

Job description and selection criteria

Post	Associate Professorship in African History
Department/Faculty	Faculty of History and Oxford School of Global and Area Studies
Division	Humanities and Social Sciences
College	St Antony's College
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. St Antony's College offers a housing allowance of £2,801 per annum; increasing in line with University cost of living awards.
Additional Information	Oxford School of Global and Area Studies (OSGA) and Faculty of History are committed to promoting a culture of equality, diversity, and inclusion in the workplace. Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in academic posts in Oxford. OSGA and History are committed to equality and value diversity and are determined to foster an academic environment in which everyone is included, respected and empowered to fulfil their potential.
Vacancy ID	169592

Overview of the Post

Applications are invited for an Associate Professorship in African History, to be held jointly in the History Faculty and the Oxford School of Global and Area Studies (OSGA).

The post is in association with a Governing Body Fellowship at St Antony's College, which specialises in Area Studies and has a long association with African Studies.

We seek a person with expertise in sub-Saharan African History since 1880. Preference will be given to applicants with expertise in Central African or West African history. We welcome applications from candidates at all career stages, provided they have a doctorate. We particularly encourage applications from women, people with disabilities, and Black, Asian, and minority ethnic candidates, as these groups are currently under-represented in the academic staff of OSGA and Faculty of History.

This post is an exciting and demanding one in which you will conduct advanced research; give lectures and classes; supervise graduate and undergraduate theses; support and examine students at the undergraduate and graduate levels; and play a part in the academic life and administrative work of OSGA, History Faculty and St Antony's College.

The successful candidate will be expected to undertake advanced, internationally excellent research; to teach and to supervise at undergraduate and graduate levels in lectures, classes, fieldwork and small-group tutorials; to contribute to admissions, examining, and assessment, and to contribute fully to academic administration in both University units and the College. The post-holder will be based in OSGA and The Faculty of History, where they will have access to teaching facilities.

The post-holder is expected to devote roughly 50% of their time to duties in each Department/Faculty.

This position is full-time and, subject to successful completion of the probationary period, permanent.

The post is tenable from 1 October 2024, the start of the 2024/25 academic year, or as soon as possible thereafter, and applications from those at an early, mid, or advanced career stage are welcomed.

A mentor will be appointed to advise the post-holder.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Paul Chaisty, Head of OSGA, at paul.chaisty@politics.ox.ac.uk or telephone: +44 (0)1865 284748 and/or Professor Robert Iliffe, Chair of the History Faculty Board, at robert.iliffe@history.ox.ac.uk.

All enquiries will be treated in strict confidence and 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.

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 Research Excellence Framework (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 duties

The teaching and supervision load for the post holder will be split more or less equally between OSGA and the History Faculty.

For OSGA, teaching and supervision duties will cover:

1. teaching on the MSc in African Studies, including delivering core, optional and research methods courses;
2. supervising dissertation work of both Master's and doctoral students.

For the History Faculty, teaching and supervision duties will cover:

1. teaching on the MSt in Global and Imperial History and on the History BA Honours programme;
2. provision of supervision for Master's and doctoral students.

Further information about the African Studies programme in OSGA are available at: <https://www.ox.ac.uk/admissions/graduate/courses/msc-african-studies>

Further information about undergraduate degrees in History is available at: <https://www.history.ox.ac.uk/ba-history>

Further information about graduate degrees in History is available at: <https://www.history.ox.ac.uk/masters-courses>



www.gettyimages.co.uk

OSGA use 'stint units' to measure teaching and supervision contributions up to a maximum of 288 teaching units per year. The amount of teaching normally must not exceed an average of 288 teaching units¹ per year without approval by the divisional board.

For the Faculty of History, the contractual teaching expectation is:

- i) not less than 36 lectures or classes in each academic year and
- ii) to undertake 6 hours of tutorial teaching per week.

The teaching measures relate to a full-time post at both OSGA and The Faculty of History. The exact expectations for teaching duties will be adjusted to the needs of both departments.

General duties

1. to engage positively and proactively with the academic community in the History Faculty and in OSGA, and to play an active role in administrative work in both term and vacation;
2. to participate in the development and implementation of taught Masters and doctoral degree programmes, including supervising and examining students;

¹ Departments use 'stint units' to measure teaching and supervision contributions and, overall, the level of expected teaching and supervision is equivalent to a standard two-two teaching load in North America. Various amounts of stint are assigned to different teaching and supervision activities, for example, supervision of a doctoral student counts for 24 stint units per year, and lectures, tutorials, class teaching all count towards stint (one hour paired tutorial, 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally). This tariff is subject to local variation.

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 African Studies Centre at St. Antony's College, and to contribute towards other College activities;
6. to commit to equality and diversity values embraced by OSGA, Faculty of History and St Antony's College.

College duties and responsibilities

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

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

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

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

Miscellaneous

The Associate Professor will also contribute to the running and development of the African Studies Centre housed at 13 Bevington Road, on the premises of OSGA.

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. Circumstances such as caring responsibilities for children or other family members, ill health or disability may result in the quantity of a candidate's outputs being less than might otherwise be expected. Therefore, when considering a candidate's research and publication profile, any career breaks will be taken into consideration in assessing the size of that candidate's body of work.

Qualifications and experience	
Essential	A doctorate in the field of African History
Essential	An internationally recognisable academic and research track record within African History
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students in African 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)
Desirable	Evidence of active contribution to academic communities at academic national and international conferences.
Personal effectiveness	
Essential	Outstanding communication and interpersonal skills
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
Equality, Diversity & Inclusion awareness	
Essential	A firm commitment to promoting awareness and understanding of equality, diversity and inclusion and embedding these principles among staff and students;
Desirable	An understanding of the needs of and/or experience of working with an ethnically diverse population.

How to apply

To apply, visit [the University of Oxford website](#) 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. References will not be requested until after shortlisting has taken place.

In addition, please upload:

- 1) a full Curriculum Vitae, including full details of your publications,
- 2) a letter of application (supporting statement), which explains why you are applying for the post and provides evidence of how your qualifications, skills, and experience meet the selection criteria outlined above. This may include experience gained in education, employment, or during or during career breaks (such as time taken to care for dependants). Particular reference should be made to your past research work and research plans, as well as your teaching experience and evaluations to date.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and are 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.

To ensure fairness to all applicants, we are unable to accept late applications, so please make sure you are aware of the application deadline, ensure your application is complete, and submit it in plenty of time. All posts close promptly at noon (UK time) on the advert expiry date (and remember to allow for technical problems).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support are 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. For any procedural queries about the application process, please contact the HR Team at hr-administrator@area.ox.ac.uk.

Additional information regarding your application

We appreciate the effort and commitment involved in making a job application and want you to have a positive experience of applying for our vacancies. Please do not submit research materials or formal qualification evidence, unless and until you are asked to do so. Further materials may be requested from candidates who are

short-listed. All shortlisted candidates will be interviewed and asked to make a short presentation of some aspect of their research to an audience of selection committee members and staff and students of OSGA and History.

Reasonable interview expenses will be reimbursed.

Further Information for Applicants

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 provides a research allowance, 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. Post holders 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 post holders in the development and publication of their research, Faculty funds are available for each new post holder 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 Social Sciences Division

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

The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*).

Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender).

Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

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

The Oxford School of Global and Area Studies

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

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

The School admits around 160 graduate students a year on Masters and DPhil programmes. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

Further information about the OSGA, its component units, its staff, courses and research activities can be found on its website at www.area-studies.ox.ac.uk .

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

The African Studies Centre

The Associate Professor will be a key member of the African Studies Centre within the School. Staff directly employed in the Centre are currently Miles Tendi, Rebekah Lee, Peter Brooke, Rachel Taylor and Amy Crane.

The African Studies Consultative Committee draws on staff throughout the University, and the Centre runs an MSc in African Studies with an intake of c. 26 students per annum.

Potential applicants can find out more about African Studies in the Oxford School of Global and Area Studies at www.africanstudies.ox.ac.uk.

St Antony's College

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

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

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

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

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

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 University salary will be on the scale for Associate Professors, (£52,815 - £70,918 per annum).

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.

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. With effect from 1 October 2023 the retirement date will be 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 appointed Associate Professor will receive the following benefits:

- a taxable and pensionable Housing Allowance. This will be £2,801 per annum in 2023/24 and is increased in line with University cost of living awards;
- College IT support in ensuring that their devices link with the College's networks, and in troubleshooting simple difficulties. Their computer will be provided by the department;

- use of the College Library with the right to borrow books when resident in Oxford;
- the opportunity to join the Oxford Colleges' Healthcare scheme as long as it is the College's policy to provide this benefit;²
- free meals at common table (lunches and evening meals in the College Hall when it is open);
- 12 free High or Guest Night Tables each term. This dining allowance may also be used to host academic and business guests;
- membership of the College's Senior Common Room;
- car parking in the College's car parks, which is normally available if they live more than three miles from the College.

Offer of employment

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

² As there is no charge to the Associate Professor for their participation, this benefit may give rise to a small tax liability. Their dependants may also join the scheme at the post-holder's expense if eligible.