

## Job Description and Selection Criteria

<b>Post</b>	Associate Professorship in Politics and International Relations of China
<b>Department</b>	Department of Politics and International Relations (DPIR) Oxford School of Global and Area Studies (OSGA)
<b>Division</b>	Social Sciences
<b>College</b>	St Cross
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Salary on the scale within the range £52,815 to £70,918 p.a. plus additional benefits and allowances
<b>Closing date</b>	12:00 Midday (UK time) on Monday 8 January 2024
<b>Vacancy ID</b>	169635
<b>Additional Information</b>	Subject to HMRC regulations and the availability of funding, a relocation allowance may be available.

## Overview of the post

The Department of Politics and International Relations (DPIR) and the Oxford School of Global and Area Studies (OSGA) in association with St Cross College are recruiting an Associate Professor in Politics and International Relations of China.

The successful candidate will undertake advanced, internationally excellent research in the Politics and International Relations of China; 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 DPIR and OSGA. The post-holder is expected to devote roughly 50% of their time to duties within each department.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Dr Nicholas Owen, Joint Head of Department at DPIR ([nicholas.owen@politics.ox.ac.uk](mailto:nicholas.owen@politics.ox.ac.uk)) and/or Professor Paul Chaisty, Head of OSGA ([paul.chaisty@area.ox.ac.uk](mailto:paul.chaisty@area.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 full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

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

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

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

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

## Duties of the post

The main duties of the post are as follows:

1. To engage in research and contribute through world-class publications to the Departments', College's, and University's international reputation for research excellence;
2. To develop courses and provide teaching and supervision to undergraduate and graduate students on taught courses and to supervise research students in DPIR and OSGA;
3. To examine undergraduate and graduate students as required;
4. To participate in the administrative work of DPIR and OSGA, including admissions, in both term time and vacation under the direction of the Heads of Department or their delegate;
5. To participate in the academic life of the College;
6. To raise, as appropriate, external research funds, preparing proposals and securing grants and funding for major new research projects;
7. To develop, as appropriate, research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders.
8. To commit to equality and diversity values embraced by DPIR, OSGA, and College.

## Teaching and supervising duties across the two departments will include:

### *In the Department of Politics and International Relations*

- To contribute as needed to the core paper of the MPhil in International Relations and second year option course provision;
- To supervise graduate students on the Department's MPhil in International Relations and MPhil in Comparative Government; and Politics, and International Relations DPhil programmes;
- To contribute to the research design and methods training for the Department's graduate programmes in Comparative Government and International Relations;
- To contribute to undergraduate lectures, classes and tutorials for the Politics in China undergraduate course;
- To undertake undergraduate and graduate examining for the Department as required;
- To contribute to the administrative work of the Department, including assessment and admissions duties for the graduate programmes, which require an ability to assess outside the candidate's immediate area of specialization.

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

- Convening and teaching an option course covering the politics and international relations of China in the candidate's specialist area of expertise, which will be option to master's students across both departments;
- Contributing teaching to the Core Course 'The Study of Contemporary China' of the MSc in Contemporary Chinese Studies and MPhil in Modern Chinese Studies;
- Contributing to teaching on the MPhil in Global and Area Studies;
- Contributing to teaching on the Research Methods in Area Studies course in qualitative and/or quantitative methods, linked to the postholder's expertise;
- Supervising student dissertations of those studying the MPhil in Global and Area Studies, where appropriate, given the postholder's expertise;
- Supervising DPhil students in Area Studies linked to the postholder's expertise;
- Contribute to the running and development of the Contemporary China Studies Programme housed at the University of Oxford China Centre, Dickson Poon Building.

## For the College:

St Cross is a graduate College and the Fellowship at St Cross carries no teaching duties for the College, but the Fellow will be expected to participate in the academic life of the College, taking part in events for students, acting as a College Advisor for students, and playing a part in the administration of the College, including through attendance at Governing Body meetings and serving on other committees.

In due course you may carry out the duties of a College Officer, which are held for three years and rotate among members of the Governing Body. (The College does not normally expect new Fellows to undertake more onerous College Officer roles in the first 5 years of their appointment.)

More information about Fellowship and its benefits can be found on page 9.

## Academic workload

### For the Department:

For the purposes of managing academic workload, DPIR and OSGA use 'stint units' to account for teaching and supervision contributions. 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. The amount of teaching normally must not exceed an average of 288 teaching units<sup>1</sup> (approximately 144 for each department) per year without approval by the Divisional Board.

This obligation can, for instance, be met by teaching or co-teaching at least one eight-week undergraduate lecture course (eight one-hour lectures) and one eight-week two-hour graduate seminar, while contributing to graduate training in core themes and in research methods and supervising 2-3 DPhil students and 2-3 first or second year MPhil students.



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

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<sup>1</sup> A full description of the stint as it applies in both departments is provided in the Appendix below.

## Selection criteria

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

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

For those candidates selected for interview, there will be an informal opportunity to meet the Heads of DPIR and OSGA and other members of the academic staff. These meetings will play no part in the selection process.

### Essential

1. A completed doctorate in International Relations, International Political Economy, Political Science, or a closely related field, with specialisation in China, by September 1 2024, or at least have submitted a completed doctoral dissertation by that date;
2. An internationally recognised portfolio of research and publications in International Relations, International Political Economy, Political Science or related fields (e.g. international diplomacy, public policy, development studies) or demonstrable potential to achieve this, appropriate to your career stage and accounting for career breaks or personal circumstances;
3. Strong potential to secure competitive external funding for research, manage research projects and deliver grants successfully;
4. Commitment to teaching and a demonstrable ability to enthuse, educate and inspire high-achieving undergraduate students from all backgrounds and to help them reach their full potential;
5. The ability to provide excellent undergraduate teaching;
6. The ability to provide excellent graduate teaching for the courses listed above for DPIR and OSGA;
7. A demonstrable commitment to intellectual and methodological rigour in the study and teaching of contemporary China's politics and international relations;
8. The ability to be an effective supervisor of graduate students on the MPhil and DPhil programmes in both DPIR and OSGA;
9. Willingness to assess and examine in undergraduate and graduate degree programmes;
10. Ability and commitment to provide pastoral and academic support for students at all stages in their university career;

11. A firm commitment to promoting awareness and a culture of equality, diversity and inclusion and to in the workplace, embedding these principles among staff and students, including the undertaking of appropriate training as and when asked to do so;
12. Evidence of, or potential for, good citizenship and a willingness to undertake administrative duties to support the smooth running of DPIR, OSGA and the College;
13. Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators;
14. The ability to contribute to quantitative and/or qualitative research methods training and research supervision;
15. A willingness to lead and participate in the intellectual activities of the Contemporary China Studies Programme.

### Desirable

1. A successful record of securing competitive external funding for research, managing research projects and delivering on grants;
2. A track record of delivering research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
3. Evidence of contributions to equality, diversity and inclusion in research, teaching and/or the broader community;
4. Chinese language skills;
5. An understanding of the needs of and/or experience of working with an ethnically diverse population.

### How to apply

To apply, visit [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=169653](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=169653) 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 now.

You will also be asked to upload a CV (including a full list of publications, details of teaching experience, a statement of research interests and future research plans), a supporting statement and a writing sample, which should be an article of a chapter. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment. You are also required to provide details of three referees whom you have asked to submit confidential reference letters to [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk). Please ensure that your referees send their letters by the stated deadline for applications

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 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.

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.

## The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post- doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, Operations and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.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 Oriental 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 160 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.

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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)

### Contemporary China Studies Programme (CCSP)



The post-holder will be a member of the Contemporary China Studies Programme within the Oxford School of Global and Area Studies. Research on modern and contemporary China is thriving at Oxford University and the China Studies programme is a vibrant focal point of activity, supporting students, postdoctoral research fellows and faculty members working in the School and in Chinese Studies across the University on interdisciplinary study of contemporary China. Staff directly employed in the programme are currently Paul Irwin Crookes (International Relations), Rachel Murphy (Sociology), Anna Lora-Wainwright (Human Geography), Patricia Thornton (Politics), Denise van der Kamp (China's Economy), Evelyn Chan (Contemporary China Studies), Chigusa Yamaura (Chinese Society) and Nisha Stillman (Programme Administrator).



The Contemporary China Studies Programme is part of the Oxford School of Global and Area Studies at the University of Oxford. Since its founding in 2002 with a generous grant from the Leverhulme Trust, the CCSP has offered a vibrant focal point for study and research on the full spectrum of subjects concerning contemporary China and Chinese society. The CCSP brings together expertise and scholarship on China from across the social sciences, including economics, politics, international relations, sociology, anthropology and Chinese history. The programme facilitates collaboration between students, post-doctoral research fellows and faculty members from across the university, as well as with other academics, researchers and policymakers from around the world who share a passion for the study of contemporary China and a focus on producing ground-breaking interdisciplinary research.

The programme offers two master's degrees jointly with the Faculty of Oriental Studies, a one year MSc in Contemporary Chinese Studies and a two year MPhil in Modern Chinese Studies, which together bring about 25 students per year to Oxford.

The CCSP's MSc in Contemporary Chinese Studies (previously the MSc in Modern Chinese Studies) brings more than 20 exceptionally talented students to Oxford per year and provides high-quality graduate research training to those who wish to deepen their understanding of contemporary China, welcoming applications from both recent graduates and returning professionals. The programme organises frequent seminars, workshops, colloquia and conferences to develop, share, and disseminate the latest thinking on China, whilst also hosting a number of visiting academics from across the world who wish to access the unrivalled research resources in Chinese studies available at Oxford. A limited number of fellowships and other forms of financial support are available to postgraduate students concentrating on the study of contemporary China within the social sciences.

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

## St Cross 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.

Founded in 1965 and occupying a site in central Oxford, St Cross College is a multidisciplinary graduate society through which graduates are admitted to study for advanced degrees and diplomas of the University: there is no restriction on subject. The College community comprises some 100 Fellows, covering a wide variety of disciplines in the sciences, humanities and social sciences, and approximately 600 graduate students, about two thirds of whom are from overseas. All Fellows and students enjoy equal membership of the Common Room.

An Official Fellowship of St Cross carries with it no additional stipend, but all Fellows are entitled to free weekday lunches in the College and have access to rooms for entertaining, meetings and overnight accommodation for professional colleagues and other visitors at internal rates. The College provides a number of dinners per term which are useful for entertaining colleagues and visitors at favourable rates.

All Official Fellows are members of the College's Governing Body and there is an expectation that Fellows will attend as often as they can each term. Fellows are co-opted onto various College committees to assist with the running of the College. St Cross expects its Fellows to take full part in College life and to become College Advisors each academic year for a limited number of students. This involves being available to give advice and support as and when it is required, and conducting an annual Graduate Consultation meeting with each of their advisees.

Further information can be found on the College website at [www.stx.ox.ac.uk](http://www.stx.ox.ac.uk).

## 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 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: [www.socsci.ox.ac.uk](http://www.socsci.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 salary will be on the scale for Associate Professors (£52,815 - £70,918 per annum).

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

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition](#)

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

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

### ***Pension***

The 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](https://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 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>.

### **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the DPIR, OSGA and St Cross 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 Cross 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.

## Appendix

### 1. Stint Tariff (2023-24)

Teaching	Stint Units
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar	3
2-hour class/seminar	6
Other teaching provision**	Apply for approval
Supervision	
Supervision of one DPhil student (during fee liability)	24 p.a.
Supervision of one DPhil student (first year beyond fee liability)	12 p.a.
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student (during fee liability)	12 p.a.
Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR 'Departmental Assessor' for IR DPhil students.	4 p.a.
Supervision of one MPhil student (year 1)	8 p.a.
Supervision of one MPhil student (year 2)	12 p.a.
Supervision of one MSc student	12 p.a.

\*\*Organising the main research colloquium for each pillar (Government, IR, and Political Theory) counts towards teaching stint at the same rate as a class/seminar (e.g. organising a 1-hour colloquium session counts for 3 stint units).

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

### 2. Research Allowance (2023-24)

The postholder will be eligible for a research allowance from both departments. The combined amount is presently £2450.