



## Job Description

Job title	Associate Professorship in Comparative Central and Eastern European Politics with a Non-Tutorial Fellowship at St Antony's College
Division	Social Sciences
Department	Department of Politics and International Relations (DPIR), and Oxford School of Global and Area Studies (OSGA)
College	St Antony's
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	University salary scale: £55,755 to £74,867 per annum plus substantial additional benefits (where qualifying), with a college allowance of £2,801. An additional allowance of £3,155 p.a. would be payable upon award of full Professor title.
Closing date	Midday (UK time) on Friday 3 January 2025
Vacancy reference	176257

## Overview of the post

The Department of Politics and International Relations (DPIR), and the Oxford School of Global and Area Studies (OSGA), in association with St Antony's College, are seeking to appoint an Associate Professor in Comparative Central and Eastern European Politics. This is a joint post with 50% of the position, in terms of teaching and administrative duties, dedicated to the DPIR and 50% to OSGA.

We invite applicants with a strong research background in comparative Central and East European politics. Preference will be given to scholars with a regional, rather than single country, focus on the post-socialist countries of the region.





The successful candidate will be expected to teach and supervise in comparative Central and East European politics at the undergraduate and graduate level, to contribute to the graduate research design or methods teaching sequences across both departments, and to act as a College Adviser for graduate students and to contribute to the convening of talks and events for the centres at St Antony's College. The post will be held in conjunction with a Governing Body Fellowship at St Antony's College.

We strongly encourage applications from women and /or candidates from a BME background as they are currently under-represented.

The Associate Professorship is tenable from the start of the 2025/2026 academic year, or on a mutually agreed date soon thereafter.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor David Doyle, Head of the Department of Politics and International Relations ([david.doyle@politics.ox.ac.uk](mailto:david.doyle@politics.ox.ac.uk) / telephone +44 (0)1865 276827), or Professor Paul Chaisty, Head of the Oxford School of Global and Area Studies ([paul.chaisty@politics.ox.ac.uk](mailto:paul.chaisty@politics.ox.ac.uk) /telephone: +44 (0)1865 284779).

All enquiries will be treated in strict confidence; they 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).

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:

- To engage in research and contribute through world-class publications to DPIR and OSGA's international reputation for research excellence;
- To develop courses and provide teaching and supervision to undergraduate (DPIR only) and graduate students on taught courses and to supervise research students in both departments;
- To examine students as required;
- To participate in the administrative work of DPIR and OSGA in both term time and vacation under the direction of the relevant Head of Department or their delegate;
- To raise external research funds, preparing proposals and securing grants and funding for major new research projects;
- To develop research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
- To play an active role as a college Governing Body Fellow: as a trustee, advising students, serving on committees, and participating in the activities of the College's Area Studies Centres.

Specifically, for the DPIR (0.50 full time equivalent), the duties will include:

- The provision and organization of graduate teaching in Central and Eastern European politics, as appropriate, through classes and/or tutorials, for the European Politics and Society (EPS) MPhil programme and for the Comparative Government (CG) MPhil programme, and acting as a course provider for one or more optional graduate courses open to students in DPIR and OSGA;
- Supervision of graduate students on the MPhil and DPhil programmes in the area of comparative Central and Eastern European politics;
- Contributing, as appropriate, to other graduate core courses in politics, including methods and research design training;
- The provision and organization of undergraduate teaching (tutorials, classes and lectures) on comparative Central and Eastern European politics;
- Undergraduate and graduate examining;
- Assessment and admissions duties for the graduate programmes in the Department, including an ability to assess outside the candidate's immediate area of specialization.

Specifically, for OSGA (0.50 full time equivalent), the duties will include:

- Contributing teaching to the Core Course 'Contemporary Russian and East European Studies';
- Convening and teaching an option course covering the politics of Central and Eastern European politics in the candidate's specialist area of expertise for the MPhil in Russian and East European Studies (REES), which will be open to MPhil students in DPIR and the OSGA MPhil programme in Global and Area Studies (GAS);
- Supervision of graduate students on the REES MSc and MPhil, the GAS MPhil, and the OSGA DPhil programmes;
- Contributing, as appropriate, to other graduate core courses in Area Studies, including methods and research design training;
- Graduate examining;
- Admissions duties for the graduate programmes in the School;
- Contribution to administrative roles for both REES and the School.

### Teaching duties

The level of expected teaching and supervision is equivalent to a standard two-two teaching load in North America. For the purposes of managing academic workload, departments use 'stint units' to account for teaching and supervision contributions. Various amounts of stint are assigned to different teaching and supervision activities. For example, supervision of a doctoral student counts for 24 stint units per year, and lectures, tutorials, class teaching all count towards stint<sup>1</sup>. The expectation is that teaching and supervision duties will amount to 288 units per annum for full-time staff on average: that is, 144 units for the DPIR and 144 units for OSGA. The amount of teaching must not normally exceed an average of 288 teaching units per year without approval by the divisional board. Please see the Appendix for the amounts of stint assigned for different activities. Academic staff enjoy a good deal of flexibility in how to meet their stint. Some administrative roles also come with stint relief.

This teaching obligation could, for instance, be met over the course of the academic year by supervision of 8 doctoral students (192 units), 4 masters' students (40 units, on average if you have a mix of first and second years), the provision of one eight-week two-hour graduate seminar series (48 units) and 2 one-hour lectures for the graduate methods programme (6 units) = 286 units.

See the Appendix for how quantities of stint are assigned teaching and supervision activities.

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<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.



### College duties and responsibilities

In addition to the duties relating to the University side of the post, the appointee will be a Fellow of St Antony's College, and will be expected to:

- Take on a small number of College Advisees;
- Play an active role in the academic and research life of the College, for example by organising and/or attending seminars, workshops and other academic activities and events.

From time to time, Fellows may be asked to undertake specific administrative duties for which they would be separately remunerated.

All Fellows are appointed as Trustees of the College and a full induction into your charity trustee role will be provided. As a Trustee, you will be a member of the College's Governing Body which normally meets twice each term.



## 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. A completed doctorate in Political Science, or in a closely related field;
2. An internationally recognised portfolio of research and publications in Political Science and Area Studies (or a closely related field), or demonstrable potential to achieve this, appropriate to your career stage and accounting for career breaks or personal circumstances;
3. An original programme of research relevant to comparative Central and Eastern European Politics;
4. Strong potential to secure competitive external funding for research, manage research projects and deliver grants successfully;
5. Commitment to teaching and a demonstrable ability to enthuse, educate and inspire high-achieving graduate and undergraduate students from all backgrounds and to help them reach their full potential;
6. An ability to provide excellent graduate and undergraduate teaching of courses in comparative Central and Eastern European politics, including thesis supervision and course development, and the capacity to supervise Politics master's theses in the EPS and CG MPhil programs and interdisciplinary Area Studies master's theses in REES and GAS;
7. The ability to make a strong contribution to research methods training sequences for the Departments' graduate programmes;
8. The ability to be an effective supervisor of graduate students on the MPhil and DPhil programmes in DPIR and OSGA;
9. Willingness to assess and examine in undergraduate and graduate degree programmes;

10. Ability and commitment to provide pastoral and academic support for students at all stages in their university career;
11. 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;
12. Evidence of, or potential for good citizenship and a willingness to undertake a reasonable share of administrative duties effectively to support the smooth running of the Departments and the College;
13. Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators.

## Desirable

1. A successful record of securing competitive external funding for research, managing research projects and delivering on grants;
2. A track record of delivering research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
3. Evidence of contributions to equality, diversity and inclusion in research, teaching and/or the broader community;
4. Ability to work with source materials in one or more of the official languages of Central and Eastern Europe is highly desirable.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>



## How to apply

To apply, visit

[https://my.corehr.com/pls/uoxrecruit/erg\\_jobspec\\_details\\_form.jobspec?p\\_id=176257](https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=176257) 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. Please also provide a separate research statement and teaching statement. You are also required to provide details of three referees whom you have asked to submit confidential reference letters to [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk). Please ensure that your referees send their letters by the stated deadline for applications.

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

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

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

All applications must be received by 12.00 noon on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left hand side of the page





Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

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

All applications must be received by midday UK time on the closing date stated in the online advertisement.

**If you need help**

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



## 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 of 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)



## Department of Politics and International Relations (DPIR)

DPIR is one of the largest departments working in Politics and International Relations in the world, and is active in both undergraduate and graduate teaching. With around 90 academic staff, it is world class in international and national research and teaching. In September 2024, The Guardian UK ranked us the Number One University in the UK for Politics. We are 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 across a broad range of disciplinary 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.

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

## The Oxford School of Global and Area Studies (OSGA)

The School represents a commitment by the University to enhancing teaching and research in Area Studies. It brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme. The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are



based (including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2021), Area Studies at Oxford – comprising staff in the School and the Faculty of Oriental Studies in the Humanities Division - was judged to account for more world-leading (4\*) research than any other Area Studies department in the UK.

The School admits around 160 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, Middle East Studies, and the comparative master's programme in Global and Area Studies. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

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

Potential applicants can find out more about the School at <http://www.osga.ox.ac.uk>.

## St Antony's College

St Antony's College is one of the seven colleges of the University of Oxford which admit graduate students only. St Antony's chosen field is the interdisciplinary study of the modern history, politics, international relations, economics, sociology and culture of the regions of the world. It provides an informal and multicultural environment for advanced research and postgraduate education and has become the leading European centre for international studies, competing with the best graduate schools in the United States.



Like other Oxford colleges, the College is an independent self-governing institution. Its Governing Body consists of around 40 Fellows and is chaired by the Head of the College (known as the Warden). The Fellows are distinguished scholars in their chosen fields and most of them hold senior academic posts in the University. Each conducts their own research programme and almost all of them supervise postgraduate students from St Antony's and other colleges. Some Fellows teach undergraduates as well and also take part in University and College administration.

The current Warden, Professor Roger Goodman, was a student at the College. Immediately before becoming Warden, he was Head of the Social Sciences Division at Oxford between 2008-17. He was Chair and President of the Academy of Social Sciences between 2016-21.

The College has seven regional research centres, which cover Africa, Asia (except Japan), Europe, Japan, Latin America, the Middle East, Russia and the rest of the former Soviet Union. Most of the Centres are based on the College's campus in converted Victorian houses. Each Centre is run by a Centre Director who is normally a Governing Body Fellow of the College.

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

## Social Sciences Division

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

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2024. We have placed first in four of the last five years (2019, 2021, 2022 & 2023).

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, thirteen 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).



## 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](#)

### Pension

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

### Sabbatical leave

[Council Regulations 4 of 2004 | Governance and Planning](#)

### 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>

### 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

[Home | Oxford University Welcome Service](#)

[Home | Staff Immigration](#)

### Relocation

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse109491>

### Promoting diversity

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



Other benefits and discounts for University employees

[Staff benefits | HR Support](#)

Pre-employment screening

<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.

See [Academic posts at Oxford | HR Support](#)

Retirement

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday.

See <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

As a Governing Body Fellow of St Antony's College, the post-holder will receive:

- A taxable and pensionable Housing Allowance. This is currently £2,801 per annum and is increased in line with University cost of living awards;
- College IT support in ensuring that electronic devices link with the College's networks; your computer will be provided jointly by DPIR and OSGA;
- Use of the College Library with the right to borrow books when resident in Oxford;
- The opportunity to join the Oxford Colleges' Healthcare scheme as long as it is the College's policy to provide this benefit. As there is no charge to you for the Fellow's participation this benefit may give rise to a small tax liability. Dependants may also join the scheme at Fellow's expense if eligible;
- Free meals at common table (lunches and evening meals in the College Hall when it is open);
- 12 free High or Guest Night Tables each term. This dining allowance may also be used to host academic and business guests;
- Membership of the College's Senior Common Room;
- Car parking in the College's car parks, which is normally available if the post-holder lives more than three miles from the College.





Any enquiries concerning details of the College Fellowship should be directed to [bursar@sant.ox.ac.uk](mailto:bursar@sant.ox.ac.uk).

## Offer of employment

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

## Appendix

### *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).

#### Research Allowance (2023-24)



DPIR: The postholder will be allocated a research allowance, which is presently £1,600 per annum, based on the 0.5 full time equivalent (FTE) with DPIR.

OSGA: The postholder will be allocated a research allowance, which is presently £850 per annum, based on the 0.5 full time equivalent (FTE) with OSGA.

## Important information for candidates

### 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>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Benefits of working at the University

### Employee benefits

University employees enjoy generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>



# DPIR

DEPARTMENT OF POLITICS &  
INTERNATIONAL RELATIONS

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).