

Job Description and Person Specification

Post	Associate Professorship in Early American History (1760-1860) with a Non-Tutorial Fellowship at Brasenose College
Department/Faculty	Faculty of History
Division	Humanities and Social Sciences
College	Brasenose
Start date	1 October 2024
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Grade 10a (36S) Salary from £52,815 to £70,918 per annum plus additional benefits and allowances. An additional allowance of £3,078 p.a. would be payable upon award of Full Professor title.
Vacancy ID	170099
Application deadline	12 noon (UK time) on Friday 2 nd February 2024

Overview of the post

We are seeking an outstanding historian to join our team of United States historians. United States History is a lively area in our large History Faculty, with the Rothermere American Institute, Oxford's interdisciplinary centre for the study of America and its place in the world, serving as a hub for research.

We are looking for a proven scholar and talented teacher whose research and teaching specialism is in the history of British North America and the United States between 1760 and 1860. The successful candidate will be a team player but also able to work on their own initiative. Beyond that geographic and chronological frame, we have no further preference for a research specialism. However, it is essential that the postholder is willing and able to play a leadership role in developing Early American History at Oxford and in the research culture at the Rothermere American Institute. We are looking for a candidate who will be able to take a leading role in Masters teaching and supervise research students in this area.

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 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 Faculty of History, a non-tutorial fellow of Brasenose College and will be appointed a Senior Fellow of the Rothermere American Institute. The post is tenable from 1



**Athena
Swan**
Silver Award



**Race
Equality
Charter**
Bronze Award



October 2024 or as soon as possible thereafter. The deadline for applications is 12 noon (UK time) on Friday 2nd February 2024. **Interviews are expected to take place in February on 19th and 20th February 2024.** The selection process will include a presentation to an audience of faculty colleagues, ECRs and PGRs in the Faculty of History and an interview with the selection committee. The presentation will be delivered the day before to the interviews so candidates will be required to be present for both days.

This post is an exciting and demanding one in which you will conduct advanced research; give lectures, classes, and tutorials; supervise, support and examine students at the undergraduate and graduate levels; and play a part in the academic life of the Rothermere American Institute and the administrative work of the History Faculty and Brasenose College. 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.

Queries about the post should be addressed to the Chair of the History Faculty Board, Professor Robert Iliffe (email: Robert.iliffe@history.ox.ac.uk or telephone: +44 (0) 1865 615005) or the Director of the RAI, Professor Adam Smith (email: adam.smith@rai.ox.ac.uk)

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

American History in the Oxford History Faculty

Oxford is one of the largest and most vibrant centres for the study of United States history anywhere outside the US. We have four existing permanent members of staff: Uta Balbier, Pekka Hamalainen Stephen Tuck, and Stephen Tuffnell. Adam Smith, the Director of the Rothermere American Institute, also contributes to teaching in the History Faculty. In addition, we benefit from an annual senior visiting professorship – the Harmsworth Chair in American History – which was established in 1922 as the first chair in American history in the UK. The RAI currently hosts two post-doctoral researchers in American history, currently Grace Mallon and Emily Brady. And we also benefit from the teaching and intellectual contributions of Ruth Percy and Nicholas Cole, US historians with fellowships in colleges, as well as numerous faculty postholders in other fields who have research interests in aspects of US history, including Katherine Paugh and Perry Gauci. For more details, see <https://www.history.ox.ac.uk/academic>.

At undergraduate level, US history is among the most popular options. We currently offer two outline papers: 'From Colonies to Empire: US History, 1763-1898' and 'United States History since 1863'. Students can also choose from a range of specialised American History courses, including the first-year Optional Subject, 'Imperial Republic: The United States and Global Imperialism, c1867-1914'; a second-year Further Subject 'America's Hidden Empire: Soft Power and US Influence during the Cold War'; and third-year Special Subjects on 'Slavery, Emancipation and the Crisis of the Union' and 'Race Religion and Resistance in the United States, from Jim Crow to Civil Rights'. Undergraduates must also research and write a dissertation for Finals, and American history is a very popular subject area. More details on the undergraduate programme can be found at <https://www.history.ox.ac.uk/ba-history>.

At Master's level, there is a dedicated, team taught, US History 'strand' in the History Faculty's one-year Master of Studies (MSt) and two-year Master of Philosophy (MPhil) programmes in History that recruits 10-15 students per year from the UK, US and elsewhere. Students in the US strand take a core course, 'Sources and Historiography in the History of the United States' as well as an optional course from any part of the MSt in History options – the current US Optional course is 'Capitalism and the American State'. Master's students also write a dissertation. The postholder will be expected to supervise up to 3 master's students a year, as well as to contribute to teaching on the MSt course. Details of the courses can be found at <https://www.history.ox.ac.uk/us-history>.

We have a very lively doctoral programme, with 25 students currently pursuing DPhils in American history. Doctoral study is enriched by participation in the rich range of seminars and other activities at the Rothermere American Institute, including a weekly doctoral student workshop. The strength of the doctoral group is maintained by a dedicated annual award for doctoral study in American history (the Oxford-RAI scholarships), as well as by additional support for fourth-year students and funds to support travel and research, available both from the RAI and the Faculty. The RAI also provides dedicated funding for doctoral students to host research workshops.

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 study or research in the field of American History. You will also be expected to give high-quality lectures, classes and tutorials in History at both undergraduate and graduate level, and contribute to the teaching, research, and academic administration of the History Faculty and the RAI.

The main duties of the post are as follows:

Research and public engagement

1. to engage in intellectually exciting historical research and publication, working with students and colleagues to develop the field in new directions, encourage research achievement, and nurture a 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 University's REF submission;

3. to develop and submit grant proposals to support your own research portfolio and contribute to the growth of the University's distinctive areas of expertise;
4. to disseminate research through participation in 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 research assessment exercises as appropriate, and to promote awareness of the subject within and beyond academia (e.g. museums, the media, schools);

Teaching and supervision in the History Faculty

1. At doctoral level, the postholder will build a community of DPhil students in Early American History, help develop the American History Graduate Seminar with fellow Americanists and work collaboratively with other postholders across the Faculty as appropriate.
2. At taught postgraduate level, the postholder will be expected to supervise students on the Master of Studies (MSt) course, and would need to be willing to take their turn as convenor of the US History strand of the MSt in History, contribute as appropriate to the delivery of the core Sources and Historiography paper of the strand, and to offer an Option Paper that will strengthen the US History strand.
3. At undergraduate level, the postholder must have research and teaching expertise that enables them to contribute and, when necessary, convene, lecture and develop the undergraduate survey course 'From Independence to Empire, 1763-1898.'
4. In due course, the postholder will be expected to develop a specialist paper for first, second or third years, on early American history.
5. The postholder will supervise UG theses in the broad area of American history up to 1900.
6. Take part in University examining for undergraduates and graduates.

Teaching and organisation of History for Brasenose College

By agreement with the Faculty, up to four hours Tutorial teaching per week will be provided for the College plus an additional notional stint hour to enable the Associate Professor to work with the two Tutorial Fellows in providing course organisation and pastoral support to undergraduates. Typically, this may involve pastoral and organisational oversight of a year group. The postholder will also participate in undergraduate admissions work and act as a College graduate advisor (a first response role different to that of a supervisor).

General duties

1. to engage positively and proactively with the academic community in the Faculty and the RAI, and to play an active role in administrative work;
2. to participate in the development and implementation of taught Masters and doctoral degree programmes, including supervising and examining students;
3. to contribute to the development and delivery of curriculum portfolio including teaching, assessment and quality enhancement in interdisciplinary and/or specialist modules;

4. to take part in University examining for undergraduates and graduates as and when requested to do so;
5. to participate in and organise seminars for the American History Research Seminar, and to contribute towards other Rothermere American Institute activities

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 and research track record within the field of early American history, c1760-1860
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students in early American history, and a proven ability to foster a high level of achievement in students
Essential	Alertness and sensitivity to the welfare needs of students
Desirable	A successful track record of doctoral supervision
Desirable	Experience of curriculum and pedagogical design and development
Research and public engagement	
Essential	Clear plans for future research and the ability to attract funding
Essential	Ability to contribute high-quality publications to the University's future REF submissions (REF: the UK-based Research Excellence Framework)
Essential	Broad vision and sufficiently wide historical interests to contribute effectively to the long-term development of American history at Oxford, to the maintenance and further development of interest in the subject.
Desirable	Evidence of active contribution to academic communities at academic national and international conferences
Desirable	Evidence of effective public engagement with research, and of promoting and understanding of History beyond academia
Personal effectiveness	

Essential	Outstanding communication and interpersonal skills
Essential	Ability to engage with the strategic development of American history at Oxford.
Essential	Ability to build and develop internal and external networks and act as an ambassador to and for the University and the 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
Technical skills	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software (training will be provided)
Desirable	Ability to utilise technological innovations to improve teaching and research

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=170099, 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. Please note that we will not ask for references until after shortlisting.

You will also be asked to upload a CV, which should include a publication list, and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment.

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

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

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

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

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. 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; Oriental 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 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, and the Ashmolean Museum of Art and Archaeology. 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.

For more information 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 a department for the 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.

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 Library 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

Rothermere American Institute

The Rothermere American Institute is Oxford's centre for the study of the United States and its place in the world. Its mission is to support research in Oxford and beyond, to act as a catalyst for interdisciplinary work and research collaboration, and to engage non-university audiences, all with the aim of improving the scholarly and public understanding of America. The Institute's activity falls into three broad areas: hosting/supporting academic and public events, hosting Visiting Fellows, and directly supporting research. Its public programmes include a podcast, online and in-person lectures, and an annual event for schools.

The Institute's community includes a large number of graduate students; the academic post-holders in US History, American Literature and US politics; two Junior Research Fellowships in US history; several Fellows-in-Residence; a group of Distinguished Fellows; and a wide group of early career researchers, retired colleagues and many others. The Institute collaborates widely with other research institutes in the University. The Institute's Vere Harmsworth Library offers the strongest collection in US history in Europe, including a wide range of digital resources for the study of twentieth-century US history.

The current Director of the Rothermere American Institute is the Edward Orsborn Professor of US Politics and Political History, Adam Smith. The Institute has a small but dedicated staff including a part-time Administrator, Communications Officer and two Administration and Finance assistants. Opened by President Clinton in 2001, the RAI and its sister institution the Vere Harmsworth Library (VHL) are housed in a magnificent modern building in the centre of Oxford.

For more information please visit: www.rai.ox.ac.uk

Brasenose College

Oxford has 39 self-governing and independent Colleges, enabling academic staff and students to reap the benefits of belonging to a small, interdisciplinary community as well as a large, internationally renowned University. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries. Brasenose was founded in 1509, making it one of the longest-established members of the collegiate University. Across all years, there are approximately 380 undergraduates and 250 enrolled graduates at Brasenose recruited from increasingly diverse backgrounds. The College's paramount objective is the pursuit of academic excellence and it is concerned to foster research as well as high-quality teaching.

As a Non-Tutorial Supernumerary Fellow, you will be welcomed into the Brasenose community, and through our various events, and especially over lunch (which is very popular and well-attended), offered the chance to interact with a broad range of other academics across many different disciplines. The appointment offers scope to become as involved in the social and intellectual life of the College as you wish. Throughout the year, there are also opportunities to invite guests – a hospitality allowance (detailed below) encourages Fellows to do this. Brasenose also seeks to be a family-friendly employer.

Brasenose is strongly committed to the study of the History. The College currently admits ten undergraduates to read History each year including, History and Economics, History and Politics, and Ancient and Modern History. There may be additional students admitted to History with Modern Languages. The College's graduate community includes students reading for higher degrees in History and related subjects. There are currently two Tutorial Fellows in History: Dr Alan Strathern (Early Modern Global History), who teaches the History of all parts of the World except North America and the United Kingdom, and Professor Abigail Green (Modern European History), whose current work in Jewish History as recently acquired an American dimension. Brasenose's History team is further enriched by a Dr Ed Bispham, a Tutorial Fellow in Ancient (Roman) History, and by Professor Helen Gittos, who is a Lecturer in Early Medieval History at Brasenose and a Tutorial Fellow at Balliol College. The College's other academics include Fellows in the Humanities and Social sciences that further complement the post, most obviously the Economics and Management Tutorial Fellow, Professor Chris McKenna, who leads the Global History of Capitalism Project, and Professor David Rechter, a Senior Golding Fellow specialised in Modern Jewish History. Brasenose has since 1877 been the home college of the Statutory Camden Chair in Ancient History, currently held by Professor Nicholas Purcell.

For more information about Brasenose please visit: <https://www.bnc.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

Salary

The salary will be on the scale for Associate Professors (£52,815 to £70,918 per annum plus additional benefits and allowances). 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 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.

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

The College benefits associated with the post comprise:

- Election to a Supernumerary Fellowship.
- A full dining entitlement (lunches, dinners, event invitations) when the kitchens are open.

- A room for providing the required four hours of teaching per week and for contributing to the organisation of History. If the Faculty is willing for the postholder to meet this teaching need, the room will be for the Associate Professor's exclusive use. In the event the required hours are not available, the College would be able to provide a share of the room.
- An academic allowance of £739 per year and a hospitality allowance of £374 per year.
- Access to the College's research support fund which makes awards from a budget of between £75,000 - 100,000 per year.
- Preferential rates for conference and symposia bookings.
- Access to the College's private medical healthcare is offered on an unfunded basis (and can be funded by the Division or Faculty/Department or by the individual).

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of History and Brasenose 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 on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.