



# Job Description and Selection Criteria

Job title	Associate Professor of Digital Culture
Division	Social Sciences
Department	Oxford Internet Institute
Location	1 St Giles', Oxford
Grade and salary	Grade 10a (36S) Combined University and College salary: £52,815 - £70,918 per annum. An additional allowance of £3,078 per annum may be made upon award of the title of Professor. There are additional College benefits as detailed below.
College	Green Templeton College
Hours	Full time
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years
Reporting to	Director of the Oxford Internet Institute
Vacancy reference	171155

# **Overview of the post**

The Oxford Internet Institute (OII) is seeking to appoint an Associate Professor of Digital Culture, in association with a Research Fellowship at Green Templeton College. The post will sit within the OII. The successful candidate will conduct outstanding research and deliver graduate teaching on topics relating to digital life and culture.

The position is open to candidates from the social sciences with a research profile in areas such as Internet cultures (identity, norms, expression, aesthetics), digital arts and creativity, social movements and participation, cultural analytics or related areas. The successful candidate will be expected to conduct innovative research that uses qualitative methods to generate important insights for society, and to be willing to engage in cross-disciplinary collaborations that support this. We are keen to see applications from candidates in disciplines such as sociology, anthropology, cultural studies, media and communications, and political science but candidates from cognate disciplines conducting relevant research are also welcome to apply. We particularly welcome candidates conducting policy-relevant research and those



with skills in digital ethnography, online interviewing, cross-cultural qualitative analysis and large-scale qualitative data analysis. As an outward-looking multi-disciplinary social science department, the successful candidate should enjoy engaging across disciplines and should also be comfortable engaging with non-academic audiences.

The successful candidate will contribute research-led teaching and supervision for OII graduate students and will also contribute to the delivery of core and option papers on OII MSc degrees.

Candidates must demonstrate a research record in digital culture with an international standing appropriate to the stage of their career; the ability to deliver excellent teaching, and a willingness to undertake administration and pastoral responsibilities on behalf of Green Templeton College and of the University. Candidates should hold a completed doctorate, or a completed doctoral dissertation submitted for examination by the advertised closing date for this position.

This post is available from 1<sup>st</sup> October 2024, or as soon as possible thereafter. This is a permanent appointment (subject to successful review during the initial period of office).

For the University, the post holder will teach, supervise graduate students, and participate in examining students within the OII, and play a full and active role in the intellectual life of the department. They will be expected to engage in independent and original research, to secure funding and engage in the management of research projects and disseminate research of the highest international standard through publications, conferences, and seminars. They will be entitled to office space at the OII.

The University of Oxford holds several awards of recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women, including an Athena Swan Bronze award and the Race Equality Charter Bronze award. The University signed the Mindful Employer's Charter for Employers Who Are Positive About Mental Health in February 2018 and is currently one of Stonewall's Top 100 Employers. More information can be found at <a href="https://edu.admin.ox.ac.uk/equality-charters">https://edu.admin.ox.ac.uk/equality-charters</a>.

Informal enquiries about the post should be directed in the first instance to the Director of the Oxford Internet Institute, Professor Victoria Nash, (victoria.nash@oii.ox.ac.uk), or to Naomi Benson (fellowshipadministration@gtc.ox.ac.uk) at Green Templeton College. All enquiries will be treated in strict confidence and will not be considered in the selection decision.

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

The closing date for applications is **12 noon (midday) on 25<sup>th</sup> March 2024**. Interviews are expected to be held on 24<sup>th</sup> April 2024.

### 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 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, teaching and leadership. 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, normally, during the first five years. The vast majority of Associate Professors successfully complete this initial review. Teaching commitments are mainly concentrated into the University's graduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

### Duties of the post

The main duties of the post for the OII are as follows:

### Research

- to engage in original, world-class research in the field of digital culture;
- to disseminate research through excellent publications in peer reviewed journals, proceedings, or other outlets consistent with disciplinary norms of excellence, through participation in international conferences and seminars, and through other media;
- to secure significant external funding sufficient to support a productive programme of world-recognised research;
- to demonstrate impact in research and, through this, to inform policy, technology design, and public life.

### Teaching

- to contribute to the development and delivery of the OII's graduate degrees in their specialist area;
- to give lectures, seminars and courses as required on our range of graduate degrees and executive courses;
- to supervise masters' and doctoral students;
- to contribute as appropriate to graduate admissions processes.

The amount of teaching normally must not exceed an average of 288 teaching units<sup>1</sup> per year without approval by the divisional board.

### Examining

• to take part in examining as and when requested to do so by the appropriate OII committee for the nomination of examiners.

### Administration

• to participate in administration as and when requested by the Director of the OII, including service on committees or holding of academic offices.

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

### General

• to co-operate in the work of the department both in term time and vacation under the line management of the Director of the OII.

The main duties of the post for the College are as follows:

- to act as college adviser to c.5 graduate students, meeting each once a term to discuss, in general, academic progress, personal development and engagement with college and University life.
- on a voluntary basis to join committees which contribute to the governance of the college.
- on a voluntary basis to participate in and contribute towards academic events within college, engaging with the wider college community, and supporting the academic goals of the college.
- to be an advocate for college, highlighting the college affiliation whenever appropriate.
- where appropriate, to advocate for and support the fundraising efforts of the college.

### Appointee

The appointee would be elected initially as a Research Fellow. At GTC, Governing Body responsibilities are currently limited to Senior Research Fellows but the appointee would be welcome to join committees of the College according to their interests, or to participate in College initiatives which might be academic but could, for example, be about environmental sustainability, diversity and inclusion or the running of the 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

- 1. Have, or be close to completing, a doctorate in a field relevant to digital culture, with the doctoral thesis submitted prior to the closing date for this position.
- 2. An excellent publication record in the field of digital culture, commensurate with the candidate's career stage.
- 3. An outstanding programme of innovative research in the field of digital culture.
- 4. Demonstrated expertise in qualitative social science methods sufficient to conduct advanced research and teach graduate students.
- 5. Evidence of the potential to obtain and sustain peer-reviewed research funding.
- 6. A demonstrated record of, or clear potential for, excellence in teaching, syllabus and curriculum development on topics within the remit of OII's MSc in Social Science of the Internet.
- 7. The ability and willingness to provide supervision and graduate mentoring for high-achieving graduate students who come from diverse disciplinary and cultural backgrounds.
- 8. Demonstrated ability to collaborate successfully with colleagues from a range of different disciplines.

- 9. Excellent interpersonal and communication skills, including the ability to communicate with nonacademic audiences.
- 10. The skills and commitment to contribute effectively to the administration and management of the OII.
- 11. A willingness to contribute to the life of the College.
- 12. Commitment to principles of equality, diversity and inclusion and to supporting these through academic practice.

### Desirable

- 1. Experience of supervising graduate students.
- 2. A track record of successful research grant applications
- 3. A demonstrated record of impact in research through engaging with stakeholders beyond academia.
- 4. Experience of academic administration or leadership

### How to apply

To apply, visit <u>https://my.corehr.com/pls/uoxrecruit/erq\_jobspec\_details\_form.jobspec?p\_id=171155</u> 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 <a href="https://edu.admin.ox.ac.uk/disability-support">https://edu.admin.ox.ac.uk/disability-support</a> 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 <a href="https://www.accessguide.ox.ac.uk/">https://www.accessguide.ox.ac.uk/</a>.

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 <u>recruitment.support@admin.ox.ac.uk</u>. Further help and support is available from <u>https://hrsystems.admin.ox.ac.uk/recruitment-support</u>. 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 erecruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

### **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 <u>COVID-19</u> and <u>Climate Change</u>. 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: <u>www.socsci.ox.ac.uk</u>.

# The Oxford Internet Institute (OII)

The Oxford Internet Institute – founded in 2001 - is a multidisciplinary research and teaching department of the University of Oxford, dedicated to the social science of the Internet.

Digital connections are now embedded in almost every aspect of our daily lives, and research on individual and collective behaviour online is crucial to understanding our social, economic, and political world.

Research: We have unprecedented access to a huge volume of rich social data, and are developing new theories, concepts and methods to analyse it.

Teaching: Our Masters and doctoral programmes bring students from all over the world, to work with our faculty at the cutting edge of their fields.

Policy: We provide the empirical data and conceptual analysis that is so needed to design policy solutions to societal problems.

Our academic faculty and graduate students are drawn from many different disciplines: we believe this combined approach is essential to tackle society's 'big questions'. Together, we aim to positively shape the development of our digital world for the public good.

The OII aims to operate at the cutting edge in both quantitative and qualitative methodologies that cut across disciplines and topics. The core of our activity is to develop rigorous peer-reviewed research and disseminate the outputs in high-quality journals, while ensuring that research helps inform and shape policy and practice.

Our research focuses on areas critical to the public interest and has already delivered significant impact. Our faculty were among the first to draw the world's attention to "fake news" and defined the concept of "big data". They have undertaken ground-breaking research into technology and wellbeing using realtime industry data and persuaded major global firms to adopt a new methods and practices. And OII researchers have developed the first global ratings system for firms operating in the gig economy and had a significant role in influencing the online harms debate in the UK.

Our four teaching programmes graduate around 80 students a year across our two MSc programmes in addition to around five doctoral students. Many of our talented alumni go on to perform important roles and achieve significant accomplishments in the world of policymaking, technology development, civil society and academia.

In 2025, the OII is expected to take up residence in the new Schwarzman Centre for the Humanities, moving from our current location across three sites on St Giles.

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

### **Green Templeton College**

Green Templeton College, one of Oxford's few graduate colleges, was founded in 2008 following the merger of Green and Templeton Colleges.

Green Templeton is proud to be a progressive, international and inclusive community within the University of Oxford at the forefront of graduate education. The college aims to lead the way in graduate education by providing an environment specifically geared to the needs and interests of postgraduate students. In 2022 we published our <u>Strategic Plan</u> to 2031.

With 70 members of staff, 300 fellows and 650 students from around 80 countries, the college is international, outward-looking, future-focused and truly contemporary within a traditional Oxford setting. Friendly and informal, with a single, shared common room and no high table, the college community forms the backdrop to a lively academic and social scene. The intellectual agenda and distinctive academic profile emphasise issues relating to human welfare and social, economic and environmental well-being in the 21st century.

The college is especially committed to equality and diversity, in both law and spirit. The diversity of our global community of students and staff is one of our greatest assets The College is well known for its friendly, congenial and welcoming environment so it would be very easy for the appointee to the post to settle into College life. There is an understanding of the multiple pressures on our fellows, and we are very accommodating in this regard.

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

### Academic Life and Vision

We extend the traditional Oxford model by bringing together researchers, teachers and practitioners with parity of esteem. Our students, fellows, alumni and staff will have a welcoming and exceptional college experience with enrichment opportunities that enables all to deliver on their potential and thrive throughout life.

The disciplines of our academic and student members include medicine, medical sciences, business and management, and a broad range of social sciences, including education, environmental sciences and social policy. Because of our iconic <u>Radcliffe Observatory</u>, we also have strong connections with astrophysics. We have established academic initiatives in the nexus of these areas, including our long-running Management in Medicine programme.

We seek ways of bringing these groups together and the synergies are remarkable – our aim is to nurture inter- and multi-disciplinarity for the benefit of social, economic and environmental wellbeing. As part of our vision for the future we strive to ensure our fellowship reflects the diversity demonstrated within our student population. We have great plans for our estate, increasing the facilities available for our community with a focus on the net-zero goal set for 2035.

### 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 <u>www.ox.ac.uk/about/organisation/finance-and-funding</u>), 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

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

### Salary

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

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

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see <u>Recognition</u> of <u>Distinction | HR Support (ox.ac.uk</u>); 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 <u>Professorial Merit Pay | HR Support (ox.ac.uk</u>). 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 <u>https://finance.web.ox.ac.uk/uss</u>

### 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 <a href="https://hr.admin.ox.ac.uk/holding-outside-appointments">https://hr.admin.ox.ac.uk/holding-outside-appointments</a>.

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

### 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 <u>https://www.ox.ac.uk/about/organisation/governance</u> and <u>https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation</u> 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 <a href="https://hr.admin.ox.ac.uk/family-leave-for-academic-staff">https://hr.admin.ox.ac.uk/family-leave-for-academic-staff</a>. 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 <u>https://childcare.admin.ox.ac.uk/home</u>.

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 <a href="https://hr.admin.ox.ac.uk/my-family-care">https://hr.admin.ox.ac.uk/my-family-care</a>.

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 <a href="https://www.newcomers.ox.ac.uk/">https://www.newcomers.ox.ac.uk/</a>.

### 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 <u>welcome.ox.ac.uk</u>.

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 <u>https://edu.admin.ox.ac.uk/home</u> 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: <a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a>
<a href="https://hr.admin.ox.ac.uk/discounts">https://hr.admin.ox.ac.uk/discounts</a>

#### 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 <a href="https://jobs.ox.ac.uk/pre-employment-checks">https://jobs.ox.ac.uk/pre-employment-checks</a>.

#### 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 of 30 September immediately preceding the 70th birthday.

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

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

### 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: <u>https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy</u>.

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

# **College Benefits, Terms and Conditions**

Fellows and Senior Fellows at Green Templeton College have full access to all college facilities, such as the Library and Gym and are entitled to full dining rights. There is a single Common Room to which all members of the College belong. Spouses, partners and children are welcome to accompany you in the Common Room. College association is linked to employment in this role, and terminated concurrently with the end of employment within this role. Senior fellows that have served as a Trustee, and a member of Governing Body, with ten years' service are entitled to be elected to Emeritus Fellow of the College for life. For full details contact our Fellowship Administration team <u>fellowshipadministration@gtc.ox.ac.uk</u>

# Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Oxford Internet Institute and Green Templeton 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 Green Templeton 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.