



St John's College
Oxford

Job Description and Selection Criteria

Post	Associate Professorship in Physical Geography (Climate Science)
Department/Faculty	School of Geography and the Environment (SoGE)
Division	Social Sciences Division
College	St John's College (SJC)
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	<p>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.</p> <p>An additional allowance of £3,078 p.a. is payable upon award of Recognition of Distinction (the title of Full Professor).</p>
Vacancy ID	170103
Closing Date	12:00hrs, Thursday 8 th February 2024
Additional Information	<p>The School of Geography and the Environment and St John's College are committed to promoting a culture of equality, diversity, and inclusion in the workplace. Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in academic posts in Oxford.</p> <p>The School of Geography and the Environment holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality.</p>

Overview of the post

The School of Geography and the Environment and St John's College propose to appoint an Associate Professor in Physical Geography with Tutorial Fellowship. The post is tenable from 1 September 2024 or at an earlier or later date by negotiation. The successful candidate will be both a member of the School of Geography and the Environment and an Official Fellow and Tutor in Geography at St John's College.



The person appointed will be expected to engage in advanced research in Physical Geography and to give high-quality lectures, classes and small-group teaching in Geography at both undergraduate and graduate level. The appointee is expected to have expertise and a strong research interest in climate science, with a specialism in climate dynamics and climate processes, which may include application to understanding long-term climate change.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Giles Wiggs, Head of School of Geography and the Environment (head@ouce.ox.ac.uk). To discuss academic life at St John's College, you are welcome to contact the Provost for Academic Affairs (who is also not a member of the recruitment panel), Professor Kate Nation (provost.academic@sjc.ox.ac.uk) and College's HR via academic.vacancies@sjc.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

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

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

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

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

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

Duties of the post

The main duties of the post **in the School** are as follows:

- (a) to engage in advanced study and research and produce high-quality publications of an international standard to contribute to the School's research profile;
- (b) to obtain external funding for research, lead research projects and collaborate with academic colleagues;
- (c) to undertake teaching and administrative work of the School of Geography and the Environment under the direction of the Head of School;
- (d) to supervise graduate students in Geography;
- (e) to engage in University examining.

The amount of teaching and supervision under (c) - (d) normally must not exceed an average of 192 teaching units¹ per year without approval of the Social Sciences Divisional Board.

Teaching and supervision **in the School** will include specifically:

Teaching (including field teaching) on both undergraduate and graduate programmes under the direction of the Head of the School of Geography and the Environment, generally in aspects of physical geography commensurate with needs on: (i) core courses in the undergraduate programme; (ii) courses associated with MSc, MPhil and doctoral training programmes; (iii) the delivery of an undergraduate option course for the Honour School of Geography; (iv) supervising graduate dissertations and theses (masters and doctorate) in Physical Geography.

For the **College** the post-holder will be expected:

- (a) to engage in advanced study and research and to take responsibility for the selection, teaching and academic care of undergraduates and any foundation year students in Geography;
- (b) to give tutorial teaching related to physical and environmental geography on relevant courses on the Geography undergraduate curriculum (Earth Surface Processes, Geographical Controversies and Geographical Techniques in the first year, and Earth System Dynamics, Environmental Geography, Geographical Thought, and Geographical Dissertation in the second and third year), up to a maximum of 6 notional hours² per week of full term annualised over the year;
- (c) to undertake other teaching duties as appropriate, including termly collections (college exams) and reviews of student progress;
- (d) to write termly reports for all students taught;
- (e) to contribute to the College's outreach and widening participation activities, including Open Days;
- (f) to arrange out of College tuition as required;
- (g) to have responsibility for pastoral care for undergraduate students;
- (h) to act as College Adviser for graduate students;
- (i) to co-organise the college geography society's events;
- (j) to act as a member of the College's Governing Body and a trustee of the College, to participate in the governance, intellectual life and academic activities of the College, including acting as a member of College committees or holding College Officer appointments as appropriate to career stage;
- (k) to participate in the annual undergraduate and graduate student admissions processes (with undergraduate interviews in December each year);
- (l) to act as a mentor for early career academics in geography and cognate areas.

The successful candidate will be expected to have a broad range of academic interests and be willing and able to teach the agreed subjects and to consider picking up adjoining subjects as the need arises.

¹ One hour paired tutorial = 1 unit; one hour lecture = 3 units; one doctoral student = 24 units; other types of teaching are weighted proportionally. This tariff is subject to local variation.

² At any time during appointment, the College's Senior Tutors' most recent agreed schedule of weighted hours will be in force: currently, a single tutorial is one notional hour; a paired tutorial, 1.25; a trio or more, 1.5. Given the teaching norms for college teaching agreed by the colleges and the department, the number of actual contact hours is expected to be 4.5 hours per week

Commitments to paid external work exceeding 30 days per annum must be approved in advance by the Senior Tutor of St John's College.

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.

Essential

- a) a doctorate in Physical Geography or a closely related field;
- b) a proven track record of high-quality research and publications at an international level which is complementary to research activities already undertaken in the School;
- c) research and teaching expertise in climate dynamics and climate processes;
- d) the ability to develop a vigorous and significant programme of research that will contribute to the School's international research reputation;
- e) a record of attracting external grant funding for research, with the potential to lead and manage research activities;
- f) evidence of inter-disciplinary skills and the capacity to participate in collaborative research as well as pursuing an independent research agenda;
- g) the ability and commitment to participate in the School's undergraduate and postgraduate (MSc and DPhil) teaching programmes;
- h) the ability or potential to be an effective and inspiring teacher of students of high ability at the undergraduate and graduate levels, to lecture at an appropriate level in an interesting and engaging manner;
- i) the ability or potential to provide undergraduate tutorial (i.e. small group) teaching and monitoring of individual students' progress, and to undertake supervision of high quality research students;
- j) the ability and willingness to participate in the full range of pastoral, administrative, and examination tasks in the School and College, collaborating effectively with colleagues and working as part of a professional team;
- k) a firm commitment to deepening equality, diversity and inclusion in the School and College.

Desirable

- a) research and teaching experience in long term climate change;
- b) experience of, or potential for, participating effectively in outreach, public engagement, knowledge exchange, and impact activities.

How to apply

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. Please provide details of three referees and indicate whether the University may contact them now.

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

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/>.

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. If you require any further help and support then please visit this page: <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 School of Geography and the Environment

The **School of Geography and the Environment** (SoGE) is a dynamic, diverse, interdisciplinary department at the University of Oxford combining natural and social science research interests and analytical skills, underpinned by geography's tradition of working in many different situations and contexts. The School is internationally recognized for the quality of its teaching, research and wider engagement across the breadth of human geography, physical geography and environmental studies. Based within the Social Sciences Division, the School incorporates three affiliated research centres as well as Geography: the Environmental Change Institute (ECI), the Smith School of Enterprise and Environment (SSEE), and the Transport Studies Unit (TSU).

The School is based partly within the Oxford University Centre for the Environment (OUCE) building and partly in the inter-connected Dyson Perrins building, which was completely refurbished in 2022. The School's physical location enables us to easily connect with many academic departments and organisations across the University, and we collaborate with many of them. For example, the School is an active participant in fostering the Oxford University Networks for the Environment (ONE), which links up over 1000 individuals within the University around the themes of Climate, Biodiversity, Energy, Food and Water.

Our research spans issues related to the environment; sustainable transport; security in energy, food, and water; sustainable finance and economy; climate change impacts; the drive to net-zero; social inequality; racism and decolonisation; environmental governance; ecosystem services; development; geopolitics; and cities. The School's research portfolio totalled approximately £105 million across more than 170 research projects in 2021/22, from a wide variety of funders.

Much of this work is collaborative, and we currently estimate that research with our partners takes place in over 70 countries across the globe. We aim to contribute to the common good, and many of our researchers actively engage in advising local, national and international organisations; in giving written and oral contributions to government consultations both locally and nationally; and in engaging with others through policy, partnerships, business and social enterprise.

Research excellence is central to the ethos, strategy and activities within SoGE. Oxford has been ranked first for Geography in the QS World University Rankings for 13 consecutive years (2023). SoGE was ranked first for Research Power in REF 2021, based on a submission of 95 FTE, the largest submission of any UK University in the Geography and Environmental Studies Unit of Assessment. We were also ranked first equal for Research Environment with a score of 100%.

The School also provides world-class, multidisciplinary teaching. Our Undergraduate Honour School gives undergraduate students research-led teaching across the breadth of human and physical geography and environmental studies by internationally recognised academic staff. 250 graduate students from a wide range of nationalities currently study for taught and research postgraduate degrees with us in our International Graduate School. For more information about the School please visit our website at: <http://www.geog.ox.ac.uk>

The School is committed to supporting the career development of all its members. Everyone is encouraged to undertake professional training from the range offered by the School, the Division and the University's People, Organisation and Development Unit. The School has a mentoring scheme and all staff are encouraged to work with a mentor during their time at SoGE; academic staff are also encouraged to have regular meetings with the Head of School to plan their career progression.

The Social Sciences Division

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

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

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

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

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>

Geography at St John's

The College admits up to five undergraduate students to study Geography each year. The College typically has about 12 postgraduate (taught and research) students in Geography on course at any time. The Tutor in Physical Geography will be one of a team of two Tutors in Geography at St Johns, along with Professor Ian Klinke. Other Geographers among the Fellowship include Professor Gillian Rose, Dr Jennifer Richards, Professor Linda McDowell and Dr John Langton. Fellows with cognate expertise include Professor Myles Allen (Geography and Physics) and Professor Heather Bouman (Earth Sciences). For more information about Geography at St John's, see <https://www.sjc.ox.ac.uk/study/undergraduate/subjects/geography>

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 (please see the most recent figures which are available at <https://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.

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

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

Welcome for International Staff

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff

and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

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

Relocation

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

Promoting diversity

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

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

Other benefits and discounts for University employees

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

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

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

Pre-employment screening

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

Length of appointment

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

The University operates an employer justified retirement age for academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

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

Data Privacy

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

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

The 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 p.a (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 School of Geography and the Environment and St Johns 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 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.

APPENDIX

The Tutorial Fellowship: General Template of Duties

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 Professorship³. The appointee is selected and funded jointly by the college(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their college. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the college or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each college's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each college will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to

³ Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

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).