Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Automated Verification
Department	Computer Science, Wolfson Building, Parks Road, Oxford, OX1 3QD
Division	**Mathematical, Physical and Life Sciences**
College	Trinity College
Contract type	**Permanent upon completion of a successful review. The review is conducted during the first 5 years.**
Salary	**Salary from £48,835 p.a. plus £15,720 p.a. taxable and pensionable College housing allowance, and other benefits. An allowance of £2,804 p.a. would be payable upon award of Full Professor title.**
Vacancy number	**153743**

Overview of the post

The Department of Computer Science and Trinity College wish to recruit an Associate Professor (or Professor) of Automated Verification. The successful candidate will be appointed as Fellow and Tutor in Computer Science at Trinity College, and will have the exciting opportunity to lead Computer Science at undergraduate level – a subject that commenced at Trinity in 2019. This post is available now and it is hoped that the appointee will start as soon as possible, and certainly before 1 October 2022.

The successful candidate will join the thriving activity in the Automated Verification research theme in the Department of Computer Science, which is led by Professor Marta Kwiatkowska and includes seven academics, plus approximately 30 postdoctoral researchers and students. Theme members investigate the theory and practice of automated formal verification and correct-by-construction synthesis for software and hardware systems in diverse settings, such as autonomous and AI systems, robotics, and molecular computing. Current focus is on algorithmic verification, control and synthesis problems for concurrent, probabilistic, real-time, hybrid, dynamical and infinite-state systems. The successful applicant will complement and enhance the wide spectrum of existing activities. Areas of particular interest that lie within the scope of this post include, but are not limited to: program synthesis, software verification,

deductive verification, decision procedures and symbolic methods (SAT/SMT), compositional methods, quantitative model checking, verification and AI/learning, theoretically-grounded applied aspects of verification, verification tools and applications. The successful candidate will benefit from a rich academic environment and diverse community in computer science research at Oxford.

The successful candidate will hold a doctorate in Computer Science or cognate discipline, have the ability to teach across a range of computer science subjects, and will also have a proven research record of high quality at international level in the area of Automated Verification, and experience of research collaborations at both national and international level.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Leslie Ann Goldberg at head-of-dept@cs.ox.ac.uk. For more information about Trinity College, please contact Dr Rebecca Bullard, senior.tutor@trinity.ox.ac.uk .

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

You will be expected to engage in independent and original research, to secure funding and engage in the management of research projects, and disseminate research of the highest international standard through publications, conferences and seminars. You will also contribute to teaching on the Department's highly successful undergraduate and graduate programmes. You will participate in the academic life of the College, and will take responsibility for the organisation, supervision and teaching of Computer Science for Trinity College undergraduate students.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

Information about Athena Swan in MPLS can be found at http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan.

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

The main duties of the post are as follows:

The Associate Professor will be a member of both the University and the College community. You will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. You will have a role to play in the running of the College as a member of its Governing Body.

For the University the post-holder will be expected to:

Research

• engage in original research in the field of computer science, with an emphasis on Automated Verification;
• secure research funding and engage in the management of research projects;
• disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
• engage in knowledge transfer activities.

Teaching

• carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
• supervise research students;

Examining

• take part in University examining as and when requested to do so.

Administration

• participate in the administration of the department as and when requested by the Head of Department.
• take part in the administration and governance of the College by participation in the Governing Body and other committees.

For the College the post-holder will be expected to:
• engage in advanced study and research;

Teaching

• give six 'weighted' hours per week of tutorials or college classes (averaged over the year) during the eight weeks of each of the three full terms;
College teaching is mainly in tutorials of two or three students. Tutorials consist of an hour of rigorous academic discussion between tutor and students. Under the weighting system for this post, teaching in groups of two counts as 1.25 hours, and a group of three 1.5 hours (with higher weightings for larger group sizes) so that the number of contact teaching hours each week is likely to be in the region of four to five. The teaching for Trinity College is likely to be made up partly through 'exchange' tutorials, given to undergraduates from other colleges in the tutor's field(s) of specialization. Tutorial teaching also includes the marking and discussion of weekly submitted assignments.

Organisation and administration

• take responsibility for overseeing and organising the teaching of the Honour School of Computer Science within the College, including the pastoral supervision of undergraduates in this subject;
This includes holding meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; arranging tuition by colleagues in other colleges, as required; setting, marking, or arranging to have marked mock examination papers ('Collections') at the beginning of each term. The post-holder will also be required to

assist in selecting and overseeing the work of any College Lecturers in Computer Science, as required; to assist with College Open Days; and to play a role in access and outreach work; and to act as a College Graduate Advisor for graduate students of Trinity College reading for degrees in Computer Science.

- undertake a reasonable share of College administrative duties, including acting as a Trustee of the College (as a member of the Governing Body), and involvement in the administration of the College by participation in the Governing Body and other committees.

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.

The successful candidate will demonstrate the following.

Essential

(a) A doctorate in the field of computer science or cognate discipline;

(b) Proven research record of high quality at international level in the areas of Automated Verification; areas of particular interest include, but are not limited to: program synthesis, software verification, deductive verification, decision procedures and symbolic methods (SAT/SMT), compositional methods, quantitative model checking, verification and AI/learning, theoretically-grounded applied aspects of verification, verification tools and applications;

(c) Ability to attract research funding and develop an independent programme of research;

(d) Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of computer science and Automated Verification in particular;

(e) Ability to supervise graduate students;

(f) Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students;

(g) Excellent level of written and spoken English as appropriate for the other requirements of the post.

(h) Ability and willingness to undertake the full range of administrative duties both within the department and the College.

Desirable

(i) Excellent track record of obtaining research grants;

(j) Experience of research collaborations at national and international level;

(k) Experience of supervising research students.

How to apply

To apply, visit the academic vacancies page, click on the relevant post title, 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 the names and addresses of three referees. It is not necessary to name a referee from your current institution. **Candidates should also ask their referees to send their references directly to hr@cs.ox.ac.uk by the closing date given below**. Please note that you may be at a disadvantage if your referees do not provide a reference in time. Candidates should supply each referee with a copy of this job description. *The Department of Computer Science wishes to take this opportunity to thank in advance those referees who write on behalf of applicants.*

You will also be asked to upload a CV and a supporting statement *and both a teaching and a research statement (the latter of 3 pages each, maximum).* 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, employment or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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. Trinity College works in close collaboration with the University's disability advisor to ensure appropriate support is put in place at the College level for any post-holders with a disability or long-term health condition. 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 21/1/22 as detailed 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.

All shortlisted candidates will be interviewed and will be asked to give both teaching and research presentations to the committee as part of the interviews, which will take place on 4th March 2022. It is intended that the post will be offered as soon as possible after the interviews. The successful candidate will be expected to start no later than 1 October 2022.

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The UK Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the Department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 72 members of academic staff and 80 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing includes* human-computer interaction, social computing and world-wide web;
- *Data and Knowledge includes* databases, knowledge representation and reasoning;
- *Programming Languages includes* functional programming, program analysis, and programming language foundations;
- *Security* specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

For more information, please visit: http://www.cs.ox.ac.uk/.

The Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and

industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in world rankings, with Oxford's Mathematical, physical and life sciences research judged best in the country according to the 2014 REF assessment exercise carried out by the Higher Education Funding Council for England (HEFCE).

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

Trinity College

Trinity College is one of 38 self-governing and independent colleges at Oxford. The colleges give both academic staff and students the benefits of belonging to a smaller, 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.

Founded in 1555, Trinity College occupies a fine position in the centre of the City. It currently admits approximately 85-90 undergraduates and 50 graduate students each year, with a balance between Arts and Science disciplines. There are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community. There are currently twenty-six Tutorial Fellows, seventeen Professorial and other Fellows, six Junior Research/ Research Fellows and one Senior Research Fellow, and some thirty Lecturers.

Trinity College began admitting Computer Science undergraduate students in 2019, following a strategic review that identified this subject as one of the most important academic areas of growth in the University. The College admits three or four undergraduates a year in this subject; from 2022 there will be a cohort of about 12-14 Computer Science students at the College at any one time. The post-holder

will be expected to organise (as Director of Studies) the teaching in Computer Science for all undergraduate students on the course, to provide pastoral care, and to select candidates for admission to the College in collaboration with the other relevant Fellows and Lecturers.

Trinity accepts graduate students (for taught and research degrees) in Computer Science. The Fellow will act as a College Adviser to some of these students, who are normally supervised elsewhere in the University. The College Adviser provides general guidance and support independently of the Faculty supervisor.

Trinity is privileged to have as a Professorial Fellow Marta Kwiatkowska, who holds the established Chair as Professor of Computing Systems. Her outstanding international reputation has put Trinity on the map for both students and academics in the discipline.

For more information please visit: http://www.trinity.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 over 2,500 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 www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spinouts, with more than 130 spin-off companies created to date. 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 now numbers over 10,000. Postgraduates 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

More information on benefits available to all University staff is available on page 13.

Salary

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 My Family Care, a benefit which allows staff to register for emergency back-up childcare and adult care services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.
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 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 all academic posts, for which the retirement date is 30 September immediately preceding the 69th 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 following conditions apply to Tutorial Fellows at Trinity College:
- An incoming Tutorial Fellow may be offered single-occupancy accommodation in College property, subject to availability. A Fellow choosing to live out of College is entitled to an additional Housing Allowance of £15,750 p.a., which is taxable and pensionable; it is included in the gross salary for purposes of superannuation. The College operates a joint equity scheme to help Fellows acquire their first property within a 25-mile radius of Oxford, details of which are available from the Estates Bursar on request. The College welcomes discussion with applicants in respect of their housing requirements, recognising the importance of this issue to applicants and that differences in individuals' personal circumstances require tailored responses.
- Tutorial Fellows have access to a research allowance of £1,520 p.a. and an allowance of £1,320 p.a. for entertaining undergraduates and graduates of Trinity College.
- The Fellowship carries entitlement to a teaching room in College, to membership of the Senior Common Room and to Common Table rights, with an entitlement to lunch and dinner free of charge when the kitchens are open (there are occasional short closure periods, during the vacation).
- Tutorial Fellows are eligible but not obliged to join the Universities Superannuation Scheme. The rules of the Scheme require that the decision in respect of the College employment must conform to that in respect of the University employment.
- Tutorial Fellows are entitled to subscribe to the Oxford Colleges' Healthcare Plan. Further details of both schemes are available from the College Accountant.
- Tutorial Fellows are entitled to apply to the Governing Body for one term's sabbatical leave in every seven, in accordance with the College's by-law.

- Candidates should note that this appointment involves two separate contracts, one with the College and one with the University. As a Fellow of Trinity College, the successful candidate will be a member of the Governing Body and will hold the Fellowship under the terms of the Statutes and By-laws in force from time to time. The election of the successful candidate to the Fellowship will be subject to the conferment and continued holding of the post of Associate Professor. If, for whatever reason, the appointee should cease to hold this University post, the associated College Fellowship will also cease. Election to the Fellowship will be for a probationary year in the first instance.
- Trinity College offers the same generous family leave arrangements, e.g. maternity, adoption, paternity and shared parental leave, as the University. Details are available at https://hr.admin.ox.ac.uk/family-leave-for-academic-staff
- Like the University, Trinity College currently operates an EJRA of 30th September immediately preceding the 69th birthday.
- The appointment is conditional on verification of the successful candidate's availability for employment within the UK.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department of Computer Science and Trinity 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 MPLS divisional board and the Governing Body of Trinity 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.

Benefits of working at the University

Employee benefits

University employees enjoy generous holiday and pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See http://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and http://www.sport.ox.ac.uk/home

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See http://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See http://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care through The Work + Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See http://hr.admin.ox.ac.uk/my-family-care

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see http://childcare.admin.ox.ac.uk/home

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see http://edu.admin.ox.ac.uk/disability-support.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at http://edu.admin.ox.ac.uk/networks.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

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

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

2: Research

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

3: Teaching and support

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

work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

(a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;

(b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;

(c) pastoral support of undergraduates reading the subject in question;

(d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;

(e) writing references for students, and directing them to appropriate careers advice;

(f) recommending and selecting books and online materials for their subject area in the College Library;

(g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

ANNEXE

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)

(with effect from 1 August 2021)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£54,997	£10,577	£65,574
10	51	£53,398	£10,270	£63,668
9	50	£51,847	£9,971	£61,818
8	49	£50,340	£9,682	£60,022
7	48	£48,879	£9,400	£58,279
6	47	£47,460	£9,127	£56,587
5	46	£46,081	£8,862	£54,943
4	45	£44,743	£8,605	£53,348
3	44	£43,444	£8,355	£51,799
2	43	£42,183	£8,113	£50,296
1	42	£40,958	£7,877	£48,835