



St John's College
Oxford



Job Description and Selection Criteria

Post	Associate Professor (or Professor) in Molecular Plant Biology
Department	Biology
Division	Mathematical, Physical & Life Sciences
College	St John's
Location	Oxford
Grade and salary	Combined University and College salary from £52,815 - £70,918 p.a. plus substantial additional benefits including an annual college Housing Allowance of £21,630 and a Supplementary Duties allowance of £5,132. An additional allowance of £3,087 p.a. is payable upon award of Recognition of Distinction (i.e., the title of Professor).
Start date	1 September 2024
Hours	Full time (part time or flexible working arrangements are also possible)
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years
Application deadline	12 noon on Friday 1 March 2024
Number of referees required	Three (references will not be requested until after the shortlisting stage)
Vacancy reference	169651
Recruitment contacts	HR: recruitment@biology.ox.ac.uk (for administrative enquiries) Search Lead: Prof. Mark Fricker mark.fricker@biology.ox.ac.uk (for enquiries about the post and the process. The Search Lead is a senior member of academic staff who is independent of the recruitment process and can answer queries in confidence)



Overview of the post

The Department of Biology and St John's College are seeking a talented, highly motivated researcher and teacher with outstanding potential to bring exciting new perspectives to the study of plant biology and teaching of at the University of Oxford. This is a unique opportunity to join a dynamic new Department with a culture that values inclusivity, innovation, collegiality and scholarship.

You will have research experience in plant biology at the molecular level, the ability to engage and enthuse students at all levels and from all backgrounds, and a commitment to promoting the subject within and beyond academia. Topics of research interest might include, but are not restricted to, plant cell biology, developmental biology or genetics.

You will have the freedom to develop your own research ideas, and the opportunity to teach within your own specialism, often using your own research to inspire students. You will play a strategic role in developing research programmes in your field, and in the management and development of the Department and College.

Academics have a key role to play in advancing an inclusive culture across departments, colleges and the University. You will be expected to contribute to ensuring a productive, welcoming and collegiate environment, for example by contributing to initiatives and policies promoting equality, diversity and access for under-represented groups at all levels.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Search Lead: Prof. Mark Fricker mark.fricker@biology.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford. Associate Professors have responsibility for developing the careers of people in their group, department, and the wider environment by leading a successful programme of research, being an enthusiastic and engaging teacher and by promoting equality, diversity, and inclusion across all facets of the Collegiate University. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both. Further information about the College Tutorial Fellowship is found [here](#).

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

We would expect the post-holder to spend, on average, approximately 10-30% of their time on teaching, 50-70% on research and 10-20% on administrative and pastoral responsibilities, noting that the relative fraction may vary within these ranges during their time in Oxford.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Support and benefits

Academic roles at Oxford are inherently flexible, so your working hours can be arranged around caring responsibilities with relative ease. We also welcome requests for more formalised flexible working, such as a reduction in hours. Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is generous sabbatical leave, annual leave, parental/family leave and sick leave. When not on leave, you will be expected to provide up to six hours of tutorials per week on average during term time and deliver between 10 and 20 lectures or practicals annually.

Perhaps the most enjoyable aspect of working at Oxford is the collegial working environment and interaction you will have with your colleagues from across multiple disciplines.

The Department and College are committed to providing you with the time and resources needed to develop your research ambitions. You will be supported by a Department mentor, who will be available to give advice on all aspects of the position (other than those relating exclusively to the College). A separate Departmental assessor will also be assigned to you: the assessor will prepare an interim report mid-way through the initial period of office, and a final report upon completion of the period (when you will be considered for reappointment to the normal retiring age). These arrangements are intended to support you in meeting the objective of reappointment. You will also be offered an annual career development review, and support for the next REF.

Duties of the post

The main duties of the post are as follows:

Research

1	Engage in intellectually exciting, original research in the field of molecular plant biology working with colleagues across the Department and the wider university to develop the field in new and innovative directions.
2	Establish/maintain and manage your own research group, fostering a collaborative, supportive atmosphere and encouraging research achievement among post-doctoral staff, doctoral students and 4th Year undergraduates.

3	Develop and submit competitive grant proposals to support your own research and contribute to the growth of distinctive areas of expertise in the Department and the wider University.
4	Maintain a successful publication record (appropriate to the stage of career, and accounting for career breaks) and disseminate your group's research through participation in international conferences and seminars, and through other media.
5	Engage in activities to enable your research to have wider impact beyond academia, using innovative methods and collaborating with external stakeholders (which could include other educational organisations, governments, NGOs or civil society).

Teaching and Supervision.

1	At the College, teach undergraduates through tutorials six weighted hours per week averaged over three eight-week terms in subjects related to their area of research, including ecology and diversity of life. The colleges operate a 'weighted hours' scheme, under which a one-to-one tutorial counts as one stint hour, a double tutorial as 1.25 hours; a triple as 1.5 hours. Tutorials consist of an hour of academic discussion between tutor and students, and tutors are expected to mark written work as part of each tutorial; lectures and classes (organised by the Department) and seek continual improvement in teaching methods; supervise 4th Year undergraduate and doctoral students, and participate in admissions, examining, marking and assessment as appropriate.
2	To undertake the normal duties of a college Tutor, which include coordinating, setting and marking Collections (College termly exams), monitoring student progress, and writing termly reports on students' work, and organising, where necessary, teaching by specialist colleagues in other colleges.
3	Contribute to the ongoing development, improvement and diversification of the undergraduate curriculum.
4	To take responsibility for the pastoral care of undergraduates reading Biology at the College (alongside the College Welfare Team) and to act as College Advisor to a small number of graduate students at the College.
5	To participate in the undergraduate Admissions process for the College, taking shared responsibility for admissions to Biology.
6	To assist with access and outreach activities (including College Open Days).
7	Ensure that students receive high quality teaching support and maintain excellent research output at the graduate level.

General duties

1	Embed the principles of mutual respect, equality, diversity and inclusivity in all aspects of your work and in interactions with colleagues; undertake training as and when asked to do so.
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2	Ensure all lab, field and office work is undertaken safely and that your team has a proactive approach to safety and to mental and physical health.
3	Engage positively and proactively with the academic community in both the Department and College, and play an active role in the administrative and governance work of the Department.
4	Serve as a Trustee of St John's College (an educational charity), participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and potentially taking on College offices.

Hazard-specific / Safety-critical duties

This post includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before you will be allowed to start work:

- Lone Working
- Work with allergens, eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business

Selection criteria

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

We are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may affect the quantity of candidates' publications.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please 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 interview, 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/>.

Qualifications and competence	
Essential	A doctorate in an area relevant to the field of molecular plant biology
Essential	Postdoctoral track record that demonstrates competence in the field of molecular plant biology, independence and the potential to thrive in our Department and College
Essential	Either an internationally recognised academic and research record within the field of molecular plant biology or demonstrable potential to achieve this
Teaching	
Essential	Commitment to teaching and demonstrable ability to enthuse, educate and inspire high-achieving undergraduate students from all backgrounds and to help them reach their full potential
Essential	Potential for successful research supervision
Essential	Ability to teach undergraduates in subjects related to their research area including plant biology more generally
Desirable	A commitment to inclusive teaching and a creative approach to teaching design and development
Research and public engagement	
Essential	Demonstrable ability to attract and manage research funding from a range of sources and develop an independent programme of research, or the potential to do so
Essential	A publication record appropriate to your career stage and accounting for career breaks or personal circumstances
Essential	Ability to support and guide a small research group of post-doctoral staff and research students, including student supervision
Desirable	Evidence of achievement of impact of research beyond academia and a readiness to communicate to a wider public the central interest and importance of the field
Personal effectiveness	
Essential	Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators
Essential	Ability and commitment to provide pastoral and academic support for students at all stages in their university career
Essential	Evidence of a commitment to equality, diversity and inclusion in research, teaching and/or the broader community
Essential	Evidence of, or potential for good citizenship and a willingness to undertake administrative duties (within reason) to support the smooth running of the Department and the College

How to apply

Applications must be submitted by 12 noon (UK time) on Friday 1 March 2024.

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

You will be required to complete a number of screens with your application details. You should ensure that you supply your full contact details as shown on the screen. When prompted, please give the names and contact details of three referees: please note that we will not ask for references until after shortlisting.

In addition, please upload:

1. A full CV and full publications list.
2. A supporting statement explaining 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 taken to care for dependants). This should be no longer than 3 pages.
3. A research proposal setting out your plans and priorities for the next five years, including how your research will be tailored to make the most of being in Oxford. This should be no longer than 2 pages.

We do not require any other uploads, so please do not send us certificates, testimonials, research papers etc.

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

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from 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. 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.

The Department of Biology

You will be joining us at an exciting time: the Departments of Plant Sciences and Zoology merged to form a new Department of Biology in the summer of 2022, and will move into a major new £200M building on the site of the old Zoology Department in the main Science area in 2025. The new building includes extensive state-of-the-art provision for laboratory-based plant sciences with controlled

environment rooms, glasshouses, an imaging suite with the necessary containment level for transgenic cells and plants, and dedicated plant DEFRA laboratories. The Department also has close links to the Oxford Botanic Garden and extensive facilities at the John Krebs Field Station at Wytham (with Wytham Woods nearby).

The Department of Biology is recognised internationally for research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling fundamental problems in evolutionary ecology, disease biology, evolutionary mechanisms, conservation science, biodiversity, evolutionary developmental biology, plant biology and animal behaviour. Research is conducted in all spheres from laboratory and *in silico* analysis to theoretical and field-based research. Within the new Biology Department, research groups in the Molecular Plant Biology section focus on tackling fundamental problems in plant metabolism, cell biology, development, systematics, biodiversity, evolution and disease. The Department also houses the Oxford University Herbaria, which will transfer to custom-designed space adjacent to the atrium in the new building. The central location of the Department in the Science area also facilitates interactions with colleagues in Biochemistry, Chemistry, Engineering, Physics and Maths, and many researchers are engaged in interdisciplinary projects as a result. The Department also has extensive facilities at the John Krebs Field Station at Wytham (with Wytham Woods nearby).

The Department offers a four-year undergraduate degree course in Biology, with fourth-year students doing a Master's-level research project. Throughout the course there is strong reinforcement of the connections between research and graduate and undergraduate education.

External research income to the Departments is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Department has a significant track record in realising the broader societal impact of research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions' worth of innovation.

The Department of Biology currently holds a bronze Athena Swan awards to recognise advancement of gender equality: representation, progression, and success for all.

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

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 and the MPLS Division is home to our non-medical sciences, with 9 academic departments that 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.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders. Our researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS is at the forefront of promoting equality, diversity and inclusion within the Collegiate University. We provide support to our departments to enable them to diversify their staffing, providing benefits to all, offer an array of development opportunities, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 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. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse 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 (www.oxfordsparks.ox.ac.uk) 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 bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

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

St John's College

There are 39 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.

Established in 1555 as a constituent college of the University of Oxford, St John's College fosters excellence in education and research and is now one of the largest among Oxford Colleges. Today, St John's is home to approximately 400 undergraduates and more than 200 graduate students. Most of the subjects on offer at Oxford University can be studied at the College.

The present Fellowship of the College includes 40 Tutorial Fellows, 11 Professorial Fellows, 14 Junior Research Fellows and 6 Supernumerary Teaching Fellows. All Fellows and some other staff are members of the Senior Common Room, which provides dining and social benefits. The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the President (the head of the College) and 60 Fellows. A vibrant international community, it fosters intellectual rigour, creativity, and independence in its students, teachers, and researchers. The College supports a range of research activities including discussions, seminars, workshops, public lectures and

visiting scholar schemes which particularly emphasize interdisciplinary approaches. While scholarly publication is naturally at the heart of our research endeavours, the fellowship is also committed to informing policy and public debate, and to teaching that is informed by research findings.

Further information about the College is available at <http://www.sjc.ox.ac.uk>.

Biology at St John's

There are currently 15 students reading for higher degrees in Biology. St Johns takes 4 undergraduates each year reading for the four-year single honours degree in Biology (MBiol). Short course descriptions, and information on Biology at St John's can be found at the following links:

<http://www.biology.ox.ac.uk/>

<https://www.ox.ac.uk/admissions/undergraduate/courses-listing/biological-sciences?wssl=1>

<https://www.sjc.ox.ac.uk/study/undergraduate/subjects/biological-sciences/>

The Tutor will be one of a team of two Tutors in Biological Sciences at St Johns, along with Professor Theresa Burt De Perera. Other Biologists among the Fellowship are Professor Nick Harberd and Professor Alan Grafen.

About the University of Oxford

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

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor,

undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

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

For more information please visit www.ox.ac.uk/about/organisation

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, £44,296 - £59,479. The combined College and University salary will be on a scale up to £70,918 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

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

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

Pension

The 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 My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>

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

Welcome for International Staff

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

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

Relocation

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

Promoting diversity

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

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

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

Pre-employment screening

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 all academic posts, for which the retirement date is 30 September immediately preceding the 69th 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 College component of the salary will be on the scale for Associate Professors, (£8,519 - £11,439 per annum). The combined College and University salary will be on a scale up to £70,918 per annum.

The post is associated with a range of other benefits including an annual housing allowance of £21,630 and an annual Supplementary duties allowance of £5,132.86 per annum (both taxable and pensionable), full membership of the Senior Common Room with meals, and private health insurance through BUPA. Tutorial Fellows may draw on a Teaching and Research allowance of £5,000 p.a. to support their scholarship. Newly appointed Fellows are eligible to apply for a welcome grant from the College's Research Committee. There are further opportunities to apply for research grants and other types of academic support throughout a Tutorial Fellow's career.

A teaching room in St John's College will be available.

The College has a purpose-built college nursery that provides places for up to 26 babies and young children of College and University staff and students. Located beside the College sports ground off Bainton Road in North Oxford, the nursery incorporates a range of state-of-the-art facilities while being homely, warm and welcoming for babies and young children up to the age of 5 years. Further information is available via the nursery's website at: <http://www.baintonroadnursery.co.uk/>

The College sabbatical leave scheme allows Official Fellows to apply for one term's absence after six terms of service, two terms after 12 terms, or three terms after 18 terms. There is normally no deduction from stipend.

The College follows the University's employer justified retirement age policy for academic posts, as described above.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department of Biology and St John'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 MPLS divisional board and the Governing Body of St John'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.

Benefits of working at the University

Employee benefits

University employees enjoy generous holiday and pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <http://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at

discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <http://www.sport.ox.ac.uk/home>

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <http://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <http://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care through The Work + Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <http://hr.admin.ox.ac.uk/my-family-care>

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <http://childcare.admin.ox.ac.uk/home>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <http://edu.admin.ox.ac.uk/disability-support>.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <http://edu.admin.ox.ac.uk/networks>.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

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

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are

commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

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

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

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

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

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

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time

or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

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

(with effect from 1 August 2023)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£59,479	£11,439	£70,918
10	51	£57,750	£11,107	£68,857
9	50	£56,073	£10,784	£66,857
8	49	£54,443	£10,471	£64,914
7	48	£52,862	£10,167	£63,029
6	47	£51,327	£9,871	£61,198
5	46	£49,836	£9,585	£59,421
4	45	£48,390	£9,306	£57,696
3	44	£46,985	£9,036	£56,021
2	43	£45,621	£8,774	£54,395
1	42	£44,296	£8,519	£52,815