

Job Description and Selection Criteria

Post	Associate Professorship in the History of Contemporary Art with a Tutorial Fellowship at Wadham College
Department/Faculty	Department of History of Art / Faculty of History
Division	Humanities
College	Wadham
Start date	1 October 2025
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Associate Professor Grade 30S: Salary from £55,755 to £74,867 per annum plus additional benefits and allowances as detailed in the College Benefits, Terms and Conditions section below. An additional allowance of £3,155 p.a. would be payable upon award of Full Professor title.
Vacancy ID	176327
Application deadline	12 noon (UK time) on Wednesday 19 th February
Interview dates	Interviews are expected to take place in person on Tuesday 11 th March 2025 in Oxford

Overview of the post

We are looking to appoint an Associate Professor with research and teaching expertise in the History of Contemporary Art since 1945. The appointee will bring together students and scholars working in this period across the Humanities and in Oxford's collections through a consideration of visual and material cultures that expands Art History's traditional geographic, material and methodological boundaries.

There is long-standing interest in Contemporary Art in the History of Art Department and across the University, with significant demand in the field by undergraduate and graduate students. Although current postholders in the Department have strong secondary research interests in art produced since 1945 and there are Contemporary Art components in many of their courses, it is not an area of primary expertise. A postholder in Contemporary Art with a global outlook will fill this gap, as well as will contribute through shared undergraduate courses to the History Faculty's commitment to globalise its curriculum.

The postholder will engage with the wide range of media used by artists since the mid-20th century, including painting and sculpture, as well as photography, video/film, performance, and site-specific installations. The postholder's focus could be on art produced since 1945 in a particular region or on



exchanges amongst centres of artistic production across the globe. Their work would be of interest not only to colleagues in History of Art and at the Ruskin School of Fine Art, but also to scholars across the Humanities specialising in post-1945 history, literature, music, and film. Depending on their expertise, the postholder could contribute to research centres and networks focusing on sexuality/gender/women's studies, race/ethnicity, or migration and diasporas.

There are holdings of modern and contemporary art in the Ashmolean Museum (including a world-class collection of 20th-century Chinese painting) and some college collections. The Ashmolean has a Curator of Modern and Contemporary Art and hosts Contemporary Art exhibits, including recent shows on Jeff Koons, A.R. Penck, 20th-century Japanese photography, and contemporary South Asian art. Printed materials in the Bodleian Libraries are also relevant, including a major collection of 2,300 photobooks donated in 2020. Beyond the collegiate University's resources, there is also Modern Art Oxford, which has organised ground-breaking exhibitions since 1965. It continues to be one of the UK's leading Contemporary Art spaces with recent exhibits by Anish Kapoor, Marina Abramović, Ruth Asawa, and Kiki Smith. The postholder would be able to use Oxford collections in their research and teaching, with the possibility of curating shows in the Ashmolean, Weston Library, or the new Schwarzman Centre for the Humanities.

The History of Art first-year (Prelims) syllabus incorporates Contemporary Art in its core courses, including 'Art, Design, Architecture', 'Introduction to the History of Art', and 'Challenging Antiquities' (the latter including sessions on post-1945 art that references, critiques, or reimagines the Classical tradition). Contemporary Art also plays an important role in the advanced undergraduate core course 'Approaches to the History of Art' and in the required Master's (MSt) course 'Issues in Art History.' The postholder would be expected to contribute to and take the lead in core courses at both undergraduate and graduate level, including those focusing on the theories and methods of the discipline.

The appointee would be expected to develop new advanced undergraduate options in Contemporary Art, some of which could also be offered to History undergraduates. The appointee would devise as well a new MSt option that would attract high-quality home and international students, some of whom will continue to the DPhil. The postholder would be expected to supervise BA extended essays and theses in the History of Art Department and History Faculty, as well as supervise MSt and DPhil dissertations.

This position provides exciting opportunities for the postholder, who will conduct advanced research and build research networks within and beyond Oxford; give lectures, classes, and tutorials; supervise, support and examine students at the undergraduate and graduate levels; play an important part in the academic life of Wadham College; and take on leadership and administrative roles in the Department of History of Art and, as required, in the History Faculty and College.

We welcome applications from candidates at all post-doctoral career stages, including at professorial level. We are committed to creating a diverse academic workforce and positively encourage applications from under-represented communities. We particularly encourage applications from women (approximately 40% of History Faculty posts are held by female academics), people with disabilities and Black, Asian, and minority ethnic candidates.

The appointee will be a member of the Department of History of Art, the Faculty of History, and a tutorial fellow and member of the Governing Body of Wadham College.

The post is tenable from 1 October 2025 or as soon as possible thereafter. The deadline for applications is 12 noon (UK time) on Wednesday 19th February. **Interviews are expected to take place in person on Tuesday 11th March 2025 in Oxford.**

The University of Oxford uses the grade of Associate Professor for most of its senior academic appointments. Associate Professors are eligible for consideration through regular recognition of

distinction exercises for award of the title of full professor. In exceptional cases, the title of full Professor may be awarded on appointment.

Practical information

Queries about the post should be addressed to Professor JP Park (email: jp.park@hoa.ox.ac.uk), who is a member of the Department of History of Art, but who is not on the selection committee, or Lynn Featherstone, the Senior Tutor at Wadham College (email: lynn.featherstone@wadham.ox.ac.uk).

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 North America. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

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

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

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

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

Duties of the post

You will be expected to engage in advanced research in the field of Contemporary Art. You will also be expected to give high-quality lectures, classes and tutorials in courses on Contemporary Art and in core History of Art courses at both undergraduate and graduate level; supervise extended essays, theses, and dissertations by undergraduate, Master's and doctoral students; and contribute to the research culture and academic administration of the Department of History of Art, Wadham College, and the History Faculty.

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

Research and public engagement

1. to engage in intellectually-exciting art historical research and publication, working with students and colleagues to develop the field of Contemporary Art since 1945 in new directions methodologically, materially and geographically, encourage research achievement, and nurture a positive research culture among junior colleagues and research students.
2. to maintain a successful publication record (appropriate to the stage of career and accounting for career breaks) and contribute to the Faculty's REF ([Research Excellence Framework](#)) submission.
3. to develop and submit grant proposals to support the postholder's own research portfolio and contribute to the growth of the Faculty's distinctive areas of expertise.
4. to disseminate research through participation in national and international conferences and seminars, and through other media.
5. to contribute to the impact of research in policy and/or practice and the development of impact cases for future national research assessment exercises as appropriate, and to promote awareness of the subject within and beyond academia (e.g. in museums, the media, schools).

Teaching and supervision

6. to engage in teaching undergraduates and graduates through tutorials and no fewer than 36 lectures or classes as organised by the Department, and participate in undergraduate thesis and extended essay supervision.
7. to participate in the development and teaching of Master's courses and doctoral degree programmes and to supervise Master's and doctoral students.
8. to contribute to the development and delivery of the Department's curriculum portfolio including teaching, assessment and quality enhancement in core, interdisciplinary and/or specialist modules.
9. to take part in University examining of undergraduates and graduates as and when requested to do so;
10. to take part in the departmental aspects of the annual undergraduate and graduate admissions exercises and in departmental outreach and recruitment activities including Open Days for prospective applicants.

General duties

11. to engage positively and proactively with academic and administrative colleagues in the Department and Faculty, and to play an active role in the leadership and administrative work of the Department and Faculty, as required.
12. to engage with colleagues in developing a strategic vision for the future of the History of Art at Oxford, including engaging in development initiatives, as required.

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

1. to take responsibility for the organisation, supervision and teaching of History of Art at Wadham College.
2. to undertake for the College six weighted hours¹ of high-quality undergraduate tutorial and class teaching per week averaged over the three terms (twenty-four weeks in total) of the academic year. The successful candidate would be expected to teach undergraduates at both Prelims (year 1) and Final Honour School (years 2-3) level. This teaching requirement (referred to in Oxford as 'stint') may be made up partly through tutorials and classes given to undergraduates at other colleges in the tutor's field(s) of specialisation and in core History of Art courses.
3. to undertake the normal duties of a college tutor, which include arranging tuition, coordinating, setting and marking 'collections' (termly practice exams organised by the College), monitoring student progress, writing termly reports on students' work, and organising teaching by specialist colleagues as required in other colleges and faculties, as well as in collections and libraries in Oxford.
4. to co-ordinate the undergraduate admissions process for History of Art at the College, which will include interviewing prospective undergraduates in the December admissions period (training is required and will be provided) and participating in access and outreach activities (including College Open Days).
4. to take a role in the pastoral care of undergraduate History of Art students at Wadham College.
5. to act as College Adviser for graduate students in History of Art and Fine Art at Wadham College. Note that this pastoral role is distinct from the academic supervision of Master's and doctoral students through the Department.
6. to serve as a Trustee of Wadham College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and (after completing the initial period of office) taking on part-time senior College officer roles.
7. to engage in advanced study, research and publication at the highest level.
8. to participate in the intellectual life and academic activities of the College.

¹ The College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

Selection criteria

Qualifications and experience	
Essential	A doctorate and an internationally-recognisable academic research and teaching track record within the field of Contemporary Art after 1945
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students studying Contemporary Art, and a proven ability to foster a high level of achievement in students
Essential	Ability to contribute to and lead History of Art core courses at undergraduate and graduate level, including those on the theories and methods of the discipline
Essential	Alertness and sensitivity to the welfare needs of students
Desirable	A successful track record of Master's teaching and/or doctoral supervision
Desirable	Experience of curriculum and pedagogical design and development
Research and public engagement	
Essential	Clear plans for future research in Contemporary Art after 1945, and a commitment to proactively seek funding to support research projects
Essential	Ability to contribute high-quality publications to the University's future REF submissions (REF: the UK-based Research Excellence Framework)
Essential	Ability to contribute effectively to the long-term development of the study of Contemporary Art at Oxford, including an interest in fostering new approaches
Essential	Evidence of active contributions to academic communities at academic national and/or international conferences
Desirable	Evidence of effective public engagement with research and impact, and of promoting and understanding of the History of Art beyond academia
Personal effectiveness	
Essential	Outstanding communication and interpersonal skills, professionalism as a colleague, and a proven track record of good collegial working relationships

Essential	Ability to take on leadership, administrative and ambassadorial roles within the History of Art Department and, as required, the History Faculty, University and College
Desirable	Experience of promoting equality and diversity within an academic environment
Technical skills	
Essential	ICT competence, including the ability to engage with bespoke software (training will be provided), and a willingness to use technological innovations to improve research and teaching

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=176327, 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 if you are invited to interview.

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 do not submit writing samples or references at the initial application stage. A writing sample and references will be requested only for candidates invited to interview.

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

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

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

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

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

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

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught Master's courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, the Ashmolean Museum of Art and Archaeology, the History of Science Museum, and the Pitt Rivers Museum. Such historic resources are linked to innovative agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Oxford Research Centre in the Humanities (TORCH) is the Division's hub for multi-disciplinary research: <https://www.torch.ox.ac.uk>

For more information about the Division, please visit: www.humanities.ox.ac.uk

The Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also the highly-regarded Department of History of Art and a number of dedicated research centres. The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Faculty is currently located in the Old Boys' High School, George Street, but in Summer 2025, the Faculty, including the Department of History of Art, will move to the new, purpose-built Schwarzman Centre for the Humanities: <https://www.schwarzmancentre.ox.ac.uk>

With the size of its History Faculty, its lively and varied research seminars and the major resources for research, which include, among others, the outstanding collections of the Bodleian Libraries and the University museums, Oxford offers a uniquely attractive research environment.

The Faculty provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- A standard sabbatical leave system, with the possibility of additional special leave
- Peer mentoring and career development review of research plans and progress
- Research collaborations with other institutions
- Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through research centres
- Support of, and engagement with, interdisciplinary teaching
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its postholders to request up to £800 per year for research expenses, and makes additional funds available for organising conferences and research seminars in Oxford. Biennial career development reviews identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Postholders can apply for seed-corn funding for specific research projects from the University's John Fell Fund, which can then help applicants to secure major external funding. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for each new postholder to hold a workshop at which colleagues can discuss drafts of their next monograph.

More information about the Faculty can be found at: www.history.ox.ac.uk

The Department of the History of Art

History is the parent faculty of the Department of the History of Art. The Department provides a physical and intellectual home for staff and students across the University working on the History of Art and on visual and material culture, broadly defined. More information can be found on the Department's website: <https://www.hoa.ox.ac.uk>.

The postholder will have office space (sole or shared) in the Department. The Department also provides material and technical support, for example through the Visual Resources Centre, which is combined with a strong framework of professional and intellectual mentoring from colleagues.

The Department is currently located in Littlegate House on St Ebbes Street. In Summer 2025, it will move to the new, purpose-built and centrally-located Schwarzman Centre for the Humanities, along with the History Faculty and the majority of the other faculties in the Humanities Division. For more information, see: <https://www.schwarzmancentre.ox.ac.uk>

In 2024-25, the permanent postholders in the Department include the Head of Department, Geraldine Johnson (Early Modern art; women and visual culture; history of photography); the Professor of the History of Art, Geoffrey Batchen (history of photography); Cora Gilroy-Ware (18th-century art); JP Park (Chinese art); Nancy Thebaut (Medieval art); and Alastair Wright (later 19th- and 20th-century art). There are also a number of fixed-term Lecturers and the current Terra Visiting Professor of American Art, Erin Pauwels. In addition, the Department serves as the home for the annually-appointed Slade Professor, who in 2024-25 is Beate Fricke

Since 2016, the Department has hosted an annual Terra Foundation Visiting Professor in American Art. It also recently received funding from a generous benefaction to establish a new Associate Professorship in the History of Chinese Art. This reflects the global turn in the interests of the Department, which in turn feeds into the reorganisation of the History Faculty's undergraduate and Master's curriculum in order to give greater prominence to Global History.

The Department has a team of administrative and support staff including a Department Manager, Academic Assistant and Digital Resources & Events Assistant. Further details of the Department's postholders and their interests, as well as of its administrative staff, can be found on the Department's website: www.hoa.ox.ac.uk/academic-and-admin-staff.

The Department collaborates closely and creatively, both in teaching and research, with colleagues in many other departments and collections throughout the University. For further information, see www.hoa.ox.ac.uk/associated-academics.

For information on the Department's undergraduate, Master's and doctoral programmes, see:

- BA in History of Art: <https://www.hoa.ox.ac.uk/programme-overview>

- MSt in History of Art and Visual Culture: <https://www.hoa.ox.ac.uk/masters-degree>
- Research degrees in History of Art: <https://www.hoa.ox.ac.uk/research-degrees>

Wadham College

Oxford has 39 self-governing and independent Colleges, enabling academic staff and students to enjoy the benefits of belonging to a small, interdisciplinary community as well as a large, internationally renowned University. The collegiate system encourages a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

About Wadham College

Wadham is one of the larger colleges of the University of Oxford, with approximately 450 undergraduates, 250 graduates, and over 70 Fellows. Founded in 1610 by Nicholas and Dorothy Wadham, Wadham College has a strong commitment to academic values, within a liberal and progressive atmosphere. The College is academically strong - it regularly features in the top ten in the annual ranking of Oxford colleges for academic performance in final examinations - with representation amongst most of the subjects taught at undergraduate level at the University. Professors, Research and Tutorial Fellows, and Fellows by Special Election, are all members of its Governing Body, and all members of the College are encouraged to participate actively in College decision-making and in developing its policies and practices.

Wadham College is committed to maintaining a vibrant and internationally excellent teaching and research environment. It accordingly expects its Fellows to be active in research and to contribute to a high-quality teaching and learning experience for its student body.

Wadham Values

Wadham has a proud tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This diversity, underpinned by mutual respect and consideration, enriches us all.

History of Art at Wadham

Wadham was one of the first six undergraduate colleges to take students for the BA degree in History of Art, and has admitted students since 2003. The subject has flourished at Wadham, and the students (2 per year) have contributed to the college's established reputation for the interdisciplinary study of a wide range of subjects. Students have taken options in History, Anthropology, Medieval and Modern Languages, Asian and Middle Eastern Studies and the Ruskin School of Art and have worked with museum curators. Wadham has also had a significant cohort of PGT (post-graduate taught) and PGR (post-graduate research) students in History of Art and Fine Art.

College Engagement

As a Fellow at Wadham, the post holder will be a member of the Governing Body and a charity trustee, and will have a voice in shaping the affairs and policy of the College. Charity trustees are required to take part in the governance of the College through regular attendance at Governing Body meetings and participation as requested in academic and other committees supporting the Governing Body. Fellows are expected to play a full role in the life and administration of the College. This will involve, from time to time, holding Office within the College and, in conjunction with the College's Development and Alumni Office, regular contact with alumni.

The terms and conditions of the College Fellowship are subject always to the provisions of the College's Statutes and by-laws, and the regulations of the Governing Body in force from time to time.

Further details of the full range of duties and expectations of a Tutorial Fellow can be found in the Appendix (see below). College benefits, terms and conditions are also set out below.

Candidates who wish to speak to someone informally about the College post may contact the Senior Tutor, Lynn Featherstone (email: lynn.featherstone@wadham.ox.ac.uk).

Further information on Wadham College can be found at: www.wadham.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>

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

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

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

Superannuation arrangements usually take the form of the Universities Superannuation Scheme, which Fellows are automatically entered into unless they opt out.

For Tutorial Fellows of Wadham College there are tax-free entertainment and academic support allowances, currently £393 and £2,426 per annum respectively. An IT allowance of £960 over four years is also available.

A teaching room in College will be available, and residential accommodation in College may be available for a period (any residential accommodation provided is subject to HMRC rules, and will generally be considered a taxable benefit).

A taxable and pensionable housing allowance, currently £12,252 per annum, is paid to Tutorial Fellows who do not live in College, provided they reside within 25 miles of Oxford and meet the relevant criteria regarding fulfilment of duties.

In addition, to assist with the purchase of suitable accommodation, the Fellow may apply to participate in the College's Joint Equity Housing Scheme or any replacement scheme. This scheme is discretionary and not a contractual right. Details are available from the Finance Bursar.

Access to membership of the Oxford Colleges' Healthcare Plan is also available.

There is a right to Common Table (including free lunches and dinners whenever the College kitchens are open).

The Fellowship will be held under the Statutes and By-Laws of the College, which may be varied from time to time.

The appointment will be for a period of up to five years in the first instance. On completion of the initial period of office, a Tutorial Fellow is eligible for reappointment to retirement (providing that she or he continues to hold the associated University post), subject to the provisions of the Statutes and By-Laws of the College. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years.

The College operates an employer justified retirement age for all academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th birthday. There is a procedure for requesting an extension of employment beyond that date.

Sabbatical leave

The Fellow will be eligible for sabbatical leave from college duties, without deduction of stipend, at a rate of one term of leave for every six terms of service.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of History (including from the Department of History of Art) and Wadham 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 Humanities Divisional Board and confirmed by the 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 College's Governing Body, and a formal contractual offer has been made.

Appendix: The Tutorial Fellowship

The Tutorial Fellowship: General Template of Duties

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship¹. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

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