



## Job Description and Person Specification

<b>Post</b>	<b>Associate Professorship (or Professorship) (TF) in Computer Science (Machine Learning)</b>
<b>Department/Faculty</b>	<b>Computer Science</b>
<b>Division</b>	<b>Mathematical, Physical and Life Sciences</b>
<b>College</b>	<b>In association with St Catherine's College</b>
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement upon completion of a successful review.</b>
<b>Salary</b>	<b>Salary on a scale between £44,620 and £59,914 p.a. plus additional benefits as detailed below</b>

### Overview of the post

Applications are invited for the post of Associate Professor in Computer Science (Machine Learning) with effect from 1 October 2015 or a mutually agreed date prior to this. The successful candidate will also be appointed to a Tutorial Fellowship at St Catherine's College. They will act as a tutor in computer science at St Catherine's College, and will be a member of its Governing Body. This is a permanent full-time position based at the Department of Computer Science, Wolfson Building, Parks Road, Oxford, OX1 3QD and St Catherine's College, Manor Road, Oxford, OX1 3UJ

Applications are invited from outstanding individuals whose research falls within the field of machine learning as well as those who would establish new research directions within the department related to this area. Applicants should hold a relevant PhD and have experience in any area related to machine learning.

The successful candidate will have a proven track record in research of the highest international standard with the ability to attract research funding and to develop an independent research programme. The appointee will also have experience of effective teaching in a wide range of topics in computer science at undergraduate and graduate levels, including the ability to contribute to course development, to supervise graduate students and to provide pastoral care, and an ability and willingness to undertake administrative duties.

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after

reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

Queries about the post should be addressed to Elizabeth Walsh at [Elizabeth.walsh@cs.ox.ac.uk](mailto:Elizabeth.walsh@cs.ox.ac.uk) or telephone: +44 (0) 1865 283503.

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

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level. Contact [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford.

## Duties of the post

The associate professor will be a member of both the University and the St Catherine's College community. The successful candidate will have a role to play in the running of the College as a member and trustee of its Governing Body.

The main duties of the post are as follows:

### *Research*

- to engage in original research in the field of machine learning or related area;
- to secure research funding and engage in the management of research projects;
- to disseminate his/her research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities;

### *Teaching*

- to carry out teaching at undergraduate and graduate level, classes, demonstrations and project supervision, as directed by the Head of Department;
- to share responsibility for the organisation, supervision and teaching of computer science at St Catherine's including arrangements for admission to the subject;
- to undertake for the college up to six hours<sup>1</sup> of tutorial and class teaching a week averaged over the three terms (twenty-four weeks) of the academic year;
- to supervise research students;

### *Examining*

- to take part in University examining as directed by the Head of Department;

### *Administration*

- to participate in the administration of the department as directed by the Head of Department;
- to take a full part in the administration of the College including acting as a member of College committees when called upon to do so and attending St Catherine's College Governing Body meetings.

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<sup>1</sup> The College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour.

## Person specification

Applications will be judged only against the criteria which are set out below. Applicants should ensure that their application clearly shows how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and selection committees will include a member of each gender wherever possible.

The successful candidate will demonstrate the following.

Essential:

- a) a doctorate in an appropriate field;
- b) proven post-doctoral research record of the highest international standard;
- 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;
- e) ability to supervise graduate students;
- f) excellent interpersonal skills necessary for undertaking teaching at both undergraduate and graduate level and the pastoral care of students;
- g) ability and willingness to undertake the full range of administrative duties both within the department and the College;
- h) ability to contribute to course development, including but not restricted to their area of specialisation.

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;
- l) good communication and organisational skills.

## How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement (clearly stating the post title) explaining how you meet the criteria set out above
- a full CV and publications list, details of teaching experience including a description of teaching approach, and a statement of research interests
- an indication of where you first heard about this post

- the names and contact details (postal and email addresses and telephone number) of **three** referees. You should contact all three of your referees (not more than two of whom should be from the same institution) before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they are willing to provide a reference for you for this post.

**Candidates must ask their referees to consider the further particulars and write directly to the address below (fax +44 (0)1865 273832 or email is sufficient) so that references arrive by the closing date.**

If you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

Applications should be sent to Job03@cs.ox.ac.uk or posted to PA to the Head of Department, Oxford University Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD.

The deadline for applications is Friday 30<sup>th</sup> January 2015.

Should you have any queries about how to apply, please contact Elizabeth Walsh [Elizabeth.walsh@cs.ox.ac.uk](mailto:Elizabeth.walsh@cs.ox.ac.uk) or telephone: +44 (0) 1865 283503

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Computer Science and St Catherine's College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Mathematical, Physical and Life Sciences divisional board and the governing body of St Catherine's College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

Candidates short-listed for the post will be interviewed by the selection committee and will be invited to give a short lecture of about twenty-five minutes' duration on their research interests. The lecture should be designed for a general audience of computer scientists and should be based on some aspect of the candidate's own research. It is planned to hold interviews for this position in the week commencing Monday 2<sup>nd</sup> March 2015.

**The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.**

# Essential Information for Applicants for the Associate Professorship (TF) in Computer Science (Machine Learning)

## The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at <http://www.admin.ox.ac.uk/pras/planning/>.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and 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 nearly 10,000, nearly 45% of the full-time students. 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](http://www.ox.ac.uk)

## Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences Division (MPLS) is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. In the 2008 UK Research Assessment Exercise over 70% of research activity in MPLS was judged to be world-leading (4\*) or internationally excellent (3\*), and Oxford was ranked first in the UK across the mathematical sciences as a whole.

The MPLS division's ten departments and three interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. We have over 6,000 students and research staff, and generate over half of our funding from external research grants. Our research addresses major societal and technological challenges and is increasingly interdisciplinary in nature. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, as well as with researchers from around the world.

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

## The Department of Computer Science

The Department of Computer Science was originally established in 1957. It is one of the UK's leading Computer Science Departments (ranked first in a number of newspaper rankings, and third in terms of research power). In the RAE in 2008, 80% of the submitted research was found to be in the top two tiers, either 4\* (world-leading) or 3\* (internationally excellent). Many members of the Department are active in externally sponsored research, with both government and industrial funding. At present there are more than 50 members of academic staff and over 80 research staff.

The department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics and a number of life sciences departments. It has a major role in the rapidly-developing field of e-Science, an essentially interdisciplinary activity which is at present attracting major funding from a number of sources. At present it holds £37m in external research contracts.

Currently, research in the department is managed in eight themes following a recent realignment and expansion of previous groups. *Information Systems* led by Professor Ian Horrocks and including Professors Nando de Freitas, Stephen Pulman, Georg Gottlob, Mike Wooldridge, Michael Benedikt and Thomas Lukasiewicz; *Programming languages and Software Engineering* which includes Professors Jeremy Gibbons and Jim Davies; *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage and Helen Byrne) is one of the world's leading groups building computational models of biological systems. Software Engineering, together with Computational Biology, provides the main focus of the department's work on e-Science. Other themes in the department are *Foundations, Logic and Structures*, (leader, Professor Samson Abramsky) which includes groups working on quantum information and computation (Professor Abramsky and Professor Bob Coecke), game semantics and verification (Professor Luke Ong); *Algorithms* (led by Professor Leslie Goldberg), including Professors Elias Koutsoupias, Georg Gottlob, Paul Goldberg, and Peter Jeavons; *Automated Verification* (leader Professor Marta Kwiatkowska) and including Professors Joel Ouaknine, Daniel Kroening, Tom Melham, James Worrell, Bill Roscoe and Gavin Lowe; and *Security* (led by Roscoe) which has been created to unite a number of existing and new academics working across this area and including a *Cybersecurity Centre* established in 2012 (under the leadership of Professor Sadie Creese) and including Lowe.

## St Catherine's College

There are 38 self-governing and independent 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.

St Catherine's College proposes to elect and appoint to the position of Official Fellow and Tutor in Computer Science with effect from Michaelmas Term 2015. The post will be held jointly and co-terminously with the Associate Professorship (or Professorship) in Computer Science (Machine Learning) and the successful candidate will be a Tutorial Fellow of St Catherine's College and a member and trustee of its Governing Body. Tutorial Fellows are expected to attend Governing Body meetings, take a full part in the administration of the College, and to act as members of College committees when called upon to do so.

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

St Catherine's College is one of the largest colleges in Oxford, with around 65 Fellows, 75 lecturers, 300 graduate students, 485 undergraduates, and 50 visiting students. Its founding Master, Lord Bullock, established the College in the 1960s. Its striking modern architecture and new ideas reflected a move towards the open, contemporary culture that is still fundamental to St Catherine's approach today. St Catherine's admitted its first students in 1962, when it was founded as a College of the University of Oxford. Previously, the College existed as a non-residential society within the University. Undergraduates are admitted to read all subjects except Ancient History, Archaeology and Anthropology, Classics, Earth Sciences, Oriental Studies and Theology, and the overall composition of membership is divided equally between arts and sciences. The College's grade 1 listed buildings, and their fittings and furniture, were designed by the Danish architect Arne Jacobsen and attract visitors from around the world. They are located in a peaceful setting adjacent to the University Parks. In addition to the normal college facilities, St Catherine's has three lecture theatres, seminar rooms, a specially designed music house, and spacious common rooms.

## **Computer Science at St Catherine's College**

Computer Science at St Catherine's is well established and highly regarded subject. We plan to admit about ten undergraduates a year to read Computer Science and the joint schools of Mathematics & Computer Science and Computer Science & Philosophy (eight full-time equivalents). Graduate students are admitted for all the programmes offered by the Department of Computer Science. There is one other Tutorial Fellow in Computer Science at St Catherine's, Professor Gavin Lowe (Tutorial Fellow and Professor of Computer Science), whose research is focused primarily on Computer Security, particularly Security Protocols; Concurrency, both building mathematical models of different aspects of concurrent systems, and developing techniques and tools for their automated verification; and Concurrent Programming, developing and analysing algorithms to exploit modern multi-core technology.

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

## **College duties**

The College will expect the Fellow and Tutor to share the organisation, supervision and teaching of Computer Science with Professor Lowe, including arrangements for admission to the subject and pastoral duties, and to undertake up to six hours college teaching a week averaged over the three terms (twenty-four weeks) of the academic year (the College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour). This obligation for College teaching is in addition to the teaching obligation that attaches to the University Lecturership.

College teaching is in small groups. Most first-year teaching is in tutorials with a pair of students, supplemented by classes of four to six students. Second- and third-year teaching is carried out in a

consortium with Oriel, Somerville and University Colleges, allowing more specialised teaching, in classes of four to six students.

The post-holder will be responsible for teaching two or three first- or second-year core courses, and one or two second- or third-year optional courses. Course details can be found at: <http://www.cs.ox.ac.uk/teaching/bacompsci/>. The post-holder will also be responsible for helping to organise teaching across the rest of the degree.

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

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

## **College benefits**

Superannuation arrangements usually take the form of the Universities Superannuation Scheme, which Fellows are automatically entered into unless they opt out.

There are tax-free entertainment and research allowances, currently £430 and £950 per annum respectively.

A teaching room in College will be available, and residential accommodation in College may be available for the successful candidate.

A taxable and pensionable housing allowance, currently £7,762 per annum, is paid to Official Fellows who do not live in College. Alternatively, a new Official Fellow may apply to the College for assistance in the purchase of a house by way of a joint equity agreement, with the College buying a share up to 50% of the value of the property, subject to an upper limit of £185,300 (current details on request).

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

Both the College and the University have a sabbatical leave scheme which provides for one term's absence after 6 terms, two terms after 12 terms, or three terms after 18 terms of service. Normally, there is no deduction from stipend.

## **College terms and conditions**

The Fellowship will be held under the Statutes and By-Laws of the College, which may be varied from time to time.

The appointment will be for a period of up to five years in the first instance. On completion of the initial period of office, a Tutorial Fellow is eligible for reappointment to retirement (providing that he or she continues to hold the associated University post), subject to the provisions of the Statutes



and By-Laws of the College. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. For all academic staff the College has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date. The appointment is subject to septennial renewal under the terms of the Statutes and By-Laws of the College.

Candidates who wish to speak to someone informally about the College post may contact the Senior Tutor, Dr Bart van Es (Email: [bart.vanes@stcatz.ox.ac.uk](mailto:bart.vanes@stcatz.ox.ac.uk)) or the Tutor in Computer Science, Professor Gavin Lowe (Email: [gavin.lowe@cs.ox.ac.uk](mailto:gavin.lowe@cs.ox.ac.uk)).

## **The Tutorial Fellowship: General Template of Duties**

### **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 further

particulars, 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. Template of 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).

# Standard Terms and Conditions

## *Salary, benefits and pension*

The successful candidate will be appointed on the Oxford scale for associate professors; the combined college and university salary will be on a scale up to £59,914 per annum.

<b>Grade 30S</b> (as at 1 August 2014)				
Scale point	National Pay spine	University salary	Notional College contribution	Total Salary
11	52	50,250	9,664	£59,914
10	51	48,789	9,383	£58,172
9	50	47,371	9,111	£56,482
8	49	45,995	8,846	£54,841
7	48	44,659	8,589	£53,248
6	47	43,362	8,340	£51,702
5	46	42,103	8,097	£50,200
4	45	40,881	7,862	£48,743
3	44	39,694	7,634	£47,328
2	43	38,542	7,412	£45,954
1	42	37,423	7,197	£44,620

Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. Departments may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the faculty/department may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,600 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,394 to £77,446 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

### *Length of appointment*

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

### *Sabbatical leave and outside commitments*

The appointee may apply for sabbatical leave to allow her or him to focus on 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.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at

<http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>.

Guidance on ownership of intellectual property

(<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml>) and managing conflicts of interest (<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>) is also available on the university website.

### *Relocation expenses*

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

### *Family support*

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at

<http://www.admin.ox.ac.uk/personnel/during/family/>.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at

<http://www.admin.ox.ac.uk/eop/childcare/>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

### *Facilities and services*

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <http://www.admin.ox.ac.uk/eop/disab/>.

### *Equality of opportunity*

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### *Medical questionnaire and the right to work in the UK*

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

### *Special arrangements*

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

### *Data Protection*

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>1</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

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<sup>1</sup> But NB 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 of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.