



Job Description and Selection Criteria

Post	Tutorial Fellowship in History, and Associate Professorship (or Professorship) of Medieval British and European History
College	Magdalen College
Department/Faculty	Faculty of History
Division	Humanities Division
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary on a scale within the range £58,265 to £77,645 p.a., plus a College Housing Allowance of £18,073 p.a., Tutorial Allowance of £9,386 p.a., and other benefits. An additional allowance of £3,199 p.a. would be payable on the award of the title of full Professor.
Vacancy Reference Number	185034
Deadline for receipt of applications and references	12:00 noon GMT on Friday 27 March 2026

Overview of the post

Magdalen College, Oxford, and the Faculty of History at the University of Oxford are seeking to recruit a Tutorial Fellow in History and Associate Professor (or Professor) of Medieval History whose research specialism lies in European History during the period 400-1000, to start on 1 September 2026 or as soon as possible thereafter. The successful candidate will conduct advanced research in their specialist field and will contribute to Oxford’s vibrant research culture. They will inspire and enthuse students through research-led teaching and will supervise, support, and examine students at the undergraduate and graduate levels. They will play a full and active role in the academic and administrative life of both the College and the Faculty.

We are seeking a talented and highly motivated researcher and university teacher with outstanding potential to bring exciting new perspectives to the study and teaching of medieval European history at the University of Oxford. This is an opportunity to join a progressive college and large faculty, both imbued with a culture that values inclusivity, innovation, collegiality, and scholarship.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Chair of the Faculty Board, Professor Martin Conway, for queries relating



to the Faculty aspects of the post (martin.conway@history.ox.ac.uk). The Senior Tutor at Magdalen College, Dr Mark Pobjoy, is happy to discuss College aspects of the post (senior.tutor@magd.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. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and have a contract with each.

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and of the college at which they hold their Fellowship. The successful candidate 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 two sections of Benefits, Terms, and Conditions 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 career stages.

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, they receive an additional allowance and 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.

Medieval History at Oxford

The successful candidate will join a large and thriving community of medieval historians specialising across different periods and regions. Members of this community collaborate to sustain the richness of the field, promote excellence in graduate training (through the doctoral and Master's programmes in Medieval History), and develop new directions in research and teaching. As well as the Medieval History Seminar, there are a host of more specialised seminars, workshops, and reading groups. Beyond the Faculty, they will also be joining an extensive community of medievalists working in other disciplines across the university (Archaeology, Asian & Middle Eastern Studies, Classics, English, Languages, Music, Philosophy, and Theology & Religion). Oxford Medieval Studies (<https://medieval.ox.ac.uk/>) encompasses over 200 academics and a large number of graduate students, as well as offering an interdisciplinary Master's programme in Medieval Studies. The interdisciplinary Centres for Late Antiquity and for Early Medieval Britain and Ireland bring together early medievalists from a range of fields. Beyond the medieval, the History Faculty has a wide-ranging and dynamic culture of research that brings together historians from different periods, often around shared thematic or methodological interests such as global history, economic history, and histories of race, gender, and environment. It hosts post-doctoral researchers and many visiting scholars, as well as a lively programme of research seminars, projects, and public engagement. The appointee will also have research and teaching access to Oxford's extraordinary array of museums and libraries and their extensive collections. Among these Magdalen College is notable for having preserved its medieval archive in situ and for its extensive holdings of medieval manuscripts and early printed books.

Duties of the post

The successful candidate will be expected to engage in advanced research in the field of Medieval European History during the period 400-1000. The post is explicitly intended as early medieval: research and teaching expertise is expected primarily to be concentrated in the period before the twelfth century and to concern continental European regions, broadly defined. The postholder will be expected to give high-quality lectures, seminar-style classes, and tutorials in History at both undergraduate and graduate level, and contribute to the teaching, research, and academic administration of the Faculty and the College. Their teaching will need to engage with core areas of the Faculty's current offerings in Medieval European and World History and British History, and they will have the opportunity to develop new courses at undergraduate and graduate levels, including ones arising from their own research.

The following are the main duties of the post:

For both Magdalen College and the Faculty of History the postholder will be expected to engage in scholarly research and publication at an internationally competitive level in medieval history, as follows:

- a. 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.
- b. To maintain a successful publication record (appropriate to the stage of career, and accounting for career breaks) and contribute to the Faculty's Research Excellence Framework (REF) submission.
- c. To develop and submit grant proposals to support their own research portfolio and contribute to the growth of the Faculty's distinctive areas of expertise.

In addition:

For Magdalen College the postholder will be expected:

- a. To provide on average 8 contact hours of tutorial teaching per week in History during Full Term (each of Oxford's three Full terms per year is eight weeks long) for undergraduates taking the Honour School of History and its Joint Schools with Ancient History, Modern Languages, and Politics (see <https://www.history.ox.ac.uk/history-courses> for information about the courses and individual papers).

A tutorial is an hour-long teaching session with a very small group of students, which usually involves providing feedback on a piece of submitted work from each student as well as a broader discussion of the topic under consideration.

The person appointed will teach some of the following for Magdalen College, as best reflects their capabilities:

Prelims (Year 1):

- Approaches to History
- European and World History 1 (370-900)
- European and World History 2 (1000-1300)
- History of the British Isles 1 (c300-1100)
- One or more Optional Subjects
- Foreign Text paper in Latin (currently Einhard and Asser)

Final Honours School (Years 2 & 3):

- The Early Medieval World (600-1000)
- The Central Middle Ages (900-1300)

- Early Medieval British Isles (300-1100)
 - The Global Middle Ages (500-1500)
 - Disciplines of History
- b. To take responsibility (shared with other Magdalen tutors) for the teaching and pastoral care of undergraduates reading History (and Joint Schools with History) at Magdalen College. This includes holding meetings with students at the beginning and (individually) at the end of every term to discuss their programme of work and academic progress; arranging tuition by colleagues in other colleges, as required; writing brief termly reports on students' academic progress; and setting, marking, or arranging to have marked mock examination papers ('collections') at the beginning of each term.
 - c. To participate in the annual undergraduate and graduate admissions processes for History and its Joint Schools at Magdalen College, in liaison with other subject Tutors and Fellows in related subjects.
 - d. To act as Adviser to the College's graduate students in relevant subjects.
 - e. To assist with College Open Days, and to play a role in access and outreach work.
 - f. To support the shared academic endeavours of the History school at Magdalen College, including assessing post-doctoral Fellowship applications and supporting the student-run History Society.
 - g. To take part in the administration of the College as a member of the Governing Body (a Charity Trustee), and to undertake a reasonable share of other committee work and office-holding.

The Faculty of History's teaching (<https://www.history.ox.ac.uk/history-courses>) is delivered through a mixture of lectures and classes, while weekly tutorials (small group teaching, usually 2-3 students) in Faculty papers are delivered as College teaching (see above). **For the Faculty**, candidates should be able to contribute to teaching and developing undergraduate papers as follows:

- a. To collaborate in the delivery of first-year outline papers in this period: European and World History 1 (370-900) and 2 (1000-1300); and History of the British Isles 1 (300-1100). The successful candidate would be able to tailor their teaching on these papers to take account of their interests and expertise.
- b. To convene and teach the second-year outline paper: The Early Medieval World (600-1000); and to offer lectures and tutorials in at least one and preferably more than one of the other medieval outline papers: The World of Late Antiquity (250-650); The Central Middle Ages (900-1300); Early Medieval British Isles (300-1100); The Global Middle Ages (500-1500).
- c. To develop and teach on the detailed primary source-based Optional, Further, and Special Subject papers offered respectively to first-, second- and third-year students. As the Faculty currently lacks early medieval European papers in these categories, the appointee will develop an early medieval European paper in one of these categories within the first two years of appointment.
- d. To supervise undergraduate dissertations within their broad area of expertise.
- e. To contribute to the existing first-year Foreign Text paper in Latin (Einhard and Asser) and/or in due course choose to develop a new Latin-language paper in collaboration with medieval colleagues.

At graduate level, they should be willing:

- f. To contribute to MSt and MPhil teaching in Medieval History.
- g. To develop an Option course on the Master's course in History. See <https://www.history.ox.ac.uk/medieval-history> for details of the Option courses currently offered.
- h. To contribute to the interdisciplinary Medieval Studies Master's course which takes place under the aegis of the Humanities Division.

- i. To supervise Master's dissertations and Doctoral students within their area of expertise.

The College teaching obligation is as stated above. For the Faculty, no formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments, and colleges their demands on them, so that time will be available for research.

Selection criteria

Applications 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, and should ask your referees to do so in their letters of reference.

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

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

Essential:

- i. A completed doctorate in Medieval European History or a closely related subject;
- ii. A record of, and potential to continue to produce, original, important, and rigorous published research in Medieval European History commensurate with the candidate's career stage, that will enhance the profile of the History Faculty in this area and contribute to the Faculty's future REF submissions (REF: the UK-based Research Excellence Framework); and evidence of the ability to attract funding for research.
- iii. Evidence of excellence, or the potential for excellence, in undergraduate tutorial and small-group teaching as specified in 'Duties of the post' above, along with the personal qualities needed to encourage a high level of achievement in undergraduate students, and the ability to offer research-led undergraduate lectures and classes of the highest quality;
- iv. Evidence of excellence, or the potential for excellence, in graduate teaching as specified in 'Duties of the post' above, along with the personal qualities needed to encourage a high level of achievement in graduate students; this must include the ability to provide one-to-one supervision for master's level and doctoral students in Medieval European History, and to conduct research-led graduate classes;
- v. The ability or potential to act effectively as an examiner;
- vi. Evidence of the ability to undertake pastoral responsibilities effectively for both undergraduate and graduate students;
- vii. Evidence of the ability to work collaboratively with a wide range of colleagues from different disciplines and to promote the study of History in Magdalen College, including as part of inter-disciplinary undergraduate degrees;
- viii. Evidence of administrative and organisational skills, specifically the ability and willingness to participate effectively in the other work required by the College and the Faculty, including acting as a trustee and member of the Governing Body of the College;
- ix. A willingness to forge links with schools and to participate in access initiatives, with a view to encouraging undergraduate and graduate applications from a wide range of educational backgrounds.

- x. Broad vision and sufficiently wide historical interests to contribute effectively to the long-term development of the subject at Oxford, and to the maintenance and further growth of interest in the subject.

Desirable:

- i. Experience of curriculum and pedagogical design and development.
- ii. Evidence of effective public engagement, and of promoting Medieval European History beyond academia.
- iii. Experience of promoting collaborative working and learning environments for people from different backgrounds.

The selection committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgement, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty as outlined above. It will take a particular interest in the likelihood that the candidate will produce research and provide teaching of the highest standards.

Candidates invited for interview will be asked to give a short teaching presentation, aimed at an undergraduate audience, which will be followed by questions. This is designed to test candidates' skills at undergraduate teaching. The audience may include undergraduate students and members of the selection committee. There will also be an interview with the selection committee.

How to apply

I. SUBMISSION OF APPLICATION MATERIALS

To apply, visit

https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=185034, 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.

When asked to upload documents, you should upload the following four separate items (each of these should be a **pdf file of a maximum of 4 MB**, with your name and the document type in the filename):

- (1) a detailed covering letter, which explains how you meet the selection criteria for the post, sets out information about your research and the subjects you could offer to teach, and lists three referees;
- (2) a full *curriculum vitae* including a list of publications;
- (3) and (4) two representative samples of written work, published or unpublished, each no more than 10,000 words in length. In respect of this written work, candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); and (b) the work will be considered at the interview stage.

II. REFERENCES

All candidates should supply each of three referees with a copy of these further particulars and ask them to email their references directly to Miss Liz Howdill, the Academic Administrator at Magdalen College (liz.howdill@magd.ox.ac.uk), by 12:00 noon (GMT) on Friday 27 March 2026 without further prompting. The College and the Faculty of History wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

Please provide details of your three referees when prompted in the application process. If you wish to approach a referee or referees only if you are being called for interview or are in receipt of a conditional offer, please state this explicitly alongside the details of the relevant referee(s) in your covering letter (for which see above) and indicate 'no' in the 'permission to contact' field on the application.

The University and College 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 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: see <https://www.accessguide.ox.ac.uk/>.

All applications and references must be submitted by **12:00 noon (GMT) on Friday 27 March 2026**. All short-listed candidates will be invited for interview. It is anticipated that interviews for short-listed candidates will be held in person at Magdalen College on **Thursday 14 May 2026**. Further information will be sent to short-listed candidates in advance of the interview.

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://www.jobs.ox.ac.uk/application-process>. 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.

Essential Information for Applicants for the Tutorial Fellowship in History and Associate Professorship (or Professorship) of Medieval British and European History

Magdalen College

At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial, and organisational terms each college is an independent corporation, self-governing and self-contained. There are 39 colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Magdalen College was founded in 1458 by William Waynflote, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford's East Gate, near the centre of the modern city. Magdalen's top priorities are academic excellence and the fostering of a diverse, supportive, and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. There are approximately 400 Magdalen undergraduates and 270 graduates, and the College is part-way through a major expansion in its graduate numbers to the year 2031. The Governing Body of Magdalen College consists of the President and 71 Fellows, including Tutorial Fellows, Professorial Fellows, and Fellows by Examination (Junior Research Fellows). The President of the College is Dinah Rose, KC.

Magdalen College has a strong tradition in the Humanities, with sixteen Tutorial Fellowships across the fields of Classics & Ancient History, English, History, Modern Languages, Music, and Philosophy, including four in History (held by Professor Nick Stargardt, Professor Siân Pooley,

Professor Avi Lifschitz, and the Tutorial Fellow to be appointed). The College prides itself not just on academic excellence, but on the welfare provision it offers its students: Magdalen's staff now includes a Dean for Welfare, a College Counsellor, and a College Mentor for Students, among many others with welfare responsibilities. Further information about the College is available at: <https://www.magd.ox.ac.uk>.

The person appointed will teach Magdalen undergraduates reading for the degrees in History, Ancient & Modern History, History & Modern Languages, and History & Politics, and will share in organising those degrees at the College with the other Tutorial Fellows in History, and with the Tutorial Fellows in Ancient History, Modern Languages, and Politics. The College would generally expect to admit 16 undergraduates each year to read for these degrees, and also admits a varying number of graduate students in History each year. Detailed terms and conditions of the Tutorial Fellowship at Magdalen College are given below.

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.

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.

The Faculty, including the Department of History of Art, is located at the new, purpose-built Schwarzman Centre for the Humanities (see below).

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

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Asian and Middle Eastern Studies, Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Philosophy; Theology and Religion; and the Ruskin School of Art. The Division has over 500 members of academic staff, with over 4,000 undergraduates (more than a third of the total undergraduate population of the University), 1,100 postgraduate research students, and 880 students on postgraduate taught courses. 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.

Humanities in Oxford offers world-class teaching and research (second in the most recent QS world rankings), 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 resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital technologies. The Oxford Research Centre in the Humanities (TORCH) is the Division's vehicle for promoting interdisciplinary collaboration, international networks, and public engagement with research, with a highly active programme of events, fellowships, and research networks: see <https://torch.ox.ac.uk/>.

In October 2025, the Humanities Division opened its new dedicated building, the Stephen A Schwarzman Centre for the Humanities (<https://www.schwarzmancentre.ox.ac.uk/education-and-research-syd2>). This beautiful state-of-the-art facility co-locates seven of the Humanities faculties for the first time under a single roof, and also houses the Institute for Ethics in AI, the Oxford Internet Institute and the new Bodleian Humanities Library. The Centre provides a unique mix of academic teaching facilities for Oxford students and staff with industry-leading research and public spaces, including the 500-seat Sohen Concert Hall, a 250-seat theatre, a black box immersive performance space, dance studio and cinema, and exhibition space. The performances spaces will host a new public cultural programme (<https://www.schwarzmancentre.ox.ac.uk/>), opening in April 2026 and bringing together innovative artists, performers, writers and thinkers from around the world to co-create with Oxford researchers and our wider community.

The Faculty of History is housed in dedicated space in the Schwarzman Centre, with full access to exhibition and performance spaces.

For more information on the Humanities Division please visit: <https://www.humanities.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 of other 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 <https://www.ox.ac.uk/about/organisation/finance-and-funding>), and regularly creates spin-out 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 which is 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 <https://www.ox.ac.uk/about/organisation>.

Benefits, Terms, and Conditions of the Tutorial Fellowship at Magdalen College

The person appointed to the Tutorial Fellowship in History will be required to engage in advanced study and research, to take a lead in organising the tuition and overseeing the academic progress of students studying for the degree courses in History at Magdalen, and to provide on average eight contact hours of teaching per week during Full Term (each of Oxford's three Full Terms per year is eight weeks long). The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor's field(s) of specialisation.

In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with students at the beginning and (individually) at the end of every term to discuss their programme of work and academic progress; to report on their students' progress to the Tutorial Board; to take a shared pastoral responsibility for undergraduates studying History at Magdalen, referring a student to a member of the College's extensive welfare team where necessary; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (collections) at the beginning of each term, except in the term following a University examination; to assist with College Open Days and other outreach activities; to participate in the annual undergraduate and graduate admissions exercises; and to act as a College Adviser to a proportion of Magdalen's graduate students in History.

The person appointed will become a member of the Tutorial Board, which is responsible for the academic policy of the College. The Board meets three times per term.

The person appointed will be a member of the Governing Body of Magdalen College (a Charity Trustee) and will be required to play a part in the administration of the College, and to take part in the selection process for Fellowships of the College.

The Tutorial Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College's Statute XIV and associated Bylaws) the College, in line with the University, has adopted a retirement age of the 30 September immediately preceding the 70th birthday. There is a procedure for requesting an extension of employment beyond that date. 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. In the event of the termination of the Associate Professorship (or other University office on which the holding of this Tutorial Fellowship in History is dependent), for

whatever reason, the Tutorial Fellowship shall itself terminate on the same date as the Associate Professorship.

External work exceeding 30 days per annum requires the approval of the College.

Each appointment (that by the College and that by the University) will be at an appropriate point on the following scale, with effect from 1 August 2025 (the figure in the 'Total Salary' column gives the total when the College and University salary are at the same point on the scale, which may not always be the case; the University salary figure includes the Oxford University Weighting ('OUW'); the College salary figure includes a comparable Oxford Location Allowance ('OLA')):

Scale point	National Spine Point (SP)	College Salary SP+OLA	University Salary SP+OUW	Total Salary
11	53	£46,773	£30,872	£77,645
10	52	£45,444	£29,995	£75,439
9	51	£44,154	£29,142	£73,296
8	50	£42,902	£28,316	£71,218
7	49	£41,685	£27,513	£69,198
6	48	£40,505	£26,734	£67,239
5	47	£39,358	£25,978	£65,336
4	46	£38,246	£25,243	£63,489
3	45	£37,166	£24,530	£61,696
2	44	£36,117	£23,838	£59,955
1	43	£35,099	£23,166	£58,265

Those appointed below the top of this salary range on either side of the appointment will receive annual increments until they reach the top point.

In addition, the Fellow will be paid a taxable and pensionable Tutorial Allowance of £9,386 per annum (at 2025-26 rates); and will be entitled to single accommodation in College free of charge (HMRC tax liabilities will apply), including teaching space, or, if not residing in College, to a taxable and pensionable housing allowance (currently £18,073 per annum) together with a study/teaching room in College. The College also offers a Housing Loan Scheme to assist in house purchase. The Fellow will be entitled to the Common College dinner and luncheon free of cost, and to an entertainment allowance (currently £290 per annum). In addition, the College operates a scheme whereby Fellows' research costs (including travel and books) can be reclaimed, up to a current maximum of £2,500 per annum. Newly appointed Fellows will also have an allowance of £1,400 for computer equipment in the first year of employment, and £500 per year thereafter. There is also a Research Fund to which Tutorial Fellows can apply for particular expenses, and a fund for projects which are of specific benefit to students of the College.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The Fellow will have the option of participating in a contributory private healthcare scheme.

The Fellow will be entitled to apply for sabbatical leave from College duties, without deduction of stipend, at the rate of one term's leave for every six terms of service. An additional term of leave is available for every eighteen terms of service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Employees are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave: this is a day one entitlement. Magdalen has a priority claim on four places in the University nurseries. Arrangements are available for paternity leave and shared parental leave.

Following the offer of the position, appointment will be subject to proof of the right to work in the UK. If the successful candidate requires a UK visa, the College's Human Resources team and the University Staff Immigration Team will discuss visa routes and will provide advice and assistance with the appropriate application, in line with up-to-date information supplied by the UK government (<https://staffimmigration.admin.ox.ac.uk/working-in-the-uk>).

If the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications for all short-listed candidates until six months after we have ceased sponsoring the migrant in question.

If the chosen candidate requires any workplace adjustments, this would be brought to the attention of the College's Human Resources team through completion of a new starter Occupational Health Services Declaration.

Equality

Magdalen College is committed to Equality and Diversity. Further information can be obtained on the College website at: <https://www.magd.ox.ac.uk/equality/>.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>. See also 'Offer of employment' below.

Further Information

For details of how to apply for the post, see above. The Magdalen website, which contains details of current Fellows and Tutors as well as a variety of more general information, can be found at: <https://www.magd.ox.ac.uk>.

Benefits, Terms, and Conditions of the Associate Professorship

Details of University policy in the following areas can be found at the links provided.

Salary

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

Pension

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

Sabbatical leave/dispensation from lecturing obligations

<https://governance.admin.ox.ac.uk/legislation/council-regulations-4-of-2004>

Outside commitments

<https://hr.admin.ox.ac.uk/holding-outside-appointments>

Intellectual Property

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

Managing conflicts of interest

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

Membership of Congregation

<https://www.ox.ac.uk/about/organisation/governance>

<https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation>

Family support

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>

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

<https://www.newcomers.ox.ac.uk>

Welcome for International Staff

<https://jobs.ox.ac.uk/lifeinoxford>

<https://staffimmigration.admin.ox.ac.uk>

Relocation

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

Equality and diversity

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

Other benefits and discounts for University employees

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

Pre-employment screening

<https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. See <https://hr.admin.ox.ac.uk/academic-posts-at-oxford#collapse1532056>.

Retirement

The University operates an employer justified retirement age for all academic posts of 30 September immediately preceding the 70th birthday. See <https://hr.admin.ox.ac.uk/the-ejra>.

Data Privacy

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

<https://compliance.admin.ox.ac.uk/data-protection-policy>

Offer of employment

Applications for this post will be considered by a selection committee containing members from Magdalen College and the Faculty of History. 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 Governing Body of Magdalen College and 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 Governing Body of Magdalen College and the Humanities Divisional Board, and a formal contractual offer has been made. For the purpose of making its decision, the Governing Body of Magdalen College will have access to the dossiers and references of short-listed candidates.