of effective public engagement with research, and of promoting the subject beyond academia
Personal effectiveness	

Essential	Outstanding communication and interpersonal skills
Essential	Ability to build and develop internal and external networks and act as an ambassador to and for the University and the College
Essential	Professionalism as a colleague and proven track record of excellent collegial working relationships with others
Desirable	Experience of promoting equality and diversity within an academic environment
<b>Technical skills</b>	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software (training will be provided)
Desirable	Ability to utilise technological innovations to improve teaching and research

## How to Apply

Applications should be submitted by email to [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk) to arrive not later than 12 noon (UK time) on Friday 18 March 2022.

Your application should comprise:

- A full CV and publications list;
- A supporting statement explaining how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time taken to care for dependants);
- A separate statement detailing your current and future research plans.
- Three references (see information below)
- An equal opportunities monitoring form (optional)

All applicants will be sent an emailed confirmation of receipt of their application as soon as possible after it arrives. This will be sent to the email address from which the application was sent, unless specified otherwise by the applicant. We will communicate with applicants by email; please state clearly in your application if email communication is problematic for you. Please check your spam/junk mail regularly to ensure that you receive all emails.

Candidates who are short-listed for the post will be notified by email and will be invited to interview at Oxford in the week commencing 18 April 2022. Please state clearly in your application if this date is problematic for you.

Please note that shortlisted applicants will be required to submit a piece of written work. This can be an article or chapter, published or unpublished, but should be chosen to best showcase your work. It should be no longer than 8,000 words.

## References

Candidates should request that three referees email their reference directly to the HR Officer ([academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk)).

Applicants should provide each referee with a copy of these Further Particulars and should ensure that the references arrive by the closing date for applications (noon Friday 18 March 2022).

Emailed references will be accepted only if they are sent directly from the referee and from an institutional email address. Applicants are responsible for ensuring that their references are sent in by their referees. The shortlisting process will include consideration of references. Candidates who wish a referee to be approached only with their specific permission and/or if they are being called for interview, long-listed, on the final short-list, or when they are in receipt of a conditional offer are asked to state such requirements explicitly alongside the details of the relevant referee(s).

There will be two elements to the interview process. Shortlisted applicants will be asked to prepare and deliver a teaching presentation (full details will be provided) and they will also have a panel interview for the post which will cover the main selection criteria.

For any procedural queries about the application process, please contact [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk)

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

Lady Margaret Hall is an Equal Opportunities Employer. A principal aim of LMH's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

## Further Information for Applicants

### Lady Margaret Hall

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

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.

Lady Margaret Hall (LMH) was founded in 1878, originally as a women's college; it became co-educational in 1979. The current Governing Body comprises some 47 Fellows, predominantly Tutors of the college from a wide range of subjects. There are approximately 440 undergraduates and 330 graduate students in residence, across a broad range of subjects. The College values

excellence, diversity and community in the context of developing knowledge and understanding and it is proud to be the only College in Oxford to have achieved a Gold 'Investors in People' award. The College is situated about a mile from the centre of the city in 13 acres of grounds on the banks of the river Cherwell. The College is close to the science area of University, with only the University Parks in between. The Radcliffe Humanities Quarter is only half a mile from LMH.

History at LMH is supported by two Tutorial Fellows, Dr Grant Tapsell, an Early Modern British historian, and the retiring Mike Broers, Professor of Western European History. We also have a College Lecturer, Professor George Garnett, who is Tutorial Fellow at St Hugh's College and teaches medieval history, and we also have a College Lecturer, Dr Josh Gibson, who works on late-eighteenth and nineteenth-century Britain. History colleagues work closely with colleagues in the joint degree programmes we offer: Dr Christina Kuhn (Ancient History), Dr Robin Harding (Politics), Professor Marie-Chantal Killeen (French) and Professor Xon de Ros (Spanish).

The College admits 14 undergraduates per year to read History and for History joint degrees. We currently have 44 undergraduates on course. Along with Dr Tapsell, the appointee would be responsible for selecting these students, and for organising and monitoring the teaching for these students. The College admits a small number of graduate students and visiting students in History, and where such students are admitted the appointee will take a share of the responsibility for decisions on admissions and oversight of these students on course. LMH currently has 13 students registered for graduate degrees in History, 8 for the D. Phil.

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

In addition to the salary, as a Fellow of Lady Margaret Hall, the successful candidate would be entitled to the following (at 2021/22) rates):

- One-bedroom, self-contained, residential accommodation in college. *You will be responsible for any benefits in kind assessed by HMRC for the provision of this accommodation and the College will bear no liability.* If living out of college with the permission of Governing Body, you will receive a housing allowance of £9,572 *per annum*. You may participate in a shared equity housing scheme (for details of both please contact the Treasurer at LMH: [treasurer@lmh.ox.ac.uk](mailto:treasurer@lmh.ox.ac.uk)). Where a Fellow lives out of College, a college room will be provided for teaching and study.

A research and book allowance, currently £1,604 per annum, repayable on submission of receipts to the Senior Tutor.

- Allowance against expenditure on the entertainment of students, currently £31 per student per year.
- Common Table, that is, all meals at Lady Margaret Hall's expense throughout the year whenever the kitchens are open (all drinks and formal desserts are payable by the Fellow).
- Membership of the Oxford Colleges Health scheme (at her/his own expense).
- An allowance of £1,050 towards the purchase of a computer (for new Fellows, on appointment only).
- Sabbatical leave from the College for research purposes, subject to satisfactory replacement teaching and pastoral arrangements at the rate of one term's sabbatical for every six terms' teaching.

- Flu jabs - All College staff are offered a free annual flu jab, administered at work
- Help with Childcare costs - The College operates Childcare Salary Sacrifice schemes to help meet the costs of nursery, child-minders, nanny and after school club costs.
- Parking - There is parking facility available on site
- Cycle to Work Bicycle Purchase Scheme - The College subscribes to the cycle to work scheme for the purchase of a bicycle and associated safety equipment, offering discounts on purchase price and an interest-free loan over 12 months.
- Bus and Train Season Tickets - Help can be given to purchase discounted bus and train passes, repaid over 12 months.
- Eye Tests for VDU - You will be entitled to have your eye test paid for. If you require spectacles specifically for VDU use, the College will contribute towards the cost.
- Sports Facilities - The College has a small on-site gym which is available for staff use (for a small fee). Staff may also apply to join many of the sports clubs available through the University of Oxford, though priority is given to students. Further information is available at [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities)

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

### **The Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 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 innovative 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.

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

### **The Faculty of History**

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history, and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres. The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality.

### **Modern European History at Oxford**

The history of early modern and modern Europe is a major area of strength in the Oxford History Faculty, with ten associate professors and two statutory professors working in the field, and a thriving [Centre for European History](#). Particular clusters of interest are intellectual history, popular culture, religion, global encounters, childhood and the family. The [Long Nineteenth Century Seminar](#) brings together a dynamic group of historians from all levels of the Faculty for regular conversation and exchange focusing on a termly theme in European history. The Faculty also has developed major strengths in modern global history, with ten associate professors in the field and three full professors, as well as a very successful, multi-period [Centre for Global History](#). The Faculty is a leading centre of research in [Women's history and Gender History](#) supported by the [Centre for Gender, Identity and Subjectivity](#), with 2021 seeing the first appointment to the [Hillary Rodham Clinton Chair in Women's History](#) and the launch of a new Masters Strand in Women's Gender and Queer History. The Faculty is seeking to further develop expertise in Queer History, and we are working to expand research and teaching expertise on the History of Race. Alongside this, the Faculty is committed to expanding its strengths in Environmental History, Atlantic History and Latin American History. We are also fully engaged with Oxford's research centre for the Humanities, [TORCH](#), which regularly explores contemporary themes in an interdisciplinary manner.

### **The History of the Revolutionary World (1780-1830)**

The Faculty sees this post as crucial to build on and extend our research strengths in modern European History, and particularly for developing research expertise in the history of France, Italy and / or Spain in the Revolutionary period. We have a cluster of scholars working in the modern history of the Francophone world: [Professor Martin Conway](#), [Professor Christina de Bellaigue](#), [Professor Abigail Green](#), [Professor Ruth Harris](#), [Professor David Hopkin](#), [Professor James McDougall](#), and [Dr William Clement](#), and a number of scholars whose work focuses on the period in other areas, including [Professor Katherine Paugh](#) and [Professor Meleisa Ono-George](#). The appointee will also benefit from working alongside a cluster of scholars working in early modern French, Italian and Spanish history: [Professor David Parrott](#), [Professor Erica Charters](#), [Professor Filippo de Vivo](#), [Professor Giuseppe Marcocci](#). We also work closely with colleagues in the [Faculty of Medieval and Modern Languages](#).

With the size of its History Faculty, its lively and varied research seminars and the major resources for research, which include, among others, the outstanding collections of the Bodleian Library and the University museums, Oxford offers a uniquely attractive research environment.

The Faculty provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- A standard sabbatical leave system, with the possibility of additional special leave
- Peer mentoring and career development review of research plans and progress
- Research collaborations with other institutions
- Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through research centres
- Support of, and engagement with, interdisciplinary teaching
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its post holders to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. Biennial career

development reviews identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Post holders can apply for seed-corn funding for specific research projects from the University's John Fell Fund, which can then help applicants to secure major external funding. In addition, to assist newly-appointed post holders in the development and publication of their research, Faculty funds are available for each new post holder to hold a workshop at which colleagues can discuss drafts of their next monograph.

More information about the Faculty can be found at: [www.history.ox.ac.uk](http://www.history.ox.ac.uk)

### **About the University of Oxford**

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

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

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

### **University Benefits, Terms and Conditions**

## Salary

The combined University and College salary will be on the scale for Associate Professors, £48,114 to £64,605 per year.

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 Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

## Pension

The University offers generous pension provision. Associate Professors are offered membership of the Universities Superannuation Scheme. Details are available at <https://finance.web.ox.ac.uk/uss>

## Sabbatical leave

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

## Outside commitments

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and managing conflicts of interest <https://researchsupport.admin.ox.ac.uk/governance/integrity>

## 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 <https://www.ox.ac.uk/about/organisation/governance> and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> 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 <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. 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, please see <https://childcare.admin.ox.ac.uk/home>.

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 <https://hr.admin.ox.ac.uk/my-family-care>

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/).

### **Welcome for International Staff**

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at [welcome.ox.ac.uk](http://welcome.ox.ac.uk).

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

### **Relocation**

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

### **Promoting diversity**

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see [www.admin.ox.ac.uk/eop/](http://www.admin.ox.ac.uk/eop/) for details.

## Other benefits and discounts for University employees

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice-Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

## Pre-employment screening

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-checks>.

## Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>

## *Data Privacy*

Please note that any personal data submitted to Lady Margaret Hall as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the [LMH Privacy Notice](#).

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## Offer of employment

Applications for this post will be considered by a selection committee containing representatives from the College and the History Faculty. 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 Lady Margaret Hall and the Humanities divisional board and 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 and divisional board, and a formal contractual offer has been made.

## Appendix A

# The Tutorial Fellowship: General Template of Duties for Tutorial Fellows in Oxford Colleges

## The Tutorial Fellowship: General Template of Duties

### 1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship<sup>1</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

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<sup>1</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

## **2: Research**

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

## **3: Teaching and support**

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

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

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

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

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

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

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

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