



## Job Description and Person Specification

<b>Post</b>	Associate Professorship in European Political and Social Thought, 1848-c.1950
<b>Department/Faculty</b>	Faculty of History
<b>Division</b>	Humanities
<b>College</b>	Lady Margaret Hall
<b>Start Date</b>	1 September 2023, 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>	<i>Combined salary on scale within the range £50,300 - £67,541 per annum (plus per annum taxable and pensionable College housing allowance of £10,055) if living outside College and other benefits.) An allowance of £2,931 per annum would be made upon award of the title of Full Professor</i>

### Overview of the post

Lady Margaret Hall and the Faculty of History are seeking a highly motivated historian of Modern European Intellectual History, focusing on the History of European Political and Social Thought in the period 1848-c.1950. Oxford has developed a global reputation for its graduate programme in Intellectual History, and the post will be essential for maintaining and enhancing the Faculty's expertise and standing in this area. The successful applicant will need to demonstrate a passion for teaching undergraduates across a broad range of papers in the modern European field. They will join a team of colleagues at Lady Margaret Hall committed to supporting the learning of a large cohort of extremely able and high-achieving students.

The Faculty has a number of intellectual historians who work on areas spanning the period from the early modern period to the twentieth century. In addition to vibrant and successful Masters programme, the Faculty hosts a new interdisciplinary Centre for Intellectual History. By playing a central role in delivering the programme and by participating in the life of the Centre, the



postholder will be central to supporting the vitality of the subject both inside and outside the institution.

The appointee will be a member of the Faculty of History and a fellow of Lady Margaret Hall. The post is tenable from 1 September 2023 or as soon as possible thereafter. The deadline for applications is 12 noon (UK time) on **Friday 31 March 2023**. Interviews are expected to take place on **Friday 5 May 2023** and 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 Intellectual History (focusing on the period 1848-c.1950). The Faculty has a preference for applicants with an interest in the history of social and political thought.

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 and European and World History 10: A Liberal Century? Europe 1825-1925 (for second years), European and World History 13: Europe Divided 1914-1989 (for second years)- as well as some of the more detailed text-based optional, further, and special subjects offered within the Faculty. Details of these may be found on the Faculty website via <https://www.history.ox.ac.uk/ba-history>. 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 Meinecke and Kerr); 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 appropriate 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

- (a) At undergraduate level, the appointee will have the opportunity to develop new specialised papers in which Intellectual History is central. These will be in the form of one first-year Optional paper, and either a second-year Further Subject or a final-year Special Subject paper. <https://www.history.ox.ac.uk/ba-history>
- (b) The successful applicant will also be expected to contribute their expertise to a range of existing modern European and World History outline papers for first and second year students – e.g. European and World History 4: 1815-1914 (Nation, State, and Empire) for first years; European and World History 10: The European Century 1820-1925 (for second years) and European and World History 13: Europe Divided 1914-1989 (for second years). Details of these papers are available **here**.
- (c) At graduate level, the successful applicant will contribute teaching to the Intellectual History strand of the MSt/MPhil in History, and to relevant papers in the post-1850 European History strand. They will also have the opportunity to develop their own Advanced Paper (Option Course) on the Intellectual History strand. See **here** for details of the Advanced Papers currently offered in Intellectual History. They will be expected to attract and supervise Postgraduate Research students; we currently have c. 60 DPhil students with post-1850 European interests
- (d) The appointee will be required to provide sixteen periods of class teaching and lecturing per year in the appropriate area 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 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 and 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 in a relevant field, appropriate to the career stage and individual circumstances
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students in a relevant field, 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

<b>Research and public engagement</b>	
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
<b>Personal effectiveness</b>	
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

Application documents should include:

- Full CV and publications list.
- Covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience - this may include experience gained in education or employment - and also outlining your reasons for applying for this post at Oxford and detailing any teaching experience.
- Research statement summarising the past, current and future direction of your research, highlighting how your research has evolved and your key achievements for the selection panel to assess.

Completed applications including the (optional) equal opportunities form, should be sent by email to Mrs Jo White [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk) to arrive no later than **noon on Friday 31 March 2023. Applications received after this time will not be considered.**

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 given in the application unless specified otherwise by the applicant. Please state clearly in your application if email communication is problematic for you.

LMH and the Faculty welcome applications from candidates who have a disability or long-term health condition and are committed to providing long-term support. 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.

### **Should you be shortlisted**

You will need to ask three referees, to write **directly** via email to Mrs Jo White [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk) . References must be sent by email from an institutional email address. A copy of the further particulars should be passed to referees, and the selection committee would like to take this opportunity to thank referees for their help.

Referees should be aware that under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked "strictly confidential" at the top of the letter itself.

We will also ask for a written work sample to be submitted prior to interview.

### **Interviews**

Interviews are expected to take place on **Friday 5 May 2023**. All shortlisted candidates will be interviewed and will be asked both to give a short research presentation and to conduct a teaching presentation as part of the interview process.

### **Important information for candidates**

#### **Data Privacy**

Please note that any personal data submitted to LMH as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the LMH Privacy Notice available at: <https://www.lmh.ox.ac.uk/privacy-notice>

#### **Equality of opportunity**

LMH, the Faculty of History, and the University are committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in

which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences brought by a diverse staff and student body strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation. 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.

## 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) is located in spacious gardens beside the University Parks. The Radcliffe Humanities Quarter is only half a mile from LMH. 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 [www.lmh.ox.ac.uk/](http://www.lmh.ox.ac.uk/)

In 2023 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, as well as staff working in our jointly owned shares services IT company which looks after four north Oxford colleges.

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.

History at LMH is supported by Dr Grant Tapsell, Tutorial Fellow, an Early Modern British historian, the Domus History Fellow, Dr Max Hodgson, a Modern British Historian, and Dr Lucian Robinson, College Lecturer in Modern European History. We also have a College Lecturer, Professor George Garnett, who is Tutorial Fellow at St Hugh's College and teaches medieval history. 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 42 undergraduates on the 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 8 students registered for the D. Phil.

## **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.

The Faculty hosts lively and varied research seminars, and is within walking distance of a number of internationally significant resources for research. These include the collections of the Bodleian Library and the University museums.

The Faculty is currently located in the Old Boys' High School, George Street, but it is scheduled to move to the new Stephen A. Schwarzman Centre for Humanities in the summer of 2025. 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 History will move to the Schwarzman Centre on the completion of the project.

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

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 postholders 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. Postholders 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 postholders in the development and publication of their research, Faculty funds are available for each new postholder 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)

## **Intellectual History at Oxford**

The Faculty sees this post as crucial to the growth of its existing research strength in modern European Intellectual History. Oxford has recently developed a popular graduate programme in Intellectual History, and the History Faculty hosts a new inter-disciplinary Centre for Intellectual History [website]. The History Faculty has a distinguished cluster of early modern and modern intellectual historians: Professors Howard Hotson, Sarah Mortimer and Jon Parkin are early modernists, while Professors Brian Young and Avi Lifschitz specialise in the areas of British and German Enlightenment, and Romantic thought. Professors Jane Garnett, Ben Jackson, Marc Mulholland and David Priestland work on nineteenth and twentieth-century intellectual history.

The new postholder will strengthen the Faculty's provision in late 19<sup>th</sup> and early 20<sup>th</sup> century European Intellectual History, and will provide teaching and supervision in social and political thought to both undergraduate and graduate students. By playing a central role in delivering the programme and by actively participating in the running of the Centre for Intellectual History, the new appointee will be central to the development of the subject at Oxford.

## **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)

## 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](mailto: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.
- 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)

Further information about the College can be found at <https://www.lmh.ox.ac.uk/>

## **About the University of Oxford** ([www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation))

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 interdisciplinary 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.

Further information can be found at [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, within the range £50,300 - £67,541.

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

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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's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/). From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## 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>.

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from the History Faculty and the College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the 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 divisional boards and the governing body, and a formal contractual offer has been made.