

Job Description and Selection Criteria

Post	Professor/Associate Professor in Modern Spanish Literature and Film
Department/Faculty	Faculty of Medieval and Modern Languages
Division	Humanities
College	Lady Margaret Hall and Somerville
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined University and College salary: £52,815-£70,918 per annum; LMH Fellowship Living Out Allowance of £10,981 per annum.
Vacancy ID	170102

Overview of the post

The Faculty of Medieval and Modern Languages, Lady Margaret Hall (LMH) and Somerville College are seeking to appoint a full-time Associate Professor in Modern Spanish Literature and Film to commence employment from 1st September 2024 or as soon as possible thereafter. The Tutorial Fellowship for this post will be held at LMH.

The Professor/Associate Professor will join a thriving sub-faculty (department) of Spanish as well as two college communities, where they will be responsible for teaching and overseeing students reading Spanish. They will be one of three colleagues working primarily on Modern Spanish Literature and Culture and will be well supported and mentored as they develop their research and teaching profiles at Oxford. Fuller details of the role are given below.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Prof Jonathan Thacker (jonathan.thacker@mod-langs.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and 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

The main duties of the post are as follows:

The successful candidate will be expected to engage in research from a relevant field of Modern Spanish Literature and Film, give high-quality lectures, classes and tutorials across a wide range of relevant texts and topics at both undergraduate and graduate level, and contribute to the teaching, research, and academic administration of the colleges and the Faculty.

One of the specific aims of this appointment is to embed further the teaching of film into the curriculum, both at undergraduate and graduate level. The successful candidate will play an important role in the revision of papers currently taught to include Spanish film, for example FHS Paper VIII (Section A). There will be opportunities in due course to introduce further film options for paper XII and at MSt level. The first year ("prelim") course for undergraduate students of Sole Spanish already includes Spanish film; other film options also exist, including special options (known as Paper XII) on European and Latin American cinema, respectively.

For the colleges:

The post-holder will be responsible for providing 6 hours per week of college focused teaching and administration in the field of Spanish. The tutor will be expected:

- to deliver nine weighted hours of high-quality undergraduate tutorial teaching per week in Spanish, averaged over three eight-week terms, including a wide range of texts and topics across all years of the undergraduate course (to first year students, literature papers III and IV; to second and final year students, Spanish/peninsular sections of papers VIII and XI; and an option or options for Paper XII), as well as regular Spanish-to-English translation classes. Tutorials consist of an hour of academic discussion between tutor and students, and tutors are expected to mark written work as part of each tutorial;
- to advise undergraduates on the choices they make for their year abroad and to stay in touch with them during that year giving pastoral and academic support;
- to engage in research;
- to assist the other Tutors in Modern Languages at LMH and Somerville in the administration of Spanish, including the admission of undergraduates to read Spanish;
- to undertake the normal duties of a college Tutor, which include coordinating, setting and marking College termly exams (Collections), monitoring student progress, writing termly reports on students' work, and organising, where necessary, teaching by specialist colleagues in other colleges;

- to act as College Adviser for graduate students;
- to assist with access and outreach activities (including College Open Days); and
- to serve as a Trustee of Lady Margaret Hall, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and taking on College offices.

For the Faculty:

- to deliver no fewer than 24 lectures or classes in each academic year on Modern Spanish Literature and Film;
- to take part in University examining and graduate teaching such as MSt and MPhil courses and supervision as requested;
- to contribute to cross-Faculty core lecture series and/or seminars, as well as to new cross-faculty special subjects;
- to engage in assessment and university examining as required;
- to participate in the undergraduate and graduate student admissions processes;
- to provide advice and guidance to students relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others); and to take an active and engaged part in the administrative, outreach, pastoral, and other aspects of the Faculty's work

Research

- to be actively engaged in sophisticated, original and independent research of outstanding quality in Modern Spanish Literature and Film;
- to publish in highly-ranked, peer-reviewed academic journals and presses, and present papers at conferences or public meetings; and
- to secure research funding.

The Sub-Faculty of Spanish has a long collective track-record of cutting-edge research and graduate supervision. It views research as an essential form of engagement in the field and as a valuable contribution to intellectual life in Oxford.

No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments, and colleges and the Faculty their demands on them, so that time will be available for research.

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

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

Essential

The successful candidate will demonstrate the following, taking account of the particular stage reached

in the candidate's career:

- A completed doctorate in a relevant field of Spanish.
- Proven high standard of research in the field of Modern Spanish Literature and Film - a record of peer-reviewed publication commensurate with post-doctoral academic experience, and evidence of continuing research activity. *The University of Oxford is a proud signatory to the San Francisco Declaration on Research Assessment (DORA), which means all hiring, tenure and promotion decisions will evaluate applicants on the quality of their work, not the impact factor of the journal where it is published.*
- Evidence of excellence, or of the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students. This must include the ability to provide tutorial teaching in the introductory and advanced Spanish papers listed under 'Duties of the Post' above, together with the ability to offer research-led undergraduate lectures and classes in the stated field.
- Proven high standard of teaching, with the ability to provide excellent tutorial and small-group teaching to high-achieving undergraduate and graduate students in relevant subjects (see duties above). This must include the ability to provide one-to-one supervision for MSt and MPhil (i.e. Master's-level) and DPhil (i.e. doctoral level) students in their chosen field, and the ability to conduct graduate classes.
- Fluency in both English and Spanish, equivalent to native speaker level, such that the candidate can publish research in both languages, teach tutorials in English, give lectures in English, and teach high-level language classes operating between both languages.
- Ability to carry out student assessment, and to design and deliver courses in the appropriate subject area.
- Ability to provide graduate supervision.
- Demonstrated communication, interpersonal, time management and organizational skills necessary to fulfil pastoral responsibilities and undertake college administration.
- Good oral and written communication skills, including ability to present research findings effectively to fellow professionals or other informed members of the public.
- Good team-working, including willingness to participate in and assist in College life and governance.
- Ability to innovate and work effectively with colleagues to contribute effectively to the administration of the Faculty and the College.
- Commitment to promoting awareness and understanding of equality, diversity and inclusion (EDI), and embedding these principles among staff and students.
- Evidence of inclusive leadership, or the ability and willingness to develop such leadership, through the promotion and endorsement of equality, diversity and inclusion (EDI) policies and projects, and the active advancement of equality of opportunity.

How to apply

Applications for this vacancy are to be made online via www.recruit.ox.ac.uk and Vacancy ID 170102 or via [this link direct to the advertisement](#), where the job description and access to the online recruitment system can also be found. 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.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This

may include experience gained in education or employment. Please provide details of three referees and indicate whether the University may contact them now.

Referees

You should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. The college and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer them to be approached only with your specific permission, or only if you are invited for interview, then you must specify this in your application. You should name three referees in your application even if you do not wish them to be contacted yet.

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. Advice and guidance on college support for disability and long term health conditions can be provided by the HR Manager: hrmanager@lmh.ox.ac.uk) 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/>

The deadline for applications is **Monday 29th January 2024 at 12pm midday.**

Should you have any queries about how to apply, please contact Prof Jonathan Thacker (jonathan.thacker@mod-langs.ox.ac.uk).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

About LMH

Lady Margaret Hall 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.

In 2023 LMH is a thriving co-educational academic community of over 430 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.

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 as strengthening investment in our people: students, academics, support staff and alumni.

Spanish at LMH

Spanish has been a strong subject in Modern Languages at LMH for many decades. This post will return our Fellowship strength to three; the successful applicant will join Professor Marie-Chantal Killeen (French) and Dr Hanne Eckhoff (Slavonic Studies and Linguistics, and College Lecturer at Somerville College). Modern Languages are also supported by LMH College Lecturers who are Fellows of other Oxford colleges: in Italian, Dr Francesca Southerden (Somerville College) and, in German, Professor Ben Morgan (Worcester College). We recently appointed an Early Career Research Fellow in Modern Languages (German) Sophie Buck. Colleagues in Modern Languages at LMH work closely and creatively with colleagues across the Humanities.

We have c. 42 students studying for undergraduate degrees (single and joint) in Modern Languages; in addition to the languages stated above, we support joint applications with Czech, Polish, Modern Greek and Portuguese. Joint degrees include Classics, English, Philosophy and History. We also have a community of 10-12 postgraduate students pursuing DPhil, MPhil and MSt degrees in modern languages, linguistics and philology, film aesthetics, comparative literature, and art and visual culture.

Fellowship at LMH - College Benefits

- 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 £10,981 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 £1,753 per annum, repayable on submission of receipts to the Senior Tutor.
- Allowance against expenditure on the entertainment of students, currently £35 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
- For further details about the college side of the post please contact the Senior Tutor, Dr Anne Mullen (senior.tutor@lmh.ox.ac.uk). Further information about the College can be found at <https://www.lmh.ox.ac.uk/>

Somerville College

Somerville College is one of the thirty-nine constituent colleges of the University of Oxford. It was founded (as Somerville Hall) in 1879 to provide an opportunity for women, who at that date were excluded from membership of the University, to gain some higher education at Oxford. The founders' insistence that students should not be subjected to religious tests or obligations set the tone of cultural diversity which has characterized the College to this day.

Somerville first admitted male Fellows in 1993 and male undergraduates in 1994. At present there are 44 members of Governing Body, and circa 450 undergraduates and 300 graduates, with roughly equal numbers of women and men at each level.

The College is located at a short distance from the City Centre and the main libraries, including the Bodleian. The Faculty of Medieval and Modern Languages is located in Wellington Square, next door to Somerville College.

Modern Languages at Somerville provides students with a challenging course of undergraduate study in a friendly and supportive environment. Around twelve to fourteen students are admitted each year to read French, German, Italian, Russian, Spanish and Czech, usually in conjunction with another language, or with Classics, English, History, Linguistics, a Middle Eastern Language, or Philosophy.

The present fellowship includes Dr Almut Suerbaum, Fellow and Tutor in German, Professor Francesca Southerden, Fellow and Tutor in Italian and Dr Simon Kemp, Fellow and Tutor in French. In addition, Dr Louise Mycock, Fellow and Tutor of Linguistics.

More detailed information about the College may be found at <https://www.some.ox.ac.uk/>

The Faculty of Medieval and Modern Languages

The Faculty is one of the leading centres for the study of European languages, literatures, and culture world-wide, offering expertise in a chronological range from the Middle Ages to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish, and Czech, as well as in a range of other languages spoken in Europe.

Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

Teaching takes place in colleges as well as in the Faculty buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles'. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles', contains both the Tylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty's largest teaching rooms. From 2025, the Faculty will be resident in the new Stephen S. Schwarzman Centre for the Humanities.

The Faculty consists of seven Sub-Faculties: French and Francophone, German, Italian, Portuguese, Slavonic, Spanish, and Modern Greek. There are currently 81 permanent postholders, including 9 established professorships and 26 colleagues holding the title of Full Professor. The colleges, which are responsible for undergraduate admissions, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are some 50 graduates taking taught Masters degrees, and approximately 120 research students. The Faculty has consistently been ranked amongst the leading Modern Languages departments in the world for many years.

More information on the Faculty can be found at www.mod-langs.ox.ac.uk.

Sub-Faculty of Spanish

The Sub-Faculty of Spanish, home to the King Alfonso XIII Professor, is one of the leading departments of Hispanic Studies in the world. It comprises fifteen full-time post-holders who offer expertise in medieval, Golden Age, modern peninsular, and Latin American literature and culture, as well as Spanish language and linguistics. Catalan and Galician are also taught by *lectores*. The Sub-Faculty runs a series of stimulating and well-attended seminars in term-time and hosts the Forum for Iberian Studies as well as other lectures, symposia, and conferences. There is a lively and diverse graduate body working in all of the areas of specialism offered by the Sub-Faculty.

Further details about the Sub-Faculty and its members can be found here: www.mod-langs.ox.ac.uk/spanish

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 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. Oxford's extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian Library System is now second in size only to the British Library. Administratively, the Bodleian forms part of a larger grouping of university libraries including the Modern Languages Faculty's Tylorian Library. In addition, every college has its own library,

many of which have important holdings of their own. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's 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. In recent years, this has been facilitated by the Oxford Research Centre in the Humanities (TORCH), which has several interdisciplinary programmes strongly affiliated to the Faculty of Medieval and Modern Languages, notably Comparative Criticism and Translation.

Planned to open in 2025 the Schwarzman Centre will give Oxford's humanities a new home with state-of-the-art academic, exhibition and performance spaces. The building, made possible by a landmark £150 million gift from philanthropist and businessman Stephen A. Schwarzman, demonstrates the essential role of the humanities in helping society confront and answer fundamental questions of the 21st century. For the first time in the University's history, humanities faculties will be housed together with a new humanities library in a space designed to encourage learning and experimentation.

The Schwarzman Centre will serve as a dynamic hub dedicated to the humanities – those fields which inform our understanding and appreciation of the human experience. Programmes in English, history, linguistics, philology & phonetics, medieval & modern languages, music, philosophy, and theology & religion will be housed together in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Schwarzman Centre will also be home to Oxford's new Institute for Ethics in AI which will build upon the University's world-class capabilities in the humanities to lead the study of the ethical implications of artificial intelligence and other new computing technologies.

The building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large. Modern amenities and digital capabilities will allow Oxford to share the full breadth of its unparalleled collections and research in the humanities. Please see www.schwarzmancentre.ox.ac.uk for further details.

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, (£20,989 - £28,183). The combined College and University salary will be on a scale up to £52,815-£70,918 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 (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 college and University offer 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/dispensation from lecturing obligations

You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. You may be dispensed from up to two courses of eight lectures or classes in any period of three years, up to a maximum of four courses in any period of fourteen years.

Intellectual property and conflicts of interest

Guidance is available on:

ownership of intellectual property <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.

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

The appointment of the successful candidate 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 the 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>.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from LMH/Somerville and the Faculty of Medieval and Modern Languages. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of LMH/Somerville and the Humanities divisional board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the governing body and the divisional board, and a formal contractual offer has been made.