

## Job Description and Selection Criteria

<b>Post</b>	Associate Professorship of International Relations
<b>Department</b>	Department of Politics and International Relations (DPIR)
<b>Division</b>	Social Sciences
<b>College</b>	Exeter College
<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 (including a college Housing Allowance currently worth £12,050 per annum)
<b>Closing date</b>	Midday (UK time) on 26 March 2024
<b>Vacancy ID</b>	170554
<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) in association with Exeter College are recruiting an Associate Professor of International Relations. Applications are welcome from both early career and established scholars in any sub-field of international relations. The Department has particular needs at present in historical international relations, the international relations of the Middle East, Africa, Latin America, Russia and the Post-Soviet space, international law, and the international politics of the environment.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Nicholas Owen, joint Head of Department at DPIR, at [nicholas.owen@politics.ox.ac.uk](mailto:nicholas.owen@politics.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 are as follows:

1. To engage in research and contribute through world-class publications to the Department's, 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 the Department;
3. To examine undergraduate and graduate students as required;
4. To provide excellent research-led teaching to undergraduate students at Exeter College;
5. To provide pastoral support to undergraduate and graduate students at Exeter College;
6. To participate in the administrative work of the Department, including admissions, in both term time and vacation under the direction of the Head of Department or their delegate;
7. To act as a trustee of Exeter College and a member of the Governing Body, and actively participate in its governance;
8. To raise, as appropriate, external research funds, preparing proposals and securing grants and funding for major new research projects;
9. To develop, as appropriate, research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders.

Duties will include specifically:

### **For the Department:**

1. To provide and organize undergraduate teaching (lectures, tutorials) for one or more of the Department's papers in International Relations;

2. To contribute to the core paper of the MPhil in International Relations and contribute (or contribute to) a second year option course;
3. To supervise graduate students on the Department's MPhil in International Relations and DPhil programmes;
4. To contribute to the research design and methods training for the Department's graduate programmes in International Relations;
5. To undertake undergraduate and graduate examining for the Department as required;
6. 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.

#### **For Exeter College:**

1. to deliver 96 'contact' hours per year of high-quality undergraduate tutorial or small-group teaching (equivalent to 4 'contact' hours per week, averaged across the 24 weeks of the academic year). Tutorials or small-group classes consist of an hour of highly-focused academic discussion between tutor and students, and for each tutorial tutors are expected to mark written work submitted by the students;
2. to participate actively in the annual undergraduate Admissions process for the College, taking shared responsibility for admissions to the degree of Politics, Philosophy & Economics (PPE);
3. to undertake the normal duties of a college Tutor, which include coordinating, setting and marking Collections (termly formative exams), monitoring student progress, writing termly reports on students' work, and organising, where necessary, teaching by specialist colleagues in other colleges;
4. to take responsibility for pastoral care of undergraduates reading PPE in the College, alongside other colleagues in Philosophy & Economics;
5. to act as College Adviser for graduate students studying PPE and related social science subjects, i.e. providing general academic guidance and support as distinct from the teaching role of the MPhil course director or DPhil supervisor;
6. to actively participate in access and outreach activities (including College Open Days); and
7. to serve as a Trustee of Exeter College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body, proportional service on College committees, and in due course taking on College offices.

#### **Academic workload**

For the purposes of managing academic workload, the Department uses 'stint units' to account for teaching and supervision contributions. Each postholder has – combining Department and College duties – an amount of teaching equating to 288 'stint units' per year: 192 for the department and 96 for the College.

### **For the Department:**

For the purposes of managing academic workload, the Department uses '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.<sup>1</sup> The amount of departmental teaching normally must not exceed an average of 192 teaching units 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.

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.

### **For the College:**

The College's teaching duty of 96 'stint units' per year is met by teaching a total of 96 hour-long tutorials across the 24 teaching weeks of the academic year (a mean average of four per week, though the balance between the three Terms is likely to vary according to the Terms in which different topics are normally taught).

## **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.

### **Selection criteria**

#### **Essential**

1. A completed doctorate in international relations, or a closely related field;
2. An internationally recognised portfolio of research and publications in international relations, 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;

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<sup>1</sup> One hour small group teaching (paired tutorial), 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally. This tariff is subject to local variation.

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 (tutorials, classes, lectures) for the core paper in International Relations (second and third year undergraduates) along with one or more optional international relations papers for second and third year undergraduates and the first-year Practice of Politics course;
6. The ability to provide excellent graduate teaching for the core paper of the MPhil in International Relations and a second year option course;
7. A demonstrable commitment to intellectual and methodological pluralism and rigour in the study and teaching of International Relations;
8. The ability to be an effective supervisor of graduate students on the MPhil in International Relations and DPhil programmes;
9. The ability to make a strong contribution to research methods training sequences in International Relations;
10. Willingness to assess and examine in undergraduate and graduate degree programmes;
11. Ability and commitment to provide pastoral and academic support for students at all stages in their university career;
12. Commitment to promoting a culture of equality, diversity and inclusion in the workplace, including the undertaking of appropriate training as and when asked to do so;
13. 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;
14. Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators.

### **Desirable**

15. A willingness to contribute to one or more of the IR history papers;
16. A successful record of securing competitive external funding for research, managing research projects and delivering on grants;
17. A track record of delivering research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
18. Evidence of contributions to equality, diversity and inclusion in research, teaching and/or the broader community.

## **How to apply**

To apply, visit [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=170554](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=170554), 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 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/>.

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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, 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.

### **International Relations at DPIR**

International Relations is one of the most successful and intellectually distinguished graduate programmes in Oxford, and International Relations is an important and thriving element of the undergraduate degree in Philosophy, Politics and Economics and History and Politics. The IR group are committed to the rigorous use of a plurality of theoretical approaches and methods, and also to the understanding of normative theory, foreign policy and area/regional studies. We are committed to broadening, as well as deepening, the scope of the approaches and methods in the existing IR group.

For further information, please visit: <https://www.politics.ox.ac.uk>

## **Exeter College**

At just over seven hundred years old, Exeter College is the fourth oldest of the 42 constituent Colleges and Halls of the University of Oxford. It is a self-governing charity whose Governing Body is made up of the Rector and 59 Fellows, all of whom hold senior academic or administrative posts in the collegiate University. The College has an undergraduate body of about 340, in addition to whom there are more than 200 postgraduate students and up to 30 undergraduate students visiting for a year from other top institutions. Exeter is a lively interdisciplinary community: its Fellows, Lecturers, and students study and research across a wide array of subjects, in the social sciences, humanities, medicine, and the natural sciences

The College was founded in the early fourteenth century by Walter de Stapeldon, government administrator and Bishop of Exeter. William Petre, a senior government administrator, provided a further substantial endowment in the 1560s and is recognised as the second founder of the College. The historic centre of the College is located on the corner of Broad Street and Turl Street in the heart of the city, and in early 2017 we opened an ambitious third quadrangle (the 'Cohen Quadrangle') in Walton Street, just a few minutes' walk from the Turl Street site. The Cohen Quadrangle includes seminar rooms, residential facilities, and study and social space.

Exeter's working environment is very congenial, and the College has a reputation for being small and friendly, as well as for maintaining consistently high academic standards. The College's strategic aims are to support excellence in the achievement of all its members, actively to seek to enhance diversity (in many forms) within the whole membership of the College, to steward the resources of the College to ensure sustainability, and to enhance the inclusiveness of our intellectually stimulating academic community. We seek to enhance our international connections in teaching and research. Within the Fellowship, we seek to foster a lively and creative community of world-class academics, which remains self-governing and has the resources to ensure that busy and creative academics benefit from their membership of the College.

### **Philosophy, Politics, and Economics at Exeter College**

Exeter College typically admits 102 undergraduate students each year, of whom seven are admitted to study Philosophy, Politics and Economics ('PPE'). The College sometimes has in residence one or two students reading for a Second BA in PPE. In addition, the College hosts 26 visiting students from Williams College (a leading US liberal arts college), who spend the Junior Year of their Williams College degree resident in Oxford, studying alongside our own students. These students often take options in Politics, International Relations, and Sociology.

The College also has a very vibrant graduate community. The tuition and supervision of graduate students in Oxford are the responsibility of the Faculties and Departments; however, the College offers pastoral

support and guidance, and a diverse community of academic subjects and international backgrounds, which augments the postgraduate experience.

Tutors in related subjects at Exeter College are: Dr Jim Grant (Tutorial Fellow in Philosophy), Dr Rachel Fraser (Tutorial Fellow in Philosophy), Dr Dan Quigley (Tutorial Fellow in Economics), and (from 2024) Dr Florian Trouvain (Tutorial Fellow in Economics). All of these Fellows are Associate Professors in their respective faculty/ department.

### **Teaching and other Duties for the College**

The duties of a Tutorial Fellow include teaching, the pursuit of original research, and participation in the administrative work of the College. The general template of duties for a tutorial fellowship is attached to these further particulars as an Annex.

The successful candidate will be required to provide tutorial teaching as follows: a contribution to the teaching of the first-year course ('Introduction to the Theory and Practice of Politics'); teaching of the 'core' second year course in International Relations; teaching of relevant second- and third-year courses in the field of international relations.

The postholder will be responsible for participating in the organisation of the teaching of PPE in the College, working collaboratively with the Fellows in these subjects. Tutors are expected to be committed to a broad academic and pastoral responsibility for the students under their care, to be locally and easily contactable by students and colleagues during the eight weeks of Full Term and in the week preceding Full Term, to recommend and select books for their subject area in the College Library, to mark tutorial work when appropriate, to set and mark College examinations at the beginning of each term, and to participate fully in the undergraduate admissions exercise held each year.

The Tutorial Fellow will be expected to encourage high-quality applications to Oxford University and to Exeter College, and in particular to contribute to the College's aim to provide the widest access possible, e.g. through its programme of open days and schools liaison activities.

The Tutorial Fellow will also have responsibility for advising, as necessary, the post-graduate students in social science disciplines, whose academic tuition is primarily the responsibility of the department and whose instructors and research supervisors may be based in other Colleges.

The Fellow will be a member of the Governing Body and a Trustee of the College and will be expected to engage in the governance and administration of the College as a whole, both in term and in vacation. They may be asked to take on certain administrative College Offices, for which additional payment is made.

### **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 University component of the salary will be on the scale for Associate Professors, (£44,296 - £59,476). 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](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>.

## College Benefits, Terms and Conditions

The College component of the salary will be on the scale for Associate Professors, between £8,519–£11,439 per annum. The combined College and University salary will be on a scale up to £70,918 per annum.

Over and above the annual salary of an Associate Professor, Exeter College will provide the following:

- a. A taxable and superannuable housing allowance, currently £12,050 per annum.
- b. The option to rent College accommodation in central Oxford, subject to availability.
- c. Full College dining rights, which normally include free lunches and dinners on every weekday in term and outside term, and on every Sunday evening in term.
- d. An Academic Support Allowance, currently £1,600 per annum (this is reclaimed through expenses, rather than being paid as salary).
- e. Sole use of an office (teaching room) in the College.
- f. Computing equipment (or equivalent IT facilities).
- g. Access to private healthcare and private dental care. Membership is on a voluntary basis and premiums are recovered through monthly salary.
- h. Pension, sabbatical, and family leave arrangements similar to those offered by the University (see pages 10 – 12 above).
- i. Funds are made available to enable the Fellow to entertain their students in conjunction with the other tutors in PPE and E&M.

The College operates an employer-justified retirement age (EJRA) for jointly-appointed academic posts, which is in line with that operated by the University. The College's EJRA procedures, which will apply to this post, are available upon request. The College policies on equality and diversity can be found here: <http://www.exeter.ox.ac.uk/equality-and-diversity/>

As a member of the Governing Body of the Exeter College, the postholder will be a Trustee of the charity. As such, candidates must ensure that they are eligible to act as Trustees, and that there is no reason why they would be disqualified from acting as such. Further information can be obtained from the HR Manager ([vacancies@exeter.ox.ac.uk](mailto:vacancies@exeter.ox.ac.uk))

## Offer of employment

Applications for this post will be considered by a selection committee containing representatives from DPIR and Exeter 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 Exeter 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

### *Department of Politics and International Relations*

#### 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).

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

The postholder will be eligible for a Departmental research allowance, which is presently £3,200 per annum.

## **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<sup>2</sup>. 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

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<sup>2</sup> 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).



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).

March 2014