



### Job Description and Selection Criteria

<b>Post</b>	<b>Associate Professorship in Digital South Asian Studies</b>
<b>Department/Faculty</b>	The Oxford Internet Institute and the Oxford School of Global and Area Studies
<b>Division</b>	Social Sciences
<b>College</b>	St Antony’s College
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Grade 10a (36S) Salary from £52,815 to £70,918 per annum plus additional benefits and allowances. An additional allowance of £3,078 p.a. would be payable upon award of Full Professor title.  St Antony’s College offers a housing allowance of £2,801 per annum; increasing in line with University cost of living awards.

### Overview of the post

The Oxford Internet Institute (OII) and the Oxford’s School of Global and Area Studies (OSGA) seek to make a joint appointment of an Associate Professor in Digital South Asian Studies. The successful candidate will undertake advanced, internationally excellent research in digital South Asian studies; teach and supervise at the graduate levels; contribute to admissions, examining, and assessment, and contribute fully to academic administration in both University departments and the College. The post-holder will be based in the OII and OSGA. The post-holder is expected to devote roughly 50% of their time to duties within each department.

This position is full-time and, subject to successful completion of the probationary period, permanent. The post is tenable from the start of the 2024/25 academic year or as soon as possible thereafter and applications from those at an early, mid, or advanced career stage are welcome.

*Applications are particularly welcomed from women and Black and minority ethnic candidates, who are under-represented in academic posts in Oxford.*



The candidate will be a South Asian specialist who is undertaking outstanding social science research on topics relating to digital technology and society in one or more South Asian countries. We particularly welcome applications from candidates conducting research into digital activism or digital era politics and government; digital labour platforms and the gig economy; evolving Internet regulation or the intersections between technology and gender, race or caste or who work broadly on the question of how technologies are reconfiguring South Asia be it – for instance – through the rise of social media or the gig economy, through uses of online dating apps or the turn to digital conservation. We would also welcome applications from candidates whose research employs digital methods for collecting and analysing research data, including computational social science techniques. The successful candidate will have shown in their work the global relevance of their chosen field of research.

A mentor will be appointed to advise the post-holder.

Queries about the post should be addressed to Dr Victoria Nash, Director of the Oxford Internet Institute at [exec.nash@oii.ox.ac.uk](mailto:exec.nash@oii.ox.ac.uk) or telephone: +44 (0) 1865 287231, and/or to Professor Paul Chaisty, Head of OSGA, at [paul.chaisty@politics.ox.ac.uk](mailto:paul.chaisty@politics.ox.ac.uk) or telephone: +44 (0) 1865 284748. 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 equivalents of 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. The successful candidate 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 and creativity.

There is considerable flexibility in the organisation of duties, with three 8-week 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, the successful candidate 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:

### University Duties

- To engage in advanced study and internationally excellent research and to collaborate in research programmes of the OII and OSGA and contribute to their international reputation for research excellence;
- To disseminate research through publication in high impact journals, participation in international conferences and seminars, and through other media;
- To contribute to OII and OSGA graduate curricula, on topics relating to digital technology and society in South Asia;
- To participate in the teaching and supervision of graduate students in OII and OSGA under the direction of the Heads of Department/School, the Directors of Graduate Studies and the relevant Course Directors;
- To contribute to the recruitment, admission, and training of high calibre graduate students;
- To co-operate in the administrative work of the OII and OSGA in both term and vacation under the direction of the Heads of Department/School; including: participation in university's academic recruitment exercises; willingness to complete recruitment, visa/immigration training and other relevant courses in order to facilitate staff and other visits from overseas;
- To engage in University examining;
- To secure research funding to support the OII's and OSGA's research activities;
- To identify new areas of research, preparing proposals and raising funds for major new research projects;
- To engage in knowledge exchange with a wide range of policy makers, practitioners and other non-academic stakeholders, and to design research with these stakeholders in mind;
- To contribute to the wider intellectual life of the Oxford Internet Institute and the Oxford School of Global and Area Studies;
- To commit to equality and diversity values embraced by the OII and OSGA.

Teaching and supervising duties across the two departments will include:

#### *In the Oxford Internet Institute*

- Convening and teaching a 'signature' option course in the candidate's area of expertise for the OII's MSc in Social Science of the Internet, to be delivered jointly across both departments;
- Convening and teaching a research methods paper for one or both OII MSc degrees;
- Supervising a proportionate number of OII MSc students;
- Supervising a proportionate number of OII DPhil students.

#### *In the Oxford School of Global and Area Studies*

- Convening and teaching a 'signature' option course (as detailed above) in the candidate's area of expertise for the MSc and MPhil in Modern South Asian Studies, to be delivered jointly across both departments;
- Contributing occasional teaching to the Core Course of the MSc and MPhil in Modern South Asian Studies; the comparative MPhil in Global and Area Studies; and the graduate research methods provision of the Oxford School of Global and Area Studies;

- Supervising a proportionate number of graduate students of the MSc and MPhil in Modern South Asian Studies and, less frequently, the MPhil in Global and Area Studies;
- Supervising a proportionate number of DPhil in Global and Area Studies (South Asia) students.

The Associate Professor will also play a role in contributing to the running and development of The Contemporary South Asian Studies Programme (CSASP) housed at 12 Bevington Road, on the premises of the Oxford School of Global and Area Studies.

### Teaching duties

The OII and OSGA will use 'stint units' to measure teaching and supervision contributions up to a maximum of 288 teaching units per year. The amount of teaching normally must not exceed an average of 288 teaching units<sup>1</sup> per year without approval by the divisional board.



[www.gettyimages.co.uk](http://www.gettyimages.co.uk)

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<sup>1</sup> Departments use 'stint units' to measure teaching and supervision contributions and, overall, the level of expected teaching and supervision is equivalent to a standard two-two teaching load in North America. Various amounts of stint are assigned to different teaching and supervision activities, for example, supervision of a doctoral student counts for 24 stint units per year, and lectures, tutorials, class teaching all count towards stint (one hour paired tutorial, 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally). This tariff is subject to local variation.



## **College duties and responsibilities**

In addition to the duties relating to the University side of the post, the appointee will be a Fellow of St Antony's College, and will be expected to:

- take on a small number of College Advisees;
- play an active role in the academic and research life of the College, for example by organising and/or attending seminars, workshops and other academic activities and events.

From time to time, Fellows may be asked to undertake specific administrative duties for which they would be separately remunerated.

All Fellows are appointed as Trustees of the College and a full induction into your charity trustee role will be provided. As a Trustee, you will be a member of the College's Governing Body which normally meets twice each term.

## **Selection criteria**

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

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

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

### ***Essential Criteria***

- Have, or be close to completing, a doctorate in a social science field relevant to the study of digital technology and society in South Asia, with the doctoral thesis submitted prior to the closing date for this position.
- An excellent publication record in the social sciences, empirically grounded in digital technology and South Asian studies, commensurate with the candidate's career stage.
- An outstanding programme of innovative research on topics related digital technologies and society in South Asia.
- Demonstrated expertise in either traditional social science methods or computational social science sufficient to conduct advanced research and teach graduate students.
- Demonstrated expertise in South Asian studies sufficient to conduct advanced research and teach graduate students.
- A track record of successful research grant applications or evidence of the potential to obtain and sustain peer-reviewed research funding.
- A demonstrated record of, or clear potential for, excellence in teaching, syllabus and curriculum development on topics within the remit of OII's and OSGA's postgraduate degree programmes.
- The ability and willingness to provide supervision and graduate mentoring for high-achieving graduate students who come from diverse disciplinary and cultural backgrounds, and the ability to relate well and appropriately in graduate supervision and in pastoral situations.
- Demonstrated ability to collaborate with colleagues from a range of different disciplines.

- Excellent interpersonal and communication skills, including the ability to communicate with non-academic audiences.
- The skills and commitment to contribute effectively to the administration and management of the OII and OSGA as leading centres of teaching and research.
- A willingness to contribute to the life of the College.
- A firm commitment to promoting awareness and understanding of equality, diversity and inclusion and embedding these principles among staff and students.

### ***Desirable Criteria***

- An understanding of the needs of and/or experience of working with an ethnically diverse population.
- Experience of supervising graduate students.
- A demonstrated record of impact in research through engaging with stakeholders beyond academia.
- Computational social science or digital methods skills.

### **How to apply**

To apply, visit [Associate Professorship in Digital South Asian Studies APPLY](#) then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them. References will not be requested until after shortlisting has taken place.

Applicants are requested to submit:

1. a full Curriculum Vitae, including full details of your publications.
2. a letter of application (supporting statement), which explains why you are applying for the post and provides evidence of how your qualifications, skills, and experience meet the selection criteria outlined above. This may include experience gained in education or employment. Particular reference should be made to your past research work and research plans, as well as your teaching experience and evaluations to date. Circumstances such as caring responsibilities for children or other family members, ill health or disability may result in the quantity of a candidate's outputs being less than might otherwise be expected. Therefore, when considering a candidate's research and publication profile, any career breaks will be taken into consideration in assessing the size of that candidate's body of work.

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, OII's and OSGA disability advisors can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

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

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

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

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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 <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left hand side of the page.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

All shortlisted candidates will be interviewed and asked to make a short presentation of some aspect of their research to an audience of committee, OII, OSGA and College members as part of the interview. They will also be asked to present teaching materials and to submit writing samples that are illustrative of their research that is relevant to this position. Further materials may be requested from candidates who are short-listed. Reasonable interview expenses will be reimbursed.

### **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from the Oxford Internet Institute, the School of Global and Area Studies, the Social Sciences Division and St Antony's 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 Social Sciences divisional board and the Governing Body of St Antony's 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.

Should you have any queries about how to apply, please contact the OSGA HR Team at [hr-administrator@area.ox.ac.uk](mailto:hr-administrator@area.ox.ac.uk)

Academic questions should be directed to: Dr Victoria Nash, Director of the Oxford Internet Institute at [exec.nash@oii.ox.ac.uk](mailto:exec.nash@oii.ox.ac.uk) and/or to Professor Paul Chaisty, Head of OSGA, at [paul.chaisty@politics.ox.ac.uk](mailto:paul.chaisty@politics.ox.ac.uk)

## **The Oxford Internet Institute**

The Oxford Internet Institute has expanded rapidly since founding in 2001, becoming a full department in the Social Sciences Division and a world-leading home for multidisciplinary study of the technology and society, with activities focusing on research, graduate teaching, policymaking, and practice.

The OII aims to bring about a greater understanding of the various social factors that are shaping the Internet and their implications for society. Central to this vision is a view of the Internet as a phenomenon that goes far beyond its technical capabilities to encompass all the people, services, information, and technologies that are intertwined in this 'network of networks'. Excellence in research underpins the Institute's collaborative and teaching activities. Wide-ranging collaborative relationships with experts from academia, government, business, and industry in the UK and around the world also play a central role in its strategic drive.

The OII's research strategy has targeted areas critical to the public interest, where the design and use of the Internet and related technologies are likely to contribute to a substantial restructuring of social practice and institutional arrangements. Having developed critical mass in these areas, the OII's strategy for the next five years is geared towards deepening and extending the range of grant-funded research around each theme and



disseminating the outputs in high-quality journals, while ensuring that research helps inform and shape policy and practice.

Research at the OII focuses on 8 research clusters:

- **Connectivity, Inclusion & Inequality:** understanding the shifts in the power dynamics caused by information and communication technologies.
- **Digital Knowledge and Culture:** charting the on-going digital transformations of the sciences, social sciences, arts and humanities, and their implications.
- **Digital Politics & Government:** investigating political behaviour, digital government, and government-citizen interactions in the age of the internet, social media, and big data.
- **Education, Well-Being, and Digital Life:** addressing the psychological, social, and educational implications of the Internet, for people of all ages, across the full lifespan, with a particular focus on children and young people.
- **Ethics and Philosophy of Information:** investigating the ethical, epistemological, logical, and ontological aspects of information, its sciences, phenomena, and dynamics.
- **Internet Economics:** understanding the economic and social implications of new business models, new market structures, and new types of economic activity.
- **Information Governance & Security:** analysing the challenges created by the digitisation of information, seeking solutions through new governance rules, processes, and institutions, and investigating the relationship between emerging technologies, their design, and information security and privacy.
- **Social Data Science:** seeking a quantitative understanding of how individuals behave and interact in society.

In all its research, the OII aims to operate at the cutting edge in both quantitative and qualitative methodologies that cut across disciplines and topics. Methodological innovation is vital given the changing nature of the Internet and advances in ICTs which both necessitate and facilitate the development of new techniques. OII researchers are developing methodologies such as the embedding of ICTs for real time observation of social phenomenon; web metric techniques for observing the underlying structure of the web presence of social institutions; artificial intelligence design; experimental research; on-line action research; content analysis; investigation of virtual environments; and online survey research.

The Oxford Internet Institute is committed to a diverse academic community. We view equity, diversity, and inclusion as essential to our research and teaching missions, and we welcome applications from faculty who have demonstrated research, service, and training experience in this area. Our intellectual community is enhanced and strengthened by the diversity of our staff, students, and alumni, and we are particularly eager to find ways to expand and extend such diversity. Our differences in background, culture, race, national origin, class, religion, sexual orientation, and many domains of personal experience greatly enrich the projects of research and teaching. We are committed to making certain that a wide array of perspectives are heard and that our research is publicly available.

We 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 <http://edu.admin.ox.ac.uk/disability-support> for details. 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 arrangements at

the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk>.

For more information about the Oxford Internet Institute please visit <https://www.oii.ox.ac.uk>.

## The Oxford School of Global and Area Studies

The School represents a commitment by the University to enhancing teaching and research in Area Studies. It brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme. The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are based (including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2021), Area Studies at Oxford – comprising staff in the School and the Faculty of Asian and Middle Eastern Studies in the Humanities Division - was judged to account for more world-leading (4\*) research than any other Area Studies department in the UK.

The School admits around 140 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, Middle East Studies, and the comparative Master's programme in Global and Area Studies. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

Further information about the OSGA, its component units, its staff, courses and research activities can be found on its website at [www.area-studies.ox.ac.uk](http://www.area-studies.ox.ac.uk)

The School holds a Bronze Athena Swan Award to recognise the advancement of gender equality, representation and progression.

## Contemporary South Asian Studies Programme



The Contemporary South Asian Studies Programme (CSASP) has engaged with the states and societies of South Asia, and with scholars from across the region since 2008. The Programme's permanent academic members of staff, teaching assistants, post-doctoral fellows and research associates deliver world class teaching and research. Supported by a permanent administrator, CSASP administers the 9-month MSc in Modern South Asian Studies and 21-month MPhil in Modern South Asian Studies courses (both of which are run in conjunction with the Faculty of Asian and Middle Eastern Studies <https://www.ames.ox.ac.uk>). Students on each of these courses have the opportunity to engage with and be taught by scholars from both the Humanities and Social Science Divisions.

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

## The Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4\*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4\*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50

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million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science. For more information please visit: <http://www.socsci.ox.ac.uk/>

## St. Antony's College



St Antony's College is one of the seven colleges of the University of Oxford which admit graduate students only. St Antony's chosen field is the interdisciplinary study of the modern history, politics, international relations, economics, sociology and culture of the regions of the world. It provides an informal and multicultural environment for advanced research and postgraduate education and has become the leading European centre for international studies, competing with the best graduate schools in the United States.

Like other Oxford colleges, the College is an independent self-governing institution. Its Governing Body consists of around 40 Fellows and is chaired by the Head of the College (known as the Warden). The Fellows are distinguished scholars in their chosen fields and most of them hold senior academic posts in the University. Each conducts their own research programme and almost all of them supervise postgraduate students from St Antony's and other colleges. Some Fellows teach undergraduates as well and also take part in University and College administration.

The current Warden, Professor Roger Goodman, was a student at the College. Immediately before becoming Warden, he was Head of the Social Sciences Division at Oxford between 2008-17. He was Chair and President of the Academy of Social Sciences between 2016-21.

The College has seven regional research centres, which cover Africa, Asia (except Japan), Europe, Japan, Latin America, the Middle East, Russia and the rest of the former Soviet Union. Most of the Centres are based on the College's campus in converted Victorian houses. Each Centre is run by a Centre Director who is normally a Governing Body Fellow of the College.

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

## About the University of Oxford

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

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

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and regularly creates spinout companies based on academic research generated within and owned by the University. 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, who are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian. For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

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

#### *Salary*

The University salary will be on the scale for Associate Professors, (£52,815 - £70,918).

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

### *Sabbatical leave*

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

### *Outside commitments*

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

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

### *Membership of Congregation*

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation. See <https://www.ox.ac.uk/about/organisation/governance> and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

### *Family support*

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>.

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

### *Welcome for International Staff*

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

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

### *Relocation*

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

[If appropriate, set out further details of relocation scheme for joint appointees. See: <https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916> for further information.]

### *Promoting diversity*

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see <https://edu.admin.ox.ac.uk/home> for details.

### *Other benefits and discounts for University employees*

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at: <https://hr.admin.ox.ac.uk/staff-benefits> <https://hr.admin.ox.ac.uk/discounts>

### *Pre-employment screening*

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

### *Length of appointment*

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

The University operates an employer justified retirement age for academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th birthday. The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

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

### *Data Privacy*

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

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

The appointed Associate Professor will receive the following benefits:

- A taxable and pensionable Housing Allowance. This will be £2,801 per annum in 2023/24 and is increased in line with University cost of living awards;
- College IT support in ensuring that their devices link with the College's networks, and in troubleshooting simple difficulties. Their computer will be provided by the department;
- Use of the College Library with the right to borrow books when resident in Oxford;
- The opportunity to join the Oxford Colleges' Healthcare scheme as long as it is the College's policy to provide this benefit;<sup>2</sup>
- Free meals at common table (lunches and evening meals in the College Hall when it is open);

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<sup>2</sup> As there is no charge to the Associate Professor for their participation, this benefit may give rise to a small tax liability. Their dependants may also join the scheme at the post-holder's expense if eligible.



- 12 free High or Guest Night Tables each term. This dining allowance may also be used to host academic and business guests;
- Membership of the College's Senior Common Room;
- Car parking in the College's car parks, which is normally available if they live more than three miles from the College.