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Job Description and Person Specification

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| Post | Associate Professorship or Professorship of Engineering Science (Civil Engineering Fluids) |
| Department/Faculty | Engineering Science |
| Division | Mathematical, Physical and Life Sciences |
| College | Worcester College |
| Contract type | Five years in the first instance, then reappointment to retirement upon completion of a successful review. |
| Salary | Combined University and College salary from £45,562 p.a. plus substantial additional benefits including; membership of a medical insurance scheme, free accommodation in housing provided by the college or a housing allowance of £8,484 p.a., assistance with house purchase and a Fellows Allowance of up to £1,488 p.a. An allowance of £2,655 p.a. would be payable upon award of Full Professor title. |
| Vacancy number | 127631 |

Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Engineering Science (Civil Engineering Fluids) to be held in the Department of Engineering Science, with effect from 1st September 2017or as soon as possible thereafter. The successful candidate will also be appointed to a Tutorial Fellowship at Worcester College (for details of the joint appointment system in Oxford see Appendix 1).

This appointment will add further strength to the Department’s internationally-renowned research in Civil Engineering and its applications. The Associate Professor will conduct original research in fluid mechanics, building a research group within Civil Engineering and/or collaborating with existing teams of academics in the Department who are engaged in Civil Engineering research.

Applications from candidates with a strong research background in civil engineering fluids or a cognate subject are welcome. The post of Associate Professor can be an entry-level permanent academic position, and can also be held by more senior academic staff, some of whom hold the title of Full Professor. The successful candidate will be expected to apply for and obtain external funding to enable the development of independent research as well as to develop links with other departments across the University, primarily in the Mathematical, Physical and Life Sciences (MPLS) Division. Further information about the academic Divisions at Oxford is given below.

The successful candidate will assist in the teaching of their subject at both undergraduate and graduate level. Undergraduate teaching may include lectures and practical classes, and the supervision of undergraduate design and project work (see www.[eng.ox.ac.uk/study-here/undergraduate/engineering-science/engps.pdf](http://www.eng.ox.ac.uk/study-here/undergraduate/engineering-science/engps.pdf)). The subjects taught at undergraduate level would be expected to be in the general fields of civil engineering and/or fluid mechanics depending on the interests of the appointee. Graduate teaching will involve supervision of MSc and DPhil students. (The University of Oxford awards a DPhil rather than a PhD.)

To assist in setting up new research activities, the Department will provide an equipment dowry and an annual support fund, and access to Departmental and University research support funds (which must be bid for). Further funding for the set-up costs of experimental facilities such as a new high-quality research flume is being planned. In addition, large-scale facilities are available locally at Hydraulics Research in Wallingford, an organisation with which the Civil Engineering group is building closer links. Office space will be provided in the Department. The appointee will be given help to apply for grants from research councils and from industry.

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

Queries about the post should be addressed to Professor Lionel Tarassenko CBE FREng FMedSci, Head of Department at [head@eng.ox.ac.uk](file:///C:\Users\alumbers.JESUSIT\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\engs0270\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\0CFB9GC7\head@eng.ox.ac.uk), or telephone: +44 (0) 1865 273003. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN Bronze award at institutional level. The Department of Engineering Science holds a Departmental Bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women. Contact [equality@admin.ox.ac.uk](mailto:equslity@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford. Information about Athena SWAN in MPLS can be found at [www.mpls.ox.ac.uk/equality-and-diversity/athena-swan](http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan).

## Duties of the post

The Associate Professor will be a member of both the University and the College community. They will be part of a lively and intellectually stimulating research community that performs to the highest international levels in research and its outputs (for example, publications). They will have access to the excellent research facilities that Oxford offers, and will also have a role to play in the governance of the College as a member of its Governing Body and trustee of the College as a charity.

The main duties of the post-holder for the **University** are as follows:

*Research*

* to engage in original research in the field of civil engineering fluids;
* to secure research funding and engage in the management of research projects;
* to disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
* to engage in knowledge transfer activities.

*Teaching*

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

*Examining*

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

*Administration*

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

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

Under the direction of the Senior Tutor and in conjunction with the other Fellow in Engineering, the successful candidate will:

1. take responsibility (shared with Professor Antonis Papachristodoulou, the other college fellow in Engineering) for the selection, teaching (including organizing teaching) and pastoral care of Worcester undergraduates in Engineering;
2. undertake six weighted hours of tutorial teaching[[1]](#footnote-1) averaged over the three 8-week terms which constitute the academic teaching year across a range of papers on the undergraduate syllabus, particularly in the fields of structures and energy. In addition he or she will be required to share teaching of the mathematics for Engineers courses, and make contributions to other areas of the Engineering core course;
3. act as pastoral adviser to the College’s graduate students in Engineering (this is a mentoring role and distinct from the supervision of postgraduates which is organized separately by the department) and
4. as a member of the college’s governing body and a trustee of the college, participate in the governance, intellectual life and academic activities of the College, including outreach activities.

**Person specification**

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

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both male and female committee members wherever possible.

The successful candidate will demonstrate the following.

*Essential*

1. A doctorate in civil engineering, or a related subject;
2. Proven research record of high quality at international level in the area of civil engineering fluids, demonstrated by previous achievements, e.g. publications in recognised journals;
3. Significant research potential in civil engineering fluids, evidenced by a written research plan of high standard, appropriate to the Department’s research standing;
4. Ability to attract research funding and develop an independent programme of research;
5. Experience of, and ability to teach effectively at both the undergraduate and graduate levels, a wide range of topics within the fields of civil engineering, and other topics in the context of our general Engineering Science course;
6. Ability to supervise graduate students;
7. Excellent interpersonal skills necessary for undertaking teaching and the pastoral care of students;
8. Evidence of the ability, or the potential, to provide excellent tutorial teaching in a range of undergraduate papers in the Engineering Science course;
9. Ability and willingness to undertake the full range of pastoral and administrative duties both within the Department and the College.
10. A firm commitment to undergraduate teaching.

*Desirable*

1. Excellent track record of obtaining research grants;
2. Experience of research collaborations at national and international level;
3. Experience of supervising research students;
4. Experience of or an interest in developing links with Industry.

## How to apply

To apply, click on the **Apply Now** button on the ‘Job Details’ page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

Please provide details of **three** referees and indicate whether the University may contact them now. You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must indicate this in your application.

You will also be asked to upload an application consisting of a full CV with publications list and a supporting statement which comprises a covering letter and a clear statement of your research plans*.* 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 employment, education, or during career breaks (such as time out to care for dependants).

Your entire application should be uploaded as a single file as a PDF format. The name of the attachment should be of the form DF17\_WOR\_Surname\_Initials.pdf. **The total size of the attachment must not exceed 10 pages in a normal font and spacing**. Please do not attach additional material to your application, as it will not be considered.

You should upload, within the same document (maximum of 10 pages for 1, 2 and 3 combined):

1. Your full CV including publications, teaching experience, career details to date, and awards received;

2. Your supporting statement as described above;

3. Your research proposal.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

The deadline for applications is **12.00 noon on Monday 22May 2017.**

Should you have any queries about matters that are not addressed in this document, please contact Professor Lionel Tarassenko CBE FREng FMedSci, Head of Department at [head@eng.ox.ac.uk](mailto:head@eng.ox.ac.uk), or telephone: +44 (0) 1865 273003. Please quote **DF17WOR** in all correspondence.

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

All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

It is expected that interviews will be held in the **last week of June 2017 (**Monday 26th **or** Wednesday 28th **or** Friday 30th). The interview process for the final short-listed candidates is expected to be as follows:

Morning: Each candidate will be asked to present a 30-minute seminar in the Department of Engineering Science on a suitable topic from their current research (25 minutes presentation plus 5 minutes of questions). The seminar will be attended by members of the Selection Committee, and other interested members of the Department and the College (only some of whom will be experts in the specialist field of the appointment).

Afternoon: The formal interview by the Selection Committee will be held in the Department of Engineering Science. This will last about 45 minutes, and will include discussion of research interests and directions, teaching interests and expertise and experience, including undergraduate projects and other aspects of the post. Candidates will be asked to undertake a short teaching exercise in the course of the interview.

During the time they are not giving their seminar, short-listed candidates will have an opportunity to visit the Department and College. Neither of these visits constitutes any part of the selection process. Overnight accommodation will be arranged, if desired.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Engineering Scienceand Worcester College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Mathematical, Physical and Life Sciences divisional board and the governing body of Worcester College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

**Essential Information for Applicants for the Associate Professorship in Engineering Science (Civil Engineering Fluids)**

**The Department of Engineering Science**

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialities, which include most branches of the subject. We have especially strong links with computer science, materials science, medicine and also the Saïd Business School. The Department employs 110 academic staff (this number includes 13 statutory professors appointed in the main branches of the discipline, and 25 full professors); in addition there are nine visiting professors. There is an experienced team of teaching support staff, clerical staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 25,000 square metres.

The Department is ranked third in the world in the latest *Times Higher Education World University Rankings* for Engineering & Technology, behind Caltech and Stanford, but ahead of MIT (4th), Cambridge (5th), Princeton (6th) and Imperial (7th).

Further information about the Department is available at [www.eng.ox.ac.uk](http://www.eng.ox.ac.uk)

*Teaching*

We aim to admit 170-180 undergraduates per year, all of whom take 4-year courses leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

*Research*

Research in the Department is particularly strong. We have approximately 320 research students and about 150 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £25M in addition to general turnover of about £23M.

According to the results of the six-yearly UK-wide assessment of university research, REF2014, published on 18th December 2014, the Department of Engineering Science is the best engineering department in the country. Based on the Grade Point Average (GPA) score adopted to produce the rankings, the Department was ranked first out of the 62 General Engineering Departments, ahead of Cambridge, Imperial College and UCL. The impact of the Department’s research was also rated as number one in engineering in the UK.

The research activities of the department fall into eight broad headings, though there is much overlapping in practice: Civil and Offshore; Thermofluids; Materials and Mechanics; Electrical and Optoelectronic; Chemical and Process; Biomedical Engineering; Information Engineering; Control Engineering.

*Civil and Offshore Engineering*

The department is seeking to make an academic appointment in the general area of fluids in civil engineering.

Current research in civil engineering covers a broad spectrum, including:

* Work in offshore and coastal engineering includes modelling of extreme waves and their interaction with offshore structures, as well as flood and tsunami assessment.
* We are developing work in sub-surface flows, applied to a variety of problems in the energy industries.
* We have an extensive programme in marine renewable energy, including offshore wind, wave and tidal energy. This includes resource modelling as well as development of novel turbines.
* Activities in geotechnical engineering include modelling of offshore foundations for the oil and gas industry and for offshore wind turbines, tunnelling, and fundamental studies in theoretical soil mechanics.

Members of the group have strong links with industry, particularly in the oil, gas and renewable energy sectors. Civil engineering academics also contribute to the teaching of core engineering topics in the first two years of the Engineering Science course, and take the lead in the delivery of the specialised civil engineering options in the third and fourth years; these are consistently among the most popular of the options offered. More information on the group’s activities can be found at [www.eng.ox.ac.uk/research/civil-offshore-engineering](http://www.eng.ox.ac.uk/research/civil-offshore-engineering)

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. . The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and Mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe.  Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of ten Athena Swan Awards (5 Silver and 5 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 full and part-time students (including approximately 1900 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

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

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

The University

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

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

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

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

Oxford has a strong postgraduate student body which now numbers over 10,000, over 45% of students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

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

Worcester College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Worcester College occupies the site of Gloucester College, founded in 1283 for monks from the Abbey of St Peter, Gloucester. It was re-founded as Worcester College in 1714, following a benefaction by Sir Thomas Cookes, Bt., from Worcestershire.

The original Benedictine site was large, and eighteenth- and nineteenth-century additions to it have resulted in the College occupying some 26 acres. The gardens were laid out to include a lake in the early nineteenth century, and the adjoining sports field was reclaimed from drained water meadows in the late nineteenth century. The mixture of architectural styles, set amongst landscaped, wooded gardens and grounds, make Worcester one of the most attractive colleges in Oxford.

The Governing Body, which is responsible for overseeing the running of the College and the management of its endowments, comprises the head of College (the ‘Provost’) and fifty Fellows. A further sixteen Research Fellows are not members of the Governing Body. There are about a hundred members of non-academic staff. The college has about six hundred undergraduate and postgraduate students in a wide range of subjects. The college admits up to six undergraduates a year to read Engineering and Joint Schools.

Worcester College has two tutorial fellows in Engineering. The person appointed will join Professor Antonis Papachristodoulou whose research interests are in Control Engineering with applications in biological and technological networked systems. The College currently admits 6 students each year for the 4-year undergraduate degree in Engineering Science.

Benefits of the Tutorial Fellowship at Worcester College will be Governing Body membership, a housing allowance of £8,484 p. a. (or single accommodation in college if available), assistance with house purchase, a study room, a research allowance (£1,488 p.a.) and full college dining rights: free lunches in the Senior Common Room (of which the Fellow will be a full member) and free dinners at the Common Table in term and vacation (except when the kitchens are closed).

More information about the college may be found at: [www.worc.ox.ac.uk](http://www.worc.ox.ac.uk).

**Appendix 1**:

**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[[2]](#footnote-2). 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 further particulars, under the general oversight of each College’s Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

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

(a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;

(b) monitoring students’ progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;

(c) pastoral support of undergraduates reading the subject in question;

(d) interviewing candidates who apply to read the subject at the College***,*** including arranging for help from other suitable interviewers and making the final selection of who should be admitted;

(e) writing references for students, and directing them to appropriate careers advice;

(f) recommending and selecting books and online materials for their subject area in the College Library;

(g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

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

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

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

**4: College Governance**

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

**Appendix 2: Standard Terms and Conditions**

***Salary, benefits and pension***

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

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

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,655 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,466 - £79,080 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/) .

***Length of appointment***

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

The University operates an employer justified retirement age for all academic and academic-related posts,for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

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

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

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

***Sabbatical leave and outside commitments***

The appointee may apply for sabbatical leave to allow her or him to focus on research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. . Full details are available on the university website at [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/). Guidance on ownership of intellectual property ([www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)) and managing conflicts of interest ([www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)) is also available on the university website.

***Membership of Congregation***

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml).

***Relocation expenses***

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

***Family support***

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks’ leave and up to 37 weeks’ pay with their partner,in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

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

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

Information for parents and carers is available at [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/).

***Facilities and services***

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

Information about relocation, living and working in the UK and Oxford is available at www.[internationalstaffwelcome.admin.ox.ac.uk/](http://internationalstaffwelcome.admin.ox.ac.uk/).

The University of Oxford Newcomers Club [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/) is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and meet people in Oxford. The University Disability Office provides support to staff and students with a disability and may be contacted through its website at [www.admin.ox.ac.uk/eop/disab/](http://www.admin.ox.ac.uk/eop/disab/).

***BUPA-Eduhealth***

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families; see [eduhealth.co.uk/mini-site/](http://eduhealth.co.uk/mini-site/).

***Transport Schemes***

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

***Equality of opportunity***

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

***Right to work in the UK***

The appointment will be subject to the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)

*and*

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

Further information is available at: [www.gov.uk/tier-2-general/overview](https://www.gov.uk/tier-2-general/overview).

***Special arrangements***

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

***Pre-employment screening***

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

***Data Protection***

All data supplied by candidates will be used only for the purposes of determining their suitability for the post[[3]](#footnote-3) and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy (available on the website at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

## Working at the University of Oxford

For further information about working at Oxford, please see:

<https://www.ox.ac.uk/about/jobs/academic/>

**ANNEXE**

**PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)**

(with effect from 1 August 2016)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade (30S)** | | | | |
| Scale point | National Pay spine | University Salary | College Salary | Total Salary |
| 11 | 52 | £51,311 | £9,868 | £61,179 |
| 10 | 51 | £49,819 | £9,581 | £59,400 |
| 9 | 50 | £48,371 | £9,303 | £57,674 |
| 8 | 49 | £46,966 | £9,032 | £55,998 |
| 7 | 48 | £45,602 | £8,770 | £54,372 |
| 6 | 47 | £44,277 | £8,516 | £52,793 |
| 5 | 46 | £42,992 | £8,268 | £51,260 |
| 4 | 45 | £41,744 | £8,028 | £49,772 |
| 3 | 44 | £40,532 | £7,795 | £48,327 |
| 2 | 43 | £39,355 | £7,569 | £46,924 |
| 1 | 42 | £38,213 | £7,349 | £45,562 |

**Appendix 3 Standard Terms and Conditions: Pembroke College Tutorial Fellowships**

***Salary, benefits and pension***

The successful candidate will be appointed on the Oxford scale for Associate Professors, as shown in the table on the previous page. Tutorial Fellowsappointed below the top of this range will receive annual increments to their College stipend of two scale points until they reach the top point. There is also an annual ‘cost-of-living’ review. The College will have particular regard to the Fellow’s depth of experience in small group or tutorial teaching when determining the entry point on the scale. The University and the College may appoint at a different points on the scale.

The person appointed will be entitled to be a member of the Universities Superannuation Scheme (USS), or they may arrange their own pension, in which case the College will make no contribution. Details are available on the website at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

The holding of any outside appointment must be approved by the Governing Body.

The Fellow will be entitled to be paid at her or his normal basic remuneration, less the amount of statutory sick pay (SSP) or Social Security Sickness Benefits (SSSB) to which she or he may be entitled for 3 months in any period of 12 months, including vacation. The College will require a medical certificate on a weekly basis during sickness absence.

***Length of appointment***

The appointment is subject to an initial probationary period of 5 years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation in College administration, will result in appointment to retiring age. For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday.

The University operates an employer justified retirement age for all academic and academic-related posts (any grade above grade 5), for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

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

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

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

This is subject to change with legislation. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. There is an interim review of performance about halfway through the five-year probationary period. If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

***The Fellow will be entitled to the following benefits and allowances:***

* Housing allowance (if living outside of College): £8,484 p.a. The housing allowance is paid as taxable, pensionable income;
* Assistance with house purchase
* Funds from the Fellows Allowance of up to £1,488 p.a., for research-related expenses;
* Membership of a medical insurance scheme, paid for by the College at its sole discretion, as a taxable benefit;
* A room in College for teaching;
* Entitlement to lunch and dinner in College without charge when the kitchens are open;
* Membership of the Senior Common Room.

***Sabbatical leave***

The Fellow will be eligible for sabbatical leave from College duties, without deduction of stipend, at a rate of one term of leave for every six terms of service.

***Family support***

The College provides maternity and paternity leave on the same basis as the University. Full details are on the website at: <http://www.admin.ox.ac.uk/ps/staff/academic/matleave.shtml>.

***Relocation expenses***

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

***Equality of opportunity***

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

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

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. The procedure governing right to work is described above.

1. Weighted hours: A one-hour tutorial with 2 students is weighted as 1.25 hrs., with three students as 1.5 hrs. [↑](#footnote-ref-1)
2. Associate Professorships come in different forms according to the balance of duties owed to the College and University, and they may or may not have an associated Tutorial Fellowship. The forms of Associate Professorship include Associate Professor with Tutorial Fellowship-University (APTF-U), Associate Professor with Tutorial Fellowship-College (APTF-C), Associate Professor with Tutorial Fellowship–Faculty (APTF-F) and Associate Professor without Tutorial Fellowship (AP-NTF). [↑](#footnote-ref-2)
3. But NB if the person appointed to the post is a migrant sponsored under the UK’s points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant. [↑](#footnote-ref-3)