

## Job Description and Selection Criteria

<b>Post</b>	<b>Associate Professorship in the History of Medieval Art</b> with a Tutorial Fellowship at St Catherine’s College
<b>Department/Faculty</b>	Faculty of History
<b>Division</b>	Humanities and Social Sciences
<b>College</b>	St Catherine’s College
<b>Start date</b>	1 October 2024
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	Associate Professor Grade 30S: Salary from £44,296 to £59,479 per annum plus additional benefits and allowances as detailed below, a college housing allowance of £11,000 p.a. which is paid as taxable, pensionable income, and potential for access to college accommodation during the first year in post. An additional allowance of £3,078 p.a. would be payable upon award of Full Professor title.
<b>Vacancy ID</b>	170771
<b>Application deadline</b>	12 noon (UK time) on Monday 18 <sup>th</sup> March

### Overview of the post

Oxford has a large and thriving community of medieval scholars, with a rich research culture, working across the History Faculty and Department of History of Art, as well as in Modern and Medieval Languages (MML), English, Music, Classics, and Asian and Middle Eastern Studies (AMES). There are also internationally-significant holdings of Medieval objects, including illuminated manuscripts, paintings, drawings, prints, and sculpted works in the Ashmolean Museum, Bodleian Library, History of Science Museum, and a number of college collections, in many cases supported by research-active curators and librarians.

We are looking to appoint an Associate Professor with particular research and teaching expertise in Medieval European Art before 1500. The appointee will be able to bring together students and scholars working in this period across the Humanities Division and in Oxford’s libraries and collections through a consideration of visual and material cultures, including in Oxford’s own collections and beyond--and ideally encompassing research and teaching that expands the field’s traditional geographic and methodological boundaries. The appointee will have the opportunity to co-convene the Medieval Visual



Culture research seminar, contribute to other pre-1500 research seminars and projects across the Division, and build on the numerous research collaborations established locally, nationally and internationally by Professor Gervase Rosser over the past 30 years.

The appointee will be able to critique constructively the geographic and methodological boundaries of the field, which would complement similar work being undertaken across the Humanities. This has been generating new and creative work both at and beyond the margins of Europe before the Reformation and beyond traditional canons, e.g. in Medieval Islamic art, in Byzantine artistic connections with Western Christendom, and in the diverse media deployed by artists and requested by their patrons in the period before 1500.

The History of Art First Year (Prelims) syllabus incorporates teaching in this area in its core courses, including 'Art, Design, Architecture', 'Introduction to the History of Art', and 'Challenging Antiquities' (the latter including sessions on Medieval continuities and ruptures with ancient cultures broadly defined). The postholder would be expected to contribute to History of Art core courses at both undergraduate and graduate level, including those focusing on the theories and methods of the discipline in general. There are also a number of highly popular existing second- and third-year courses that could involve or be led by the appointee, depending on their area of expertise, including several offered to both undergraduate historians and art historians, such as 'Culture and Society in early Renaissance Italy, 1290-1348' and 'Flanders and Italy in the Quattrocento.' These are in addition to an existing History of Art option on Gothic Art that would be taught by the postholder. The postholder would also be encouraged to develop new undergraduate courses that, as noted above, would ideally encompass a consideration of visual and material cultures before 1500 within global contexts. The postholder would undertake supervision of History of Art extended essays and BA theses in both the Department of History of Art and the History Faculty focusing on Medieval art and culture.

At postgraduate level, the appointee would be able to restart and refresh the Gothic art and culture MSt (Master's) option that has been suspended during the current academic year, but that has in the past attracted high-quality home and international students, many of whom have continued on to the DPhil. The MSt option in Gothic art and culture would also provide students taking the interdisciplinary MSt in Medieval Studies with a visual and material culture option that would otherwise not be available.

An appointee in visual and material cultures before 1500, particularly with research and/or teaching interests that encompass global reconsiderations of the field and a broad understanding of the subject that goes beyond traditional media and canonical works, would further the History Faculty's and Humanities Division's ambitions to continue to expand the curriculum and research profile of the Humanities in general, as well as address crucial teaching needs in History of Art and History.

This position provides exciting opportunities for the postholder, who will conduct advanced research; 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 St Catherine's 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 St Catherine's College.

The post is tenable from 1 October 2024 or as soon as possible thereafter. The deadline for applications is 12 noon (UK time) on Monday 18<sup>th</sup> March. **Interviews are expected to take place on Monday 22<sup>nd</sup> April in Oxford.** The selection process will include a two-part presentation to an audience of faculty and departmental colleagues, including early career researchers and doctoral candidates, and an interview with the selection committee. One part of the presentation will focus on the candidate's research and the other will consist of part of a sample lecture related to the History of Art's core undergraduate course on the theories and methods of the discipline. Candidates invited to interview will also be asked to submit a writing sample. Please note that interviews and presentations may take place over one or two days, to be confirmed.

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](mailto: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 the Senior Tutor at St Catherine's College, Professor Marc Mulholland (email: [marc.mulholland@stcatz.ox.ac.uk](mailto:marc.mulholland@stcatz.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 the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

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

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

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

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

## Duties of the post

You will be expected to engage in advanced research in the field of Medieval European art. You will also be expected to give high-quality lectures, classes and tutorials in courses on Medieval European art and in core History of Art courses at both undergraduate and graduate level, supervise Master's and doctoral students, and contribute to the research culture and academic administration of the Department of History of Art, St Catherine's 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 Medieval European art in new directions methodologically 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 St Catherine's College.
2. to undertake for the College six weighted hours<sup>1</sup> 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 and Fine Art at the College, which will include interviewing prospective undergraduates in the December admissions period (training is required and will be provided) and assisting with access and outreach activities (including College Open Days).
4. to take a role in the pastoral care of undergraduate History of Art and Fine Art students at St Catherine's.
5. to act as College Adviser for graduate students in History of Art and Fine Art at St Catherine's 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 St Catherine's 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, such as Tutor for Graduates or Dean.
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.

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<sup>1</sup> 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 Medieval European Art before 1500
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students studying the history of Medieval European Art before 1500, including those with an interest in visual and material cultures within global contexts, and a proven ability to foster a high level of achievement in students
Essential	Ability to contribute to 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 doctoral supervision
Desirable	Experience of curriculum and pedagogical design and development
Research and public engagement	
Essential	Clear plans for future research 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 <a href="#">Research Excellence Framework</a> )
Essential	Broad vision and sufficiently wide art historical interests to contribute effectively to the maintenance and long-term development of the study of Medieval European art at Oxford, including an interest in fostering new approaches to the period before 1500
Essential	Evidence of active contributions to academic communities at academic national and/or international conferences
Desirable	Evidence of effective public engagement with research, and of promoting and understanding of the History of Art beyond academia

Desirable	An interest in engaging with visual and material cultures beyond the geographical boundaries of 'Europe'
<b>Personal effectiveness</b>	
Essential	Outstanding communication and interpersonal skills
Essential	Ability to take on leadership and administrative roles within the Department of History of Art and, as required, the History Faculty and College
Essential	Ability to build and develop internal and external research networks and act as an ambassador to and for the University, Faculty, Department and College
Essential	Professionalism as a colleague and proven track record of good collegial working relationships with others
Desirable	Experience of promoting equality and diversity within an academic environment
<b>Technical skills</b>	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software (training will be provided)
Desirable	Ability to use technological innovations to improve teaching and research

## How to apply

To apply, visit [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=170771](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=170771), 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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the “My applications” button on the left-hand side of the page

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

## The 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](http://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 a 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 located in the Old Boys’ High School, George Street. This is a very central location, less than 10 minutes’ walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars. In 2025, the Faculty, including the Department of History of Art, will move to the new, purpose-built Schwarzman Centre for the Humanities, which is also centrally-located.



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 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](http://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 itself is housed in the centre of Oxford, and provides a physical and intellectual home for staff and students. 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.

In 2025, the Department 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 2023-24, 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); Alastair Wright (later 19th- and 20th-century art); Cora Gilroy-Ware (18th-century art); and J.P. Park (Chinese art)). There are also a number of fixed-term Lecturers and the current Terra Visiting Professor of American Art, Johanna Gosse.

Since 2016, the Department has hosted an annual Terra Foundation for American Art 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 Manager of Administration, an Assistant Administrative Officer, and a Digital Resources 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](http://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](http://www.hoa.ox.ac.uk/associated-academics).

## **St Catherine's 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 St Catherine's College***

St Catherine's College is one of the largest colleges in Oxford, with around 65 Fellows, 90 lecturers, 400 graduate students, 525 undergraduates, and 50 visiting students. Its founding Master, Lord Bullock, established the College in the 1960s. Its striking modern architecture and new ideas reflected a move towards the open, contemporary culture that is still fundamental to St Catherine's approach today. St Catherine's admitted its first students in 1962, when it was founded as a College of the University of Oxford. Previously, the College existed as a non-residential society within the University. Undergraduates are admitted to read all subjects except Ancient History, Archaeology and Anthropology, Classics, Earth Sciences, Oriental Studies and Theology, and the overall composition of membership is divided equally between arts and sciences.

The College's grade 1 listed buildings, and their fittings and furniture, were designed by the Danish architect Arne Jacobsen and attract visitors from around the world. They are located in a peaceful setting adjacent to the University Parks. In addition to the normal college facilities, St Catherine's has three lecture theatres, seminar rooms, a specially designed music house, and spacious common rooms.

The College usually admits three undergraduates each year to read for the Final Honour School of History of Art and two to read for the Final Honour School of Fine Art. Graduate students are admitted for all the programmes offered by the Department of History of Art and the Ruskin School of Art.

### ***College Duties***

The College will expect the Fellow and Tutor to take responsibility for the organisation, supervision and teaching of History of Art, including arrangements for admission to the subject and pastoral duties, and to undertake up to six hours college teaching a week averaged over the three terms (twenty-four weeks) of the academic year. As noted above, the College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour. This obligation for College teaching is in addition to the Department teaching obligation that attaches to the Associate Professorship.

The normal duties of a College Tutor include the selection of undergraduate candidates, attendance at meetings of the Governing Body, and participation in the administration of the College. The Fellow and Tutor will also be required to undertake advanced study or research in the area of Medieval Art. Candidates are advised to consult the Template of Duties below which summarises the range of duties and expectations of a Tutorial Fellow.

A Tutor, in common with other Fellows of the College, must expect to be asked to advise the Tutor for Graduates on the admission of graduate students. Tutors also serve as College advisers (in-College tutors) for graduate students. On joining the College a Tutor will be notified of the names of those students for whom he or she is asked to act as College adviser. College advisers are expected to make contact with the graduate students under their care normally at least once a term, and to entertain them at lunch or dinner in the College once a term at the expense of the College.

Candidates who wish to speak to someone informally about the College post may contact the Senior Tutor, Professor Marc Mulholland (email: [marc.mulholland@stcatz.ox.ac.uk](mailto:marc.mulholland@stcatz.ox.ac.uk)).

Further information on St Catherine's College can be found at <http://www.stcatz.ox.ac.uk>.

## **About the University of Oxford**

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and a large number University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body, who are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## University Benefits, Terms and Conditions

### **Salary**

The salary will be on the scale for Associate Professors with tutorial fellowship (University) Grade 30S (£44,296 to £59,479 per annum), a college housing allowance of £11,000 p.a. which is paid as taxable, pensionable income, and potential for access to college accommodation during the first year in post. An additional allowance of £3,078 p.a. would be payable upon award of Full Professor title.

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

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

### **Pension**

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <https://finance.web.ox.ac.uk/uss>

### **Sabbatical leave**

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

### **Outside commitments**

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

ownership of intellectual property

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

managing conflicts of interest

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

### **Membership of Congregation**

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

See <https://www.ox.ac.uk/about/organisation/governance> and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

### ***Family support***

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at <https://www.newcomers.ox.ac.uk/>.

### ***Welcome for International Staff***

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at [welcome.ox.ac.uk](https://welcome.ox.ac.uk).

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

### ***Relocation***

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

### ***Promoting diversity***

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see <https://edu.admin.ox.ac.uk/home> for details.

### ***Other benefits and discounts for University employees***

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

<https://hr.admin.ox.ac.uk/staff-benefits>

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

### ***Pre-employment screening***

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-checks>.

### ***Length of appointment***

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

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

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

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

### ***Data Privacy***

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

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

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

## **College Benefits, Terms and Conditions**

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 St Catherine's there are tax-free entertainment and research allowances, currently £510 and £1,125 per annum respectively.

A teaching room in College will be available, and residential accommodation in College may be available for a period.

A taxable and pensionable housing allowance, currently £11,000 per annum, is paid to Tutorial Fellows who do not live in College. There may be an opportunity for a new Tutorial Fellow to rent a two-bedroom College house during the first year of appointment.

There is a right to Common Table (i.e. breakfast, lunch and dinner are provided free of charge on weekdays when the College is 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 St Catherine'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 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.