



Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Indian Philosophy
Department/Faculty	Faculty of Philosophy
Division	Humanities
College	Lady Margaret Hall
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined University and College salary: £50,300 - £67,541 per annum. An additional allowance (currently of £2,931 per annum) would be made upon award of the title of Professor. A college housing allowance of £10,055 is also available.

Overview of the post

The Faculty of Philosophy in association with Lady Margaret Hall are recruiting an Associate Professor or Professor of Indian Philosophy to start from 1 September 2023, or as soon as possible thereafter.

The Associate Professor/Professor will have an area of specialisation in Indian Philosophy. The successful candidate (henceforth 'postholder') will have the potential to enhance the strong reputation of the Faculty of Philosophy, and of the College, in research, will have a proven record of internationally recognised scholarship and research in Indian Philosophy 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. As a Tutorial Fellow of the College they will also share in the oversight of the provision of philosophy teaching to students at Lady Margaret Hall, they will share in the admission and pastoral care of students studying for degrees involving philosophy, and they will contribute to the effective running and governance of the College as a member of the Governing Body.

For the Faculty, the postholder will deliver 36 lectures or classes per year, and will be able to offer lectures and graduate classes in Indian Philosophy. The ability to offer graduate teaching also in another core area of Philosophy may be an advantage but is not an essential criterion. They will supervise graduate students (masters and doctoral students), participate in examining, and play a full and active role in Faculty



administration. The postholder will pursue research in Indian philosophy and enhance their international reputation.

For Lady Margaret Hall the postholder will be expected to deliver 6 hours of tutorial (small group) teaching per week during term with associated duties, and organise tutorials as needed to be given by others. They will also prepare and mark, or arrange marking, for collections (termly college progress tests). They will need to be able to teach a range of introductory subjects in philosophy. This will include the General Philosophy paper (a topic-based introduction to philosophy, focusing on Epistemology and Metaphysics). They will also need to be able to teach in tutorials for the college a range of advanced undergraduate subjects, which will include, in addition to Indian Philosophy, Epistemology, Metaphysics and at least one of Ethics and Philosophy of Mind.

More details of introductory undergraduate courses may be found here:

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

and more detail of advanced undergraduate courses here:

<https://www.philosophy.ox.ac.uk/course-descriptions-finals>

Informal enquiries about the post should be directed in the first instance to the chair of the appointment panel, Prof Ursula Coope (ursula.coope@philosophy.ox.ac.uk), or to Professor James Studd, Associate Professor and Tutorial Fellow in Philosophy at LMH (james.studd@lmh.ox.ac.uk) All enquiries will be treated in strict confidence, and will not be taken into account in 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. When the appointee is sufficiently senior, the title of full Professor will 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.

Philosophy Teaching and Examining in Oxford

There is no undergraduate degree solely in Philosophy at Oxford. Philosophy is a component of a number of joint degrees: Classics; Philosophy, Politics and Economics; Philosophy and Theology; Philosophy and Modern Languages; Psychology, Philosophy and Linguistics; Physics and Philosophy; Maths and Philosophy; Computer Science and Philosophy. Philosophy postholders therefore work closely with colleagues in these allied fields at the undergraduate level. At the graduate level, in addition to the DPhil (i.e. doctorate), the Faculty offers a two-year taught Masters degree in Philosophy (the B.Phil) and two specialist one year MSts.

Undergraduate teaching and examination in Oxford involves a separation of powers: Colleges primarily teach their own undergraduate students, and are never involved in examining, whereas the University teaches across all the colleges, and has sole responsibility for examining.

College teaching can take a wide variety of forms (there is considerable freedom), but classes are usually smaller than eight, and frequently involve only one or two students (for tutorials), typically discussing weekly essays. Examining for the University involves the setting and marking of examination papers taken by students across all the colleges.

Teaching for the University is by lectures and classes open to students from all colleges. The content of an undergraduate lecture course for a given subject is constrained by the syllabus for that subject and by past examination questions, but is otherwise up to the lecturer.

All three roles of tutor, lecturer, and examiner, are quite distinct. Typically different postholders will lecture and examine in a given subject at any one time. As an Associate Professor/Professor and college Tutorial Fellow, the postholder will occupy each of these different roles (tutor, lecturer, examiner) at various times and for various papers from the undergraduate philosophy syllabus.

Indian Philosophy at Oxford

The University of Oxford has a long tradition in the study of Indian Philosophy, beginning with Max Müller (Professor of Comparative Philology 1868-1875) in the late 19th century and continued in the 20th century by Bimal Matilal (Spalding Professor of Eastern Religion and Ethics 1977-1991). The study of the Indian intellectual tradition was institutionalised at Oxford with the endowment of the Boden Professorship of Sanskrit in 1832 and the foundation of the Indian Institute by Monier Monier-Williams in 1883. The University holds excellent resources for the study of Sanskrit in general, and for the study of Indian Philosophy in particular in the Indian Institute Library (now part of the Bodleian Library) and the Nizami Ganjavi Library at the Faculty of Asian and Middle Eastern Studies (formerly the Oriental Institute). The University also has a strong tradition in the teaching of and research on other primary languages relevant for the study of Indian Philosophy, such as Pāli, Classical Tibetan, and Classical Chinese.

The new postholder will be joining an active community of scholars and graduate students involved in the study of Indian Philosophy. Amongst others, relevant postholders include Diwakar Acharya (Spalding Professor of Eastern Religion and Ethics, Faculty of Asian and Middle Eastern Studies), Gavin Flood (Professor of Hindu Studies and Comparative Religion, Faculty of Theology), Jan Westerhoff (Professor of

Buddhist Philosophy, Faculty of Theology), and Jessica Frazier (University Research Lecturer in the Study of Religion, Faculty of Theology). The recently founded *Oxford Network in Ancient Philosophy* aims to promote collaborative study of ancient Chinese, Greek, Indian and Roman philosophy, across the University. See <https://onap.web.ox.ac.uk/home>.

The Faculty wishes to appoint someone who will contribute to cross-faculty collaboration, and who will take the lead in promoting Indian Philosophy within the faculty and in integrating the study of Indian Philosophy into the Faculty's undergraduate and graduate courses.

Duties of the post

The main duties of the post are as follows:

1. To undertake and to disseminate advanced research in philosophy, including Indian Philosophy;
2. Under the direction of the Philosophy Faculty Board, to design and deliver up to 36 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 collaborate with colleagues in other faculties working on Indian Philosophy, and to take the lead in promoting the study of Indian Philosophy in the Faculty and in integrating the study of Indian Philosophy into the Faculty's graduate and undergraduate courses.
4. To provide 6 weighted hours per week during term of undergraduate tutorial or class teaching for Lady Margaret Hall averaged across the three eight-week teaching terms of the academic year. (See above for further details of the College teaching requirements.)
5. To organise undergraduate teaching in philosophy at Lady Margaret Hall in collaboration with colleagues. This includes arranging teaching by others in areas outside the expertise of the postholder, and coordinating, setting and marking Collections (College termly progress exams), monitoring student progress, and writing termly reports on students taught.
6. To act as Personal Tutor and to take responsibility for guiding the academic progression and some pastoral care of a number of undergraduates reading a joint Philosophy degree in the College, liaising with relevant welfare colleagues as appropriate.
7. To play an active role in the annual undergraduate admissions process for degree schools involving philosophy at Lady Margaret Hall in liaison with Fellows in cognate subjects; and to assist in undergraduate access and outreach activity insofar as they are able.
8. To supervise and to teach graduate students for the Faculty, to participate as requested in the annual Faculty and college graduate admissions processes, and to act as College Advisor to graduate students in philosophy at Lady Margaret Hall.
9. To participate in University examining, both undergraduate and graduate, as required.

10. To undertake an appropriate share of other Faculty administrative duties, dependent on career-stage, including service on committees or holding Faculty Offices.
11. To participate in the administration and governance of the College, which includes exercising the duties of a Trustee as a member of the Governing Body, serving on College committees (including the Education Committee).

Tutors also encouraged to attend and participate in college events and activities, for example, Freshers' Dinners and Scholars' Dinner.

Selection criteria

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

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

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

Selection criteria

Essential:

1. A completed doctorate or a completed doctoral dissertation submitted for examination by the time of the closing date for this application, in Philosophy, or a closely related field.
2. A research record in Indian Philosophy of international standing appropriate to the candidate's career stage, with evidence of potential for producing further research distinguished in its originality, significance, and rigour.
3. Experience of teaching Philosophy in a range of formats (e.g. lectures, seminars, and small groups), and evidence of being able to do so effectively, preferably at both undergraduate and graduate level. Excellent communication skills and an understanding of the learning needs of highly able students.
4. Ability to teach Philosophy, including Indian philosophy, in lectures and classes at both undergraduate and graduate level. Ability to provide undergraduate lectures on some further Philosophy subjects taught at Oxford, in addition to Indian Philosophy. See 'Overview of the Post' for links to the undergraduate course descriptions.

5. Ability and willingness to take the lead in promoting the study of Indian Philosophy within the Faculty and in integrating the study of Indian Philosophy into the Faculty's graduate and undergraduate courses.
6. Ability to teach undergraduate tutorials, at an advanced level, in Indian Philosophy, Epistemology, Metaphysics and at least one of Ethics and Philosophy of Mind (as well as tutorials in Epistemology and Metaphysics at an introductory level).
7. The ability to provide graduate supervision of high quality, and an understanding of the needs of graduate students and how to address them.
8. Evidence of the communication, interpersonal, time management and organisational skills necessary to undertake pastoral responsibilities and administration for both undergraduate and graduate students in a college setting, and the ability to work with students from diverse and sometimes challenging backgrounds to enable them to reach their full potential.
9. Potential for participating effectively in College, Faculty and University governance and administration, as well as evidence of the ability and willingness to work collaboratively with a range of colleagues from different disciplines and to promote the study of Philosophy.
10. Ability and commitment to undertake a range of administrative duties both within the Faculty and the College.
11. Ability and willingness to participate in the governance, academic activities and intellectual life of the College.

Desirable criteria

1. Experience of supervising masters and doctoral students successfully.
2. Ability to teach undergraduate tutorials, at an advanced level, in Philosophy of Religion.
3. Ability to teach graduate seminars on some further subjects in Philosophy, in addition to Indian Philosophy.
4. A track record of successful research grant applications or evidence of the potential to make such applications.

How to apply

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

Applications should include:

- Your full contact details including, email address, full postal address and at least one contact telephone number
- A covering letter or statement explaining how you meet the selection criteria set out above, and explicitly including a statement of which papers on the Oxford undergraduate philosophy syllabus you are able to teach, whether a) in lectures, or b) in tutorials.
- A full CV and publications list
- Details of **three** referees (see below)
- An indication of where you first heard about this post

In addition, each candidate should submit a sample or samples of written work, up to a maximum of 20,000 words, published or unpublished (co-authored pieces should be identified as such). In the case of pieces of written work exceeding 20,000 words, candidates should indicate which part or parts they wish to draw to the attention of the selection committee.

All applications, including references and written work, must be received by **12.00pm (noon) GMT** on the advertised closing date. Interviews are expected to be held during February 2023.

Please upload all documents as **PDF files** with your name and the document type in the filename.

Candidates should ask their referees to send their references directly to jobs@philosophy.ox.ac.uk by the deadline given above. Candidates should supply each referee with a copy of these further particulars. For the preferred candidate, we will also take up a reference from their current or most recent former line manager, excepting those cases in which the line manager has already submitted a reference, or the candidate does not have a line manager in the relevant sense. Permission will be sought from the preferred candidate before taking up such an additional line manager reference.

The College and the Faculty of Philosophy wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please contact the HR Manager at LMH (hrmanager@lmh.ox.ac.uk) for support and advice. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

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

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage,

please log back in and click the “My applications” button on the left-hand side of the page. Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

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 which is further enhanced by its four large research centres: the Oxford Uehiro Centre for Practical Ethics; the Future of Humanity Institute; the Global Priorities Institute; and the Institute for Ethics in AI. The Faculty performed outstandingly in the most recent UK Research Excellence Framework, achieving the highest volume of world-leading (4* ranked) philosophy research of any unit in the country.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over fourteen hundred students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 150 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>.

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

Lady Margaret Hall

Lady Margaret Hall (LMH) is located in spacious gardens beside the University Parks. The College was founded in 1878 with a dual passion for learning and for equality, specifically making it possible for women to study at Oxford the first time. In 2016, LMH was the first Oxbridge college to launch a Foundation Year targeted at under-represented but academically able students. We combine consistently high academic standards with a long tradition of being a welcoming, stimulating and inclusive environment. We have a superb college library with over 80,000 volumes and it is open 24 hours per day for college members.

In 2022 LMH is a thriving co-educational academic community of over 400 undergraduate and some 300 postgraduate students. We have a Governing Body Fellowship of 48 with academics from across all four Divisions of the University. These include Statutory Professors, Tutorial Fellows, Official Fellows and Supernumerary Fellows.

We have around 140 support staff across the College and an additional cohort of some 60 academic staff. We are particularly proud to be the only Oxbridge college to hold the Gold Award from *Investors in People* for our support staff. The College's HR department supports Fellows, academics and support services.

LMH is committed to research and scholarship and to effective, highly personalised teaching and learning. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries. Our current strategic plan recognises the importance of student-staff collaboration.

We welcomed our new Principal, Professor Stephen Blyth, in Michaelmas Term 2022. Professor Blyth is continuing LMH's commitment to reducing barriers to higher education as well strengthening investment in our people: students, academics, support staff and alumni.

For more information please visit: <https://www.lmh.ox.ac.uk/>

Philosophy at LMH

LMH is well-known for being a diverse and pioneering and has a long-standing interest and clear strength in Indian Philosophy and associated areas:

- [Prof Jan Westerhoff](#), Fellow in Theology and Religion, specialises in philosophical aspects of the religious traditions of ancient India. Much of his work concentrates on Buddhist thought (especially Madhyamaka) as preserved in Sanskrit and Tibetan sources, he also has a lively interest in Classical Indian philosophy (particularly Nyāya). His research on Buddhist philosophy covers both theoretical (metaphysics, epistemology, philosophy of language) and normative aspects (ethics).
- Prof Westerhoff has regularly taught Indian Philosophy for the Faculty, both as a BPhil option and a special paper for undergraduates.
- [Prof James Studd](#) has research interests, among other areas, in metaphysics.
- LMH already has graduate students working on topics in Indian Philosophy (including on the DPhil in Philosophy and the MPhil in Buddhist studies). We currently have 7 graduate students in Philosophy, including 3 DPhils.
- Across the eight joint degree programmes LMH admits in, we can expect a healthy interest among the undergraduates to study Indian Philosophy. We currently have 70 undergraduates on course.
- Our undergraduates also regularly study other papers that a postholder specialising in Indian Philosophy may have interests in, such as the philosophy of mind (which is especially popular with our computer science and philosophy students), metaphysics and epistemology (studied by many of our student across all joint schools), and the philosophy of religion (compulsory for philosophy and theology, where we routinely take 2 students each year).
- The College regularly admits undergraduates in Religion and Asian and Middle Eastern Languages—usually one or two per year—who often take Sanskrit, Pāli, or Tibetan, and are therefore also actively involved with Indian philosophical material.

The postholder in Indian Philosophy would consequently join a lively and well-established subcommunity in the College with active interests in this specialism and related subjects. LMH is a congenial research environment with a support network of like-minded colleagues (including one with experience of developing non-Western philosophy options at Oxford), and a good supply of students interested in their subject.

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), 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

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£42,187 - £56,647). The combined College and University salary will be on a scale up to £67,541 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.

Associate professors who are awarded the title of full professor receive an additional allowance, currently £2,931 per annum (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

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

Pension

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <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 of the nurseries and how to apply for places, please see <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. 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 <https://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.

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.

See: [Relocation Scheme Arrangements - Guide for new starters | Finance Division \(ox.ac.uk\)](#) for further information.]

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 <https://edu.admin.ox.ac.uk/home> 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:

<https://hr.admin.ox.ac.uk/staff-benefits>

<https://hr.admin.ox.ac.uk/discounts>

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 academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th 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 the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

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

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 current rates:

- To rent a one-bedroom, self-contained, residential accommodation unit in the College. Rent for the accommodation is set annually by the College and has historically been linked to the rent paid by graduates residing in the College. You will be responsible for any benefits in kind assessed by HMRC for the provision of this accommodation. You will receive an Accommodation Allowance of £10,055 per annum. As an alternative to the Accommodation Allowance, you may apply for assistance with a house purchase under the College's joint equity housing scheme (for details please contact the Treasurer at LMH: treasurer@lmh.ox.ac.uk). Where a Fellow chooses to live 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

For more information please visit: www.lmh.ox.ac.uk.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Philosophy and Lady Margaret Hall. 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 Humanities divisional board and the Governing Body of Lady Margaret Hall on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

Appendix: The Tutorial Fellowship

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

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

2: Research

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

providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, 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).