Job Description and Person Specification

Post	Associate Professorship (or Professorship) of Algorithms and Complexity Theory
Department/Faculty	Department of Computer Science
Division	Mathematical, Physical and Life Sciences
College	Hertford 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 £45,562, plus substantial additional benefits including single accommodation, if available, or living-out allowance (£8,437 p.a.) and access to a shared equity scheme. An allowance of £2,655 p.a. would be payable upon award of Full Professor title.
Vacancy number	127940

Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Algorithms and Complexity Theory to be held in the Department of Computer Science, with effect from October 2017 or as soon as possible thereafter. The successful candidate will also be appointed to a Tutorial Fellowship at Hertford College.

The successful candidate will join Oxford's vibrant and rapidly growing Computer Science Department. They will benefit from a rich academic environment for computer science research, with many researchers working in closely related areas. Oxford's Algorithms and Complexity Theory Group has an international reputation in many areas of the field, including algorithmic game theory, constraint satisfaction, circuit lower bounds, the complexity of counting, computational learning theory, graph algorithms, and connections to other areas of computer science such as database theory. The group has a lively atmosphere and a regular seminar series. We are looking for an excellent researcher in any area of Algorithms and Complexity.

Applications are invited from outstanding individuals whose research falls within the broad area of Algorithms and Complexity Theory. Applicants will hold a PhD in the field of Computer Science, Mathematics, or closely related discipline and applications from researchers who would establish new research directions within the Department are particularly encouraged. The successful candidate will have a proven track record in research of the highest international standard – e.g. as substantiated by publications in relevant leading conferences and journals within the area of Algorithms and Complexity. They will have the ability to attract research funding and to develop an independent research programme. Applicants 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 post should be addressed to Professor Michael Wooldridge at *michael.wooldridge@cs.ox.ac.uk* or telephone: +44 (0) 1865 283503.

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

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level 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. 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.

Duties of the post

The Associate Professor will be a member of both the University and the College community. They 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. They 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.

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

Research

- to engage in original research in the field of Algorithms and Complexity Theory;

- to secure research funding and engage in the management of research projects;

- to disseminate their 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 hours per week of tutorials during the eight weeks of full term, averaged over the year;
- to take overall responsibility for the teaching of Computer Science within the College, including the delivery of tutorials in core Computer Science subjects for the first three years of the Computer Science programme, managing the admissions process for Computer Science candidates, coordinating with joint schools in Computer Science (at present, Computer Science and Philosophy), and other teaching duties as appropriate, including termly collections (college exams) and reviews of student progress;
- to have responsibility of pastoral care for undergraduate students;
- to act as College Adviser for graduate students;
- to take part in the administration of the College by participation in the Governing Body and other committees.

Hazard-specific / Safety-critical duties

This job may include the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Lone Working
- Travel outside of Europe or North America on University Business

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 female and male committee members wherever possible.

The successful candidate will demonstrate the following:

Essential

(a) A doctorate in the field of Computer Science, Mathematics, or closely related discipline;

(b) Proven research record of high quality at international level in the area of Algorithms and Complexity Theory;

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

(d) Evidence of commitment to be strongly engaged with the existing activities of the Algorithms and Complexity Theory Group and with the wider Computer Science research community in Oxford;

(e) Experience of university teaching (commensurate with career stage), and ability or potential to teach effectively, in particular:

> i.   in undergraduate and graduate lectures, not exclusively in the area of his or her research expertise;
> ii. in intercollegiate classes;
> iii. in tutorials on a variety of topics in the first and second years of the undergraduate courses in Computer Science;

(f) A firm commitment to undergraduate teaching;

(g) Ability to supervise graduate students;

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

(i) Ability and willingness to undertake the full range of administrative duties both within the Department and the College;

(l) Experience of supervising research students.

Desirable

(a) Excellent track record of obtaining research grants;

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

(c) Ability to interact and collaborate productively with colleagues in other areas of Computer Science, and in other disciplines;

(d) Ability to present research effectively to a variety of audiences with different backgrounds;

(e) 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.

You will be asked to upload a full CV with publications list, a supporting statement and a research proposal. The research proposal should set out your plans and priorities for research over the next five years. 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).

You will also be asked to provide details of three referees and indicate whether the University may contact them now. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. You should contact all three of your referees to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

Please upload all documents **as PDF files** with your name and the document type in the filename, for example Smith_CV.pdf. You should upload:

1. Your full CV including publications, teaching experience, career details to date, and awards received;
2. Your supporting statement as described above;
3. Your research proposal.

All applications must be received by **12.00 noon** on **5th May 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/. 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 asked to give both teaching and research presentations to the committee as part of the interview process. Applicants would be advised to allow a whole day for this process, which will take place on **5th June 2017**.

Applications for this post will be considered by a Selection Committee containing representatives from both the Department of Computer Science and Hertford 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 Hertford 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 of Algorithms and Complexity Theory

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The UK Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the Department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 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 & Complexity Theory* (led by Professor Leslie Ann Goldberg) covers computational complexity, algorithmic game theory, and constraint satisfaction;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking, time and concurrency, and hardware;
- *Computational Biology* (led by Professor David Gavaghan) 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) includes groups working on quantum information and computation, game semantics, and verification;
- *Information Systems* (led by Professor Ian Horrocks) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics;
- *Programming Languages and Software Engineering* (led by Professor Luke Ong) covers model-driven development, functional programming, program analysis, cyber physical systems, social computing;
- *Security* (led by Professor Bill Roscoe) specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

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

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its ten departments and three interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

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 FREng) 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 ten Athena Swan Awards (5 Silver and 5 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 full and part-time students (including approximately 1,900 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve 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. 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 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.

Hertford 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.

1. Introduction

Hertford College is heir to the traditions of two medieval Halls, Magdalen Hall (whose alumni include Thomas Hobbes and William Tyndale), and Hart Hall (whose alumni include John Donne and Jonathan Swift). The main College site is located at the heart of the ancient city of Oxford, where Elias de Hertford founded Hart Hall in the 1280s, and to which Magdalen Hall removed in 1822 (subsequently incorporated as Hertford College in 1874). Academic offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The Fellowship, which has responsibility for the governance of the College, currently consists of just over forty Fellows, and the College is home to roughly 650 students, two-thirds of whom are undergraduates. Like Fellows, both graduates and undergraduates are drawn from a range of disciplines across the Humanities, Sciences and Social Sciences. The College has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. It has championed access for students from schools that have not traditionally encouraged Oxford applications and has a strong academic ethos.

This post represents an exciting change for the College, marking the introduction of Computer Science as a Single Honours subject at Hertford. It is planned that Hertford will admit 2-4 students per year in Computer Science, while continuing to admit 4-5 undergraduate students per year in Computer Science and Philosophy. Computer Science and Philosophy (introduced several years ago) is well established in the College and is currently supported by Professor Peter Millican (Fellow in Philosophy), as sole lead Fellow, and by stipendiary lecturers in both subject areas. The successful candidate will take up the role of lead Fellow in Computer Science. They will be jointly responsible, with Professor Millican, for the Computer Science and Philosophy course.

The successful candidate will hold an Official Fellowship under the terms of the College Statutes and Bye-laws.

2. Teaching

High-quality tutorial teaching is of central importance to the College's academic mission. The Fellow will be required to undertake an average of six hours of tutorial teaching per term-time week, either for undergraduate students at Hertford reading Computer Science or Computer Science and Philosophy, or via swap arrangements for students from other colleges.

In addition, the Fellow will be fully involved in the undergraduate admissions process, in the coordination of students' curricula, in the setting and marking of college collections (termly examinations), in the review of students' progress, and in pastoral care of students. They will also be assigned as Adviser to a small number of graduate students.

3. Other Duties

All Governing Body Fellows (henceforth simply 'Fellows') are required to participate in college governance and community life as set out in (4) and (5) below. Academic Fellows are also required to participate in the academic administration of the College as set out in (6).

4. Participation in College governance

Joint appointment holders in their probationary period will not normally be expected to accept major college offices or to serve on more than one committee.

This apart, all Fellows are required:

- as Trustees, to attend Governing Body's regular three meetings per term and such additional extraordinary meetings as may be summoned;
- to serve on up to two college committees (as elected or *ex officio* members);
- to accept at least one term (normally of four years) in a major, remunerated, college office;
- to accept, at the request of the Principal, reasonable service on review or disciplinary panels, *ad hoc* working groups, or appointment committees.

5. Participation in College community

All Fellows will be expected to participate in the communal life of the College, for example by lunching and dining in College as their schedules and other commitments allow, and to participate in fundraising.

6. Academic administrative duties

All Academic Fellows other than Junior Research Fellows (i.e. Professorial Fellows, Senior Research Fellows, Official Fellows with tutorial responsibilities, and Supernumeraries other than those holding University administrative posts) will be expected to act as College Adviser to a limited number of graduates in related subject areas, at the request of the Tutor for Graduates or the Principal.

Academic Fellows in receipt of remuneration from the College, other than Junior Research Fellows, will also be expected to engage in academic administrative duties as follows and at the request of the Senior Tutor or the Principal:

- to participate in organising teaching for relevant degree programmes in College (in this case, Computer Science and Computer Science and Philosophy), to include discussion with students about academic matters, arrangement of teaching, direction of option choices etc.;
- to offer pastoral support to students and to refer them to other sources of support where appropriate;
- to support College Admissions by taking part in the admissions process for undergraduates and graduates, including assessing work and conducting interviews, by answering enquiries and participating in open days, and, on occasion, supporting outreach work.

7. Sabbatical leave

A system of sabbatical leave operates both at College and at University level. Such leave allows a post-holder to pursue advanced research and/or to develop his/her teaching ability and experience. It is available subject to satisfactory replacement teaching being in place. In

general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms, without the express permission of the Governing Body).

8. **Terms of Employment**

The College appointment is for an initial period of five years (the first year being probationary) and is renewable, normally for ten-year periods, until retiring age. Re-election to the College Fellowship at the end of the initial five-year period will be subject to satisfactory reports on the discharge of college and departmental responsibilities, especially as regards tutorial teaching.

As a Fellow of Hertford College, the post-holder will, in addition to their stipend on the salary scale given on page 17, be entitled to full Membership of the Hertford College Senior Common Room and to a teaching room in College. Single living accommodation may also be available, but if the Fellow chooses not to live in College, they are entitled to a living-out allowance (currently £8,437 p.a.) and to access to a shared equity scheme. Fellows are entitled to free meals whenever these are available and to claim an entertainment allowance of £268 p.a. There is also an annual computer allowance (currently up to £583 p.a.) and IT support is provided by the college team. The Fellow may also apply for research expenses (currently up to £1,532 p.a.).

Those holding administrative appointments within Hertford College may be eligible for additional payments and/or remission of some other duties.

9. **Further Information**

The Hertford College website gives details of current Fellows and their research and teaching interests, as well as offering general information about the College: http://www.hertford.ox.ac.uk/ .

The successful candidate will be eligible for membership of the Universities Superannuation Scheme (USS): see http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

Appendix:

The Tutorial Fellowship: General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship[1]. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the

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[1] Associate Professorships 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).

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, as shown in the table in the annexe.

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.

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 £3,466 - £79,080 (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/.

Information about relocation, living and working in the UK and Oxford is available at www.internationalstaffwelcome.admin.ox.ac.uk/.

The University of Oxford Newcomers Club www.newcomers.ox.ac.uk/ is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and meet people in Oxford.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/.

BUPA-Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families; see eduhealth.co.uk/mini-site/.

Transport Schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

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.

Right to work in the UK

The appointment will be subject to 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.

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. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post[2] 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).

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[2] 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