



Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Computer Science
Department/Faculty	Computer Science, Wolfson Building, Parks Road, Oxford
Division	Mathematical, Physical and Life Sciences
College	Mansfield College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined University and College salary from £54,395 per annum. An additional allowance of £3,078 per annum would be made upon award of the title of Professor. College provides substantial additional benefits, including Housing Allowance of £11,600 p.a. and Research Allowance of £1,814 p.a.
Recruitment contacts	jo.francis@cs.ox.ac.uk

Overview of the post

The Department of Computer Science and Mansfield College wish to recruit an Associate Professor or Professor of Computer Science. The successful candidate will be appointed to a Tutorial Fellowship in Computer Science at Mansfield College. This post is available now and it is hoped that the appointee will start on 1 September 2025.

The successful candidate will join the vibrant and rapidly growing Department of Computer Science. The successful candidate will have a first rate research track record in Computer Science. At Oxford, they will benefit from a rich academic environment and a diverse computer science research community.

You will be expected to engage in independent and original research, to secure funding and engage in the management of research projects, and to disseminate research of the highest international standard through publications, conferences and seminars. You will also contribute to teaching on the Department's highly successful undergraduate and graduate programmes. You will be encouraged to participate in the academic life of the College, and be responsible for the organisation, supervision and teaching of Computer Science in the College.



Athena
Swan
Silver Award



Race
Equality
Charter
Bronze Award



The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

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

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

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave).

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:

The Associate Professor will be a member of both University and College communities. You will be part of a lively and intellectually stimulating research community which performs at the highest international levels in research and publications and you will have access to the excellent research facilities which Oxford offers. You will have a role to play in the running of the College as a member of its Governing Body.

For the University the post-holder will be expected:

Research	
1	To engage in original research in Computer Science.
2	To secure research funding and engage in the management of research projects.
3	To disseminate your research through publication in high-quality scholarly journals and conferences.

Teaching and Supervision.

1	To carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department.
2	To supervise research students.

Examining.

1	To take part in University examining as and when requested to do so.
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Administration.

1	To participate in the administration of the department as and when requested by the Head of department.
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General duties

1	Embed the principles of mutual respect, equality, diversity and inclusivity in all aspects of your work and in interactions with colleagues; undertake training as and when asked to do so
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For Mansfield College the post-holder will be expected:

Research

1	To engage in advanced study and research.
2	To contribute to the intellectual life of the College

Teaching.

1	To deliver an average of six hours (weighted ¹) of high-quality undergraduate tutorial teaching in Computer Science per week during the three eight-week terms of the academic year. Tutorials relate to the topics from the Preliminary Examinations and Part A (second year) Core as specified on the departmental website http://www.cs.ox.ac.uk/teaching/bacompsci/ .
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¹ Tutorial hours for this post operate on a weighting system, whereby one contact hour with one student counts as one hour, one contact hour with a pair of students as 1.25 hours, one contact hour with a group of 3 counts as 1.5 hours and so on. Thus the 6 hours will usually be accomplished in 4 or 5 hours of tutorials with a mix of pairs and singletons, for example.

2	To undertake the normal duties of a College Tutor, which include arranging teaching and termly college exams for undergraduates studying Computer Science, monitoring students' progress, and writing termly reports on their work.
3	To take responsibility for the academic care of Computer Science undergraduates in the College.
4	To act as College Adviser for graduate students.

Admissions.

1	To participate in the Undergraduate Admissions process for the college, taking shared responsibility for admissions in Computer Science.
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Outreach and widening participation.

1	To assist with access and outreach activities (including College Open Days).
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Administration.

1	To serve as a Trustee of the college, an educational charity, and participate in the administrative work of the College, including attendance at Governing Body and service on college committees, and after the probationary period, from time-to-time holding one of the smaller College officerships
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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 demonstrates its support for DORA (San Francisco Declaration on Research Assessment) to which the University became a signatory in 2018.

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, suffered with a long-term illness or debilitating condition (e.g. long-COVID), 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

Applications will be judged only against the criteria which are set out below, so you should make sure that you show very clearly how your skills and experience meet these criteria.

The successful candidate will demonstrate the following.

Qualifications and Research	
Essential	A doctorate in the field of Computer Science or a closely related discipline.
Essential	A proven research track record of internationally high quality in Computer Science.
Essential	A research programme that enhances and is coherent with the research profile of the Department of Computer Science.
Essential	The ability to attract research funding and develop an independent programme of research.
Desirable	As part of our expansion, we are looking for outstanding candidates in all areas of Computer Science. For this post, a specialisation in one of the following areas is desirable (but is not at all essential): Algorithms and Complexity Theory, Human Centred Computing, Programming Languages, Quantum, Security, and Systems.
Teaching	
Essential	Experience teaching Computer Science (or closely related subjects).
Essential	The ability and willingness to teach effectively, both at undergraduate and graduate level, a wide range of Computer Science topics;
Essential	The ability to supervise graduate students.
Personal Effectiveness	
Essential	Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students.
Essential	Ability and willingness to undertake the full range of administrative duties both within the department and the college.

Related Posts

The Department is advertising two Associate Professor or Professor positions in Computer Science during this academic year. All applications will automatically be considered for both posts. See our [faculty hiring page](#) for details.

How to apply

To apply, visit <https://www.cs.ox.ac.uk/aboutus/vacancies/vacancy-faculty-hiring.html> 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 the names and addresses of three referees. It is not necessary to name a referee from your current institution. **Candidates should also ask their referees to send their references directly to references@cs.ox.ac.uk by the closing date given below.** Candidates should supply each referee with a copy of this job description. *The Department of Computer Science wishes to take this opportunity to thank in advance those referees who write on behalf of applicants.*

You will also be asked to only upload a CV and a supporting statement *and both a teaching and a research statement (the teaching and research statements should each be at most 3 pages)*. 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, employment or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

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

All applications must be received by **12.00 noon on 18th December 2024** as detailed in the online advertisement. Please note that late applications will not be considered.

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

All shortlisted candidates will give online research presentations on the afternoon of **18 Feb 2025** and will give online teaching presentations on the afternoon of **25 Feb 2025**. These will be followed by interviews in Oxford on **18 March 2025**. The post will be offered as soon as possible after the interviews. The successful candidate will be expected to start no later than 1 September 2025.

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). Our Computer Science and Informatics submission to the UK Research Excellence Framework (REF) in December 2021 resulted in 81% of research activity ranked as 4* (world-leading) and the rest ranked as 3* (internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 74 members of academic staff and 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and life sciences. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). At present, the Department holds over £75m in external funding of which £58m is research.

Research in the Department is currently managed in ten themes:

- **Algorithms & Complexity Theory**, led by Professor Leslie Ann Goldberg, focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- **Artificial Intelligence & Machine Learning**, led by Professor Michael Wooldridge, focuses on theoretical foundations of AI, multiagent systems, deep learning, reinforcement learning, and computational linguistics;
- **Automated Verification**, led by Professor Marta Kwiatkowska, investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- **Computational Biology & Health Informatics**, led by Professor Blanca Rodriguez, is concerned with computational approaches for biomedical research and healthcare innovation;
- **Human-Centred Computing**, led by Professor Nigel Shadbolt, includes human-computer interaction, social computing, and the worldwide web;
- **Data, Knowledge and Action**, led by Professor Ian Horrocks, includes databases, knowledge representation and reasoning;
- **Programming Languages**, led by Professor Nobuko Yoshida, includes functional programming, program analysis, and programming language foundations;
- **Quantum**, led by Professor Jonathan Barrett, focusses on quantum computing including quantum software, causality in quantum theory, quantum cryptography and foundations of quantum computing;
- **Security**, led by Professor Ivan Martinovic, specialises in cybersecurity, protocol analysis, systems security, trusted computing, and networking.
- **Systems**, led by Professor Niki Trigoni, focusses especially on cyber physical systems. We plan to substantially broaden our research in systems to complement our existing research areas.

For more information, please visit: <http://www.cs.ox.ac.uk/>.

College Information

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.

Mansfield College

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body, and has the highest proportion of state sector students. Mansfield is one of the smaller Oxford colleges, with approximately 40 academic staff, 240 undergraduates and 180 graduates. The current Principal is Helen Mountfield KC.

Mansfield is delighted to begin taking undergraduates in Computer Science, and Mathematics and Computer Science from 2025. We appointed our first fellow in Computer Science, Professor Sara Bernardini, in September 2024 and the advertised post will be our second fellowship. Mansfield has an excellent reputation for success in research and teaching in the Mathematical Sciences. Mathematics and Statistics are longstanding and thriving subjects in the College at both undergraduate and postgraduate level. Mansfield has an average of seven students in each year studying for undergraduate Mathematics and Mathematics and Statistics and plans to take 7 students in Computer Science and Mathematics and Computer Science. The College has two tutorial fellows in Mathematics: Professor Peter Keevash and Professor Ian Griffiths, and one statutory Professor, Jon Chapman (Professor in Mathematics and its Applications). In recent years, all three have been awarded the Whitehead Prize by the London Mathematical Society. Mansfield has two further permanent College staff in Maths: Dr Andrei Constantin and Dr Carmen Constantin, and a Tutorial Fellow in Statistics, Professor Tom Rainforth, appointed in September 2024.

Further information about the College and its members can be found at: www.mansfield.ox.ac.uk

The Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

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

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

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large

variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

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

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), 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

Details of University policy in the following areas can be found at the links provided.

Salary

[Academic staff pay | HR Support \(ox.ac.uk\)](#)

Pension

<https://finance.web.ox.ac.uk/uss>

Sabbatical leave

[Council Regulations 4 of 2004 | Governance and Planning \(ox.ac.uk\)](#)

Outside commitments

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Intellectual Property

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

Managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>

Membership of Congregation

<https://www.ox.ac.uk/about/organisation/governance>

<https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

Family support

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. <https://childcare.admin.ox.ac.uk/home>.

<https://www.newcomers.ox.ac.uk/>.

Welcome for International Staff

<welcome.ox.ac.uk>.

[Home | Staff Immigration \(ox.ac.uk\)](#)

Relocation

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

Promoting diversity

<https://edu.admin.ox.ac.uk/home>

Other benefits and discounts for University employees

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

Pre-employment screening

<https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

Retirement

<https://hr.admin.ox.ac.uk/the-ejra>

Data Privacy

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

<https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

College benefits include Housing Allowance (currently £11,600 p.a.), College Research Allowance (currently £1,814 p.a.), free meals in College when the kitchens are open, membership of the Senior Common Room, and a shared teaching room for College teaching.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department of Computer Science and Mansfield College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the MPLS divisional board and the Governing Body of Mansfield College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

Benefits of working at the University

[Employee benefits | HR Support \(ox.ac.uk\)](#)

[Staff benefits | HR Support \(ox.ac.uk\)](#)

Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

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

This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

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

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;

- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

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

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

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

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

ANNEXE

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

(with effect from 1 August 2024 – NB also awaiting national pay increase wef 1/8/24)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	53	£61,259	£11,782	£73,041
10	52	£59,479	£11,439	£70,918
9	51	£57,750	£11,107	£68,857
8	50	£56,073	£10,784	£66,857
7	49	£54,443	£10,471	£64,914
6	48	£52,862	£10,167	£63,029
5	47	£51,327	£9,871	£61,198
4	46	£49,836	£9,585	£59,421
3	45	£48,390	£9,306	£57,696
2	44	£46,985	£9,036	£56,021
1	43	£45,621	£8,774	£54,395