

Job description and Person Specification

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| Post | Associate Professorship (or Professorship) of Automated Verification |
| Department | Department of Computer Science |
| Division | Mathematical, Physical, and Life Sciences Division |
| College | St. John's College |
| Contract type | Five years in the first instance, then reappointment to retirement upon completion of a successful review. |
| Salary | Salary on a scale from £45,562pa plus additional pensionable housing allowance of £13,500pa*, supplementary duties allowance of £4,690pa plus non-pensionable teaching and research expenses of up to £2,500pa, and an entertainment allowance of up to £358pa. An allowance of £2,655 pa would be payable upon award of Full Professor title |

*payable so long as the Fellow does not occupy residential accommodation wholly provided by College

Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Automated Verification to be held in the Department of Computer Science starting as soon as possible. The successful candidate will also be appointed as Fellow and Tutor in Computer Science at St. John's College.

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 Professor Marta Kwiatkowska at Marta.Kwiatkowska@cs.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 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 for further information about Athena SWAN at the University of Oxford. Information about Athena Swan in MPLS can be found at <http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan>.

The Department of Computer Science is a vibrant and growing academic department, which has a research profile across the entire spectrum of contemporary computing. The Department is seeking to recruit an Associate Professor in Computer Science, with a research specialism in automated verification and synthesis, ideally complementing existing expertise. This is an area of fundamental importance in the design, evaluation and construction of software and systems (design flaws in applications such as autonomous vehicles can have devastating consequences, for example). The Associate Professor's research will focus on developing theories and techniques to ensure system correctness and employing them in novel application domains. The appointee will also contribute to teaching on the Department's highly successful undergraduate and graduate programmes.

Duties of the post

The Associate Professor will be a member of both the University and the 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 the Governing Body and a trustee of the College as a charity.

The main duties of the post are as follows:

Research

- to engage in original research of an internationally leading level in the area of Automated Verification;
- 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 in related computer science subjects, including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
- to supervise 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.

St John's College Duties

The main duties of the postholder for the **College** are as follows: (The general template of duties for a tutorial fellowship is attached to this Job Description and Person Specification as Appendix 1.)

- **Academic:** The Tutorial Fellow will be required by the College to teach undergraduates and to engage in advanced study or research. They will be responsible for the teaching of Computer Science to undergraduates of St John's College, for organising and overseeing their academic programmes and for monitoring their progress. The Fellow will be required to fulfil a stint of six weighted hours of tutorial teaching per week, averaged over the twenty-four weeks of the academic year.¹ The Fellow will also be expected to set and mark tutorial work and Collections (that is, internal College examinations) and to provide at the end of each term a report on each student taught.
- **Teaching-related duties:** The Tutorial Fellow will be responsible for the annual admissions exercise for the selection of new undergraduates in Computer Science and for provision of pastoral care and advice to undergraduates in the subject. The Fellow will also be responsible for College graduate admissions in Computer Science and will be required to act as College Adviser for graduate students, and to undertake such other duties as are reasonably required to support the teaching of Computer Science in College. More generally, the Fellow will be encouraged to take an active role in the day-to-day life of the College, such as attending and participating in open days, schools outreach initiatives, and such other duties as are customarily undertaken by Tutorial Fellows.

Trusteeship and administrative duties. As a member of the College's Governing Body, the Fellow will be required to engage in the College's governance and to discharge the functions of a Trustee of the College, which is a registered charity. The Fellow will be expected to attend meetings of the Governing Body and to participate in other committees, working groups and meetings from time to time, and to take turn in holding College Offices, as required. During the initial period of appointment, administrative duties as a member of the Governing Body will be kept at a low level.

¹Weighted hours: A one-hour tutorial with 2 students is weighted as 1.25 hrs., with three students as 1.5 hrs.

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 both male and female committee members wherever possible.

The successful candidate will demonstrate the following:

Essential

- A doctorate in Computer Science, Mathematics, Physics or closely related discipline.
- Proven research record of high quality at international level in the area of Automated Verification, related research and research expertise that is ideally complementary to the Automated Verification group's current research focus.
- Evidence of commitment to be strongly engaged with the existing activities of the Automated Verification Group and with the wider computer science research community in Oxford.
- Ability to attract research funding and develop an independent programme of research.
- Ability to teach effectively, in a range of topics within computer science.
- Experience of university teaching (commensurate with career stage), and ability or potential to teach effectively, in particular:
 - in undergraduate and graduate lectures, not exclusively in the area of his or her research expertise;
 - in Intercollegiate Classes;
 - in tutorials on a variety of topics in the first and second years of the undergraduate courses in computer science.
- A firm commitment to undergraduate teaching.
- Ability to supervise graduate students.
- Excellent interpersonal skills necessary for undertaking teaching and the pastoral care of students.
- Ability and willingness to undertake the full range of administrative duties both within the department and the College.
- Ability to supervise research students.
- Experience of research collaborations at national and international level.

Desirable

- Ability to interact productively with colleagues in other disciplines, and other areas of computer science.
- Ability to present research effectively to a variety of audiences with different backgrounds.
- Willingness to engage in scientific outreach.

How to apply

To apply, click on the **Apply Now** button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of three referees and indicate whether the University may contact them now.

You should upload a CV, supporting statement, and both a teaching statement 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 employment, education, or during career breaks (such as time out to care for dependants).

The research statement should convey your research vision and your current and ongoing programme of work. The teaching statement should describe your approach to teaching, and your ideas for courses you would like to teach, including new courses you would like to develop.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please do not attach additional material to your application, as it will not be considered.

All applications must be received by **12.00 noon on 3 March 2017**.

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 [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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 a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Computer Science and St. John'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 MPLS divisional board and the governing body of St. John'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.

Essential Information for Applicants for the Associate Professorship or Professorship of Automated Verification

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 www.ox.ac.uk/about/organisation/strategic-plan.

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 over 10,000, over 45% of 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

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. In the results of the 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. We 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.

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/>

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 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, Elias Koutsoupias, and Peter Jeavons) covers computational complexity, algorithmic game theory, and constraint satisfaction;
- *Automated Verification* (led by Professor Marta Kwiatkowska, and including Professors Daniel Kroening, Gavin Lowe, Tom Melham, and James Worrell) covers probabilistic and software model checking, time and concurrency, and hardware;
- *Computational Biology* (led by Professor David Gavaghan, and including Professor 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* (led by Professor Samson Abramsky, and including Professors Bob Coecke and Luke Ong) includes groups working on quantum information and computation, game semantics, and verification;
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Tim Berners-Lee, Bernardo Cuenca Grau, Nando de Freitas, Georg Gottlob, Thomas Lucasiewicz, Boris Motik, Stephen Pulman, Nigel Shadbolt, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics;
- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professors Jim Davies, Marina Jirotko, Niki Trigoni, and Hongseok Yang) covers model-driven development, functional programming, program analysis, cyber physical systems, social computing
- *Security* (led by Professor Bill Roscoe, and including Professors Sadie Creese, Cas Cremers, Michael Goldsmith, and Andrew Martin) 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/>

St. John'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. John's College proposes to elect an Official Fellow and Tutor in Computer Science, in association with the advertised Associate Professorship of Automated Verification, with a start date as soon as possible. The person appointed will be required by the College to carry out the duties of the associated Associate Professorship.

St John's College has a strong commitment to promoting and enabling education, learning, scholarship and research at the highest levels amongst its students and academic staff, whilst preserving an informal and friendly atmosphere.

Founded in 1555, St John's College is among the older of the thirty-eight colleges of Oxford University. The College currently has approximately 400 undergraduate and in excess of 200 graduate students. Most of the subjects on offer at Oxford University can be studied at the College.

The present Fellowship of the College includes 35 Tutorial Fellows, 10 Professorial Fellows and 14 Junior Research Fellows. All Fellows and some other staff are members of the Senior Common Room, which provides dining and social benefits. The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the President (the head of the College) and 52 Fellows.

An Official Fellow and Tutor at St John's is entitled to meals in College and is provided with a teaching room in College. Accommodation in a College house or, alternatively, assistance with housing is available. Research expenses (currently up to £2,500 per annum) may be reclaimed, and entertainment allowances and private health insurance are also available.

Computer Science at St John's

The person appointed will join an active team of Fellows responsible for Computer Science and associated joint schools in the College. Professor Georg Gottlob is a Professorial Fellow who teaches reading courses for doctoral students on information systems. The College has three Tutors in Mathematics: Professor Charles Batty (teaching pure mathematics), Professor Jan Obłój (teaching non-physical and applied mathematics, probability and statistics), and Professor Chris Beem (teaching physical applied mathematics and geometry), plus a Supernumerary Teaching Fellow in Mathematics, Dr David Seifert (teaching pure and applied analysis), and one Professorial Fellow, Philip Maini (Professor of Mathematical Biology).

There are usually around 6 research students in Computer Science at the College.

St John's admits about three undergraduate students each year for the degrees in Computer Science, Computer Science & Philosophy, and Mathematics & Computer Science

The College is seeking a candidate with a firm commitment to undergraduate teaching in the College. The person elected will provide tutorial or class teaching to undergraduates for six

hours per week during full term (averaged over the twenty-four week academic year), take responsibility for the organisation of teaching in Computer Science and the welfare of undergraduates in the subject, and will participate in the undergraduate and graduate admissions processes. The Official Fellow will also be responsible as a College adviser for overseeing the academic welfare of graduates in the College reading for graduate degrees in Computer Science.

He or she will be a member of the Governing Body and a Trustee of St. John's College and will be expected to attend Governing Body and tutorial meetings, and to participate in the administration of the College.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background.

An Official Fellow and Tutor at St. John's is entitled to meals in College and is provided with a teaching room in College. Accommodation in a College house or, alternatively, assistance with housing is available. Research expenses (currently up to £2,500 per annum), entertainment allowances, and private health insurance, are also available.

The election to the Fellowship will be subject to confirmation at the end of the fifth year conditional upon a satisfactory report on the performance of the specified University and College duties. The appointment will be subject to the Statutes of the College which embody the relevant provisions concerning academic tenure of the Education Reform Act (1988).

Further details of the full range of duties and expectations of a Tutorial Fellow can be found in the Appendix.

Further information on St. John's College can be found on the College's Website at: www.sjc.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 Professorship². 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

² Associate Professorships (formerly known as University Lecturerships) come in different forms according to the balance of duties owed to the College and University, and they may or may not have an associated Tutorial Fellowship. The forms of Associate Professorship include Associate Professor with Tutorial Fellowship-University (APTF-U), Associate Professor with Tutorial Fellowship-College (APTF-C), Associate Professor with Tutorial Fellowship-Faculty (APTF-F) and Associate Professor without Tutorial Fellowship (AP-NTF).

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).

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, (£45,562 - £61,179 p.a.). The combined college and university salary will be on a scale up to £61,179 per annum.

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 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 £2,655 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 £3,428 to £78,220 (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 www.admin.ox.ac.uk/finance/epp/pensions/schemes/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.

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

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 www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/. Guidance on ownership of intellectual property (www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest (www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/) is also available on the university website.

Membership of Congregation

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Relocation expenses

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

Family support

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at 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 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 www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at 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 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.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/

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: www.gov.uk/tier-2-general/overview.

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 post³ 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 www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

³ 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 six months after the employer has ceased sponsoring the migrant.

Working at the University of Oxford

For further information about working at Oxford, please see:

<https://www.ox.ac.uk/about/jobs/academic/>

ANNEXE

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

(with effect from 1 August 2016)

| Grade (30S) | | | | |
|-------------|--------------------|-------------------|----------------|--------------|
| Scale point | National Pay spine | University Salary | College Salary | Total Salary |
| 11 | 52 | £51,311 | £9,868 | £61,179 |
| 10 | 51 | £49,819 | £9,581 | £59,400 |
| 9 | 50 | £48,371 | £9,303 | £57,674 |
| 8 | 49 | £46,966 | £9,032 | £55,998 |
| 7 | 48 | £45,602 | £8,770 | £54,372 |
| 6 | 47 | £44,277 | £8,516 | £52,793 |
| 5 | 46 | £42,992 | £8,268 | £51,260 |
| 4 | 45 | £41,744 | £8,028 | £49,772 |
| 3 | 44 | £40,532 | £7,795 | £48,327 |
| 2 | 43 | £39,355 | £7,569 | £46,924 |
| 1 | 42 | £38,213 | £7,349 | £45,562 |