



## Job Description and Person Specification

<b>Post</b>	<b>Associate Professorship (or Professorship) of Computer Science (Algorithms) with Tutorial Fellowship</b>
<b>Department/Faculty</b>	<b>Computer Science</b>
<b>Division</b>	<b>Mathematical, Physical and Life Sciences</b>
<b>College</b>	<b>Magdalen 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>Combined University and College salary on a scale from £44,620 p.a. (at 1 August 2014 rates) plus additional benefits as detailed below</b>

### Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Computer Science (Algorithms) with effect from 1 September 2015 or as soon as possible thereafter. This permanent full-time position is a joint appointment: the successful candidate will also be appointed to a Tutorial Fellowship at Magdalen College. The person appointed will be based at the Department of Computer Science, Wolfson Building, Parks Road, Oxford, OX1 3QD and Magdalen College, Oxford, OX1 4AU. The appointee will join one of the UK's leading computer science departments with many of its academics participating in world-leading research.

Applications are invited from outstanding individuals whose research falls within the field of algorithms and complexity, as well as from those who would establish new research directions within the department related to this area. Applicants should hold a PhD in computer science or a related subject and should have experience in any area related to algorithms or complexity.

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 and excellence, or the potential for excellence, in teaching a wide range of topics in computer science at undergraduate and graduate levels, the ability to contribute to course development, to supervise graduate students, and to provide pastoral care, and the 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 Associate Professorship/Professorship 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; queries about the Tutorial Fellowship at Magdalen should be addressed to the Senior Tutor of the College, Mark Pobjoy ([mark.pobjoy@magd.ox.ac.uk](mailto:mark.pobjoy@magd.ox.ac.uk)).

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](#) 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.

## Duties of the post

The associate professor will be a member of both the University and the Magdalen College community. She or he 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. She or he will have a role to play in the running of the College as a member of its Governing Body (a Charity Trustee).

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

### *Research*

- to engage in original research in the field of algorithms and complexity;
- to secure research funding and engage in the management of research projects;
- to disseminate her/his 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 including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
- to supervise research students.

### *Examining*

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

### *Administration*

- to participate in the administration of the department as and when requested by the Head of Department.

For the **College** the post-holder will be expected:

- to engage in advanced study and research;

- to give six weighted hours (equating to a smaller number of contact hours) per week of tutorial teaching in Computer Science averaged over the three Full Terms (twenty-four weeks) of the academic year;
- to organize other teaching for the College's undergraduates taking the Honour Schools of Computer Science and Mathematics & Computer Science;
- to share responsibility for the pastoral care of undergraduate students;
- to act as a College Adviser for graduate students in the subject area;
- to take part in the administration of the College.

Further information about the College duties is given in 'Essential Information' below.

## Person specification

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly 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 there will be a member of each gender wherever possible.

The successful candidate will have:

### *Essential*

- a) a doctorate in an appropriate field of computer science or of a related subject;
- b) a proven post-doctoral research record of the highest international standard;
- c) the ability to attract research funding and develop an independent programme of research;
- d) experience of and excellence, or the potential for excellence, in teaching a wide range of topics within the field of computer science, both at undergraduate and at graduate level;
- e) the ability to supervise graduate students;
- f) the excellent interpersonal skills necessary for undertaking teaching at both undergraduate and graduate level and for the pastoral care of students;
- g) the ability and willingness to undertake the full range of administrative duties both within the Department and the College;
- h) the ability to contribute to course development, including but not restricted to the candidate's area of specialisation;

### *Desirable*

- i) an 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) together with a list of the subjects on the undergraduate syllabus in which you would be able and willing to give tutorials (information about the syllabus is available at: <http://www.cs.ox.ac.uk/teaching/handbooks.html>); 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 Job Description and Person Specification and write directly to the address below without further prompting (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 [Job04@cs.ox.ac.uk](mailto:Job04@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 27 February 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 Magdalen 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 Magdalen 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. During the interview process they will also be asked to give a short teaching presentation, followed by questions, which will assist the selection

committee in assessing their skills as a tutor of undergraduate students. It is hoped to hold interviews for this position in the week commencing Monday 20 April 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 or Professorship of Computer Science (Algorithms) with a Tutorial Fellowship at Magdalen College**

## **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 is available upon request.

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 total student body (part-time and full-time). 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).

## **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. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and in the results of the most recent six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. MPLS received the highest proportion of 4\* outputs, and the highest proportion of 4\* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

<http://www.mpls.ox.ac.uk/news/impressive-ref-results-maths-physical-and-life-sciences-oxford>

The MPLS Division's 10 departments and 3 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. Our research addresses major societal and technological challenges 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.

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 (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 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 major 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 (<http://www.oxfordsparks.net/>) 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 endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

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

## **The 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 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 members of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 69 members of academic staff and almost 100 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 seven themes:

- *Algorithms* (led by Professor Leslie Ann Goldberg, and including Professors Paul Goldberg and Elias Koutsoupias) covers computational complexity, algorithmic game theory, and constraint satisfaction;
- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professor Jim Davies) works on a wide variety of areas including model-driven development, functional programming, and static analysis;
- *Security* (led by Professor Bill Roscoe) specialises in cybersecurity (Professor Sadie Creese leads a new Cybersecurity Centre), protocol analysis, trusted computing, networking, and human-centred computing;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking (Professor Daniel Kroening), time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and hardware (Professor Tom Melham);
- *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage, Helen Byrne, and Blanca Rodriguez) is one of the world's leading groups building computational models of biological systems, and is particularly well-known for its work on the heart;
- *Foundations, Logic and Structures* (leader Professor Samson Abramsky) includes groups working on quantum information and computation (Professors Samson Abramsky and Bob Coecke), game semantics and verification (Professor Luke Ong), and constraints (Professor Peter Jeavons);
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Nando de Freitas, Boris Motik, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics (Professor Stephen Pulman).

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

## Magdalen 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.

Magdalen College was founded in 1458 by William Waynflete, 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 city. The Governing Body of the College consists of the President and 77 Fellows, including Professorial Fellows, Tutorial Fellows, and Fellows by Examination (Junior Research Fellows).



Magdalen College proposes to elect an Official (Tutorial) Fellow in Computer Science, in association with the advertised position of Associate Professor or Professor of Computer Science (Algorithms), with effect from 1 October 2015 or as soon as possible thereafter. The successful candidate will engage in advanced research; teach for the undergraduate degrees in Computer Science and Mathematics & Computer Science; share responsibility with other tutors for overseeing those undergraduate degrees at the College; and act as an Adviser to Magdalen graduate students. He or she will be a member of the Governing Body (a Charity Trustee) and will participate in the administration and governance of the College.

**a. The College Fellowship**

Magdalen has a strong contingent of Fellows in Mathematical and Physical Sciences generally, including Professor Ben Green (Waynflete Professor of Pure Mathematics), Professor Martin Bridson (Whitehead Professor of Mathematics and Fellow by Special Election), Professor Alison Etheridge (Fellow by Special Election in Mathematics), Professor Jan Kristensen (Tutorial Fellow in Mathematics), and Professor Julien Berestycki (Tutorial Fellow in Probability and Statistics); Professor Steve Davies (Waynflete Professor of Chemistry), Professor Tim Donohoe, Professor Stuart Mackenzie, and Professor Andrew Weller (Tutorial Fellows in Chemistry); Professor Daniel Kroening (Fellow by Special Election in Computer Science); Professor Constantin Coussios (Professor of Biomedical Engineering), Professor Zhong You and Professor Robin Cleveland (Tutorial Fellows in Engineering Science); Professor Andrew Turberfield (Fellow by Special Election in Physics), and Professor John Gregg, Dr Arzhang Ardavan, and Professor Giles Barr (Tutorial Fellows in Physics). Further information is available on the College website at <http://www.magd.ox.ac.uk>.

**b. Teaching**

The person appointed to the Tutorial Fellowship in Computer Science will be required to provide six tutorial-hours of teaching per week during Full Term (each of Oxford's three Full Terms per year is eight weeks long). Magdalen uses a system of weighted hours in calculating the tutorial stint. A single tutorial counts as 60 minutes, a paired tutorial as 75 minutes, and a tutorial with three or more students as 90 minutes. Thus, for example, four tutorials with a group of three students (or four paired tutorials and one single tutorial) would count as six tutorial-hours of stint. The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor's field of specialization.

The College has typically admitted four students per year in Computer Science and Mathematics & Computer Science. The successful candidate will be responsible for the organization and administration of Computer Science at the College and for sharing the organization and administration of the Joint Honour School of Mathematics & Computer Science. She or he will also share the responsibility for the general academic welfare of the students. The track record of Magdalen undergraduates in these subjects has been outstanding in recent years, with thirteen of the last sixteen Magdalen Finalists achieving First Class Honours.

The successful candidate for the Tutorial Fellowship in Computer Science must be able to provide tutorial teaching for first- and second-year undergraduates over a broad range of topics. Details of the required papers are available at <http://www.cs.ox.ac.uk/teaching/handbooks.html> and in the University's *Examination Regulations*.

In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss the student's programme of work and academic progress; to report on their students' progress to the Tutorial Board; 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 to participate in the annual admissions exercise in December.

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.

**c. Other Duties**

The successful candidate will be a member of the Governing Body of Magdalen College and will be expected to play a part in the administration of the College, to assist with the admission of undergraduates and postgraduates, and to take part, when required, in examinations for Fellowships of Magdalen College. He or she will also assist where appropriate in advising the College's graduate students.

## **Appendix A: Standard Terms and Conditions for the Associate Professorship or Professorship of Computer Science (Algorithms)**

### *Salary, benefits and pension*

The successful candidate will be appointed on the Oxford scale for associate professors.

Those appointed below the top of the 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 - £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 dependants 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.

## Appendix B: Pay Scale for Associate Professorships (Grade 30S) with Tutorial Fellowships

(with effect from 1 August 2014)

The figure in the 'Total Salary' column gives the total when the University and College salary are at the same point on the scale, which may not always be the case.

<b>Main Academic Grade</b>				
Scale point	National Pay spine	University Salary (Grade 30S)	College Salary	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

## **Appendix C: Terms and Conditions of the Tutorial Fellowship at Magdalen College**

Each appointment (that to a Tutorial Fellowship by the College and that to an Associate Professorship or Professorship by the University) will be at an appropriate point on the scale given in Appendix B, with effect from 1 August 2014.

The 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 has adopted a retirement age of 30 September immediately preceding the 68th 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. It is a condition of this appointment that the Tutorial Fellow continues to hold the Associate Professorship (or Professorship) in association with which the appointment is advertised. In the event of the termination of the Associate Professorship (or other University position on which the holding of this Tutorial Fellowship is dependent), for whatever reason, the appointment as Tutorial Fellow shall itself automatically terminate on the same date as the University position.

The Fellow will be entitled to rooms in College free of charge, or if he or she does not reside in College, to a taxable and pensionable housing allowance (currently £13,000 per annum) together with a study/teaching room in College. The College also offers a Joint Equity 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 £1,750 per annum. Newly appointed Fellows will also have an allowance of £1,400 for computer equipment in the first year of employment, and £600 per year thereafter. There is also a Research Fund to which Tutorial Fellows can apply for particular expenses, and an Annual 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 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 sabbatical is available at the rate of one term's leave for every eighteen terms of service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks' service with the College at the 15th week before the expected week of birth, women 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. Magdalen has a priority claim on three places in the University nurseries. Arrangements are available for paternity leave, and for babies due on or after 5 April 2015 Shared Parental Leave arrangements are available.

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. Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new 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 basic 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 dependants until they receive their first salary payment. Further information is available at



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

Magdalen College is an Equal Opportunities Employer. Further information can be obtained on the College website: [www.magd.ox.ac.uk/equality](http://www.magd.ox.ac.uk/equality).

## **Appendix D: 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<sup>2</sup>. 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 and Person Specification, 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

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<sup>2</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

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).