



## Job Description and Person Specification

<b>Post</b>	<b>Associate Professorship (or Professorship) in Black British History, c.1900-present, in association with the Brittenden Fellowship in Black British History at The Queen's College.</b>
<b>Department/Faculty</b>	<b>Faculty of History</b>
<b>Division</b>	<b>Humanities Division</b>
<b>College</b>	<b>The Queen's College</b>
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement after completion of a successful review</b>
<b>Salary</b>	<b>Combined University and College salary: £48,114 to £64,605 per annum, plus substantial additional benefits including a housing allowance of £14,198 p.a. An additional allowance of £2,804 p.a. would be made upon award of the title of Professor. The post also provides access to a housing loan or the right to occupy housing owned by the College, a College research allowance of £3,130 p.a., access to private medical insurance scheme, and an allowance for additional guidance and welfare responsibilities to students of £3,182 p.a. after the first year in post.</b>

### Overview of the post

**The post is available from 1 October 2021.**

Applications are invited from well-qualified candidates with research and teaching expertise in Black British History, particularly in the twentieth and twenty-first centuries. The successful candidate will have the potential to enhance the high reputation of the Faculty of History, and of the College, in research; will have a proven record of internationally-competitive scholarship and research appropriate to their career stage; and will be expected to provide a high standard of research-led teaching (both undergraduate and graduate) for the Faculty and for the College. We welcome applications from candidates at all career stages, provided they have a doctorate.

The Queen's College and the Faculty of History are committed to fostering equality, diversity and inclusiveness. We particularly encourage applications from women, disabled people, and people from Black, Asian, and minority ethnic backgrounds, as these groups are currently under-represented in the College's and Faculty's academic staff.

Candidates should have research interests in the cultural, social or political history of people of African and/or Caribbean descent in Britain and/or Ireland. These interests may also range more broadly in time and/or include a focus on the interaction between Britain and the Caribbean, the Atlantic, and the African diaspora more widely. Candidates will also have an interest in building outwards from their knowledge to provide both survey teaching in modern British Isles, European and World History and a small number of more specialised options in (for example) the history of specific Black British communities, the history of ethnicity and race, histories of migration and empire, anti-colonialism and post-colonialism, activism, identity and social memory. The search panel welcomes applications from candidates with backgrounds in subjects other than History, such as Geography, Cultural Studies and Sociology, provided they can demonstrate competence in both research activity and teaching related to Black British History. The postholder will join a thriving community of twentieth-century historians, including several colleagues interested in race and the legacies of empire.

As a Tutorial Fellow of the College the postholder will have joint primary responsibility for the provision of History teaching to students at Queen's, will share in the admission and pastoral care of students studying for degrees involving History, and will contribute to the governance of the College as a member of the Governing Body.

The appointee will be required to teach undergraduates for the College and Faculty, and to supervise graduates for the Faculty (see below for detailed teaching requirements). The undergraduate History course is outlined at <https://www.history.ox.ac.uk/ba-history>; the graduate courses are outlined at <https://www.history.ox.ac.uk/graduate-admissions>.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the College and the History Faculty in this field. While modern British History has long held a distinctive place in the History Faculty at Oxford, both the College and the Faculty see the Brittenden Fellowship in Black British History as an important step in our ongoing commitment to diversity, both within and beyond the syllabus.

The Associate Professor will be a member both of the University and of 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 publication, and will have access to the excellent research facilities which Oxford offers.

**The Queen's College** will elect the successful candidate to the Brittenden Fellowship in Black British History, which is an Official Fellowship in History, in association with the University Associate Professorship in the Faculty of History, from 1 October 2021, or as soon as possible thereafter. As a Tutorial Fellow, s/he will be a member of the Governing Body (a Charity Trustee), and will be expected to play a part in the administration of the College.

This post succeeds the post currently held by Professor John Davis, who will be retiring at the end of September 2021.

**The University of Oxford** uses the grade of Associate Professor for most of its permanent 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 successful completion of the initial probationary period of appointment. However, 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** may be addressed to the Senior Tutor, Professor Seth Whidden ([seth.whidden@queens.ox.ac.uk](mailto:seth.whidden@queens.ox.ac.uk)) for those relating to the College part of the post; or to Professor John Watts ([john.watts@history.ox.ac.uk](mailto:john.watts@history.ox.ac.uk)) for those relating to the Faculty part of the post. Candidates wishing to know more about equality and diversity in Oxford would be very welcome to contact [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk). All enquiries will be treated in strict confidence; they will not form part of the selection decision

## **Duties of the post**

The main duties of the post are as follows:

- (i) For both The Queen's College and the Faculty of History**
  - To engage in research at an internationally excellent level in Black British History.
  - To participate in the admissions processes for both undergraduate and graduate students.
  
- (ii) For The Queen's College**
  - To provide eight 'weighted' tutorial-hours of history teaching each week during full term for The Queen's College. (This is equivalent to c. six contact hours, see details below). To be able to teach the following (details of these papers can be found by following the links at <https://www.history.ox.ac.uk/ba-history>):
    - History of the British Isles 6, c.1830-1951, at Prelims (1<sup>st</sup> year) and History of the British Isles 7, 'Changing Identities, 1900-Present', in the Final Honour School (3<sup>rd</sup> year)
    - One or more of: History of the British Isles 6, 'Power, Politics and the People, 1815-1924', in the Final Honour School; 'European and World History 4: 1815-1914 ('Society, Nation and Empire') at Prelims; 'European and World History 11: Imperial and Global History, 1750-1930' at Finals; 'European and World History 14: The Global Twentieth Century, 1930-2003' at Finals.
    - Two of: an Optional Subject, a Further Subject, a Special Subject, or a Theme Paper in the field of post-1900 history (see <https://www.history.ox.ac.uk/ba-history> for details of the papers currently on offer, but the appointee will be

encouraged to develop one or more new specialised papers under these headings, in which the histories of people of colour are central).

The successful candidate will also be expected to contribute to Approaches to History, Disciplines of History and other historiographical options. They will also supervise undergraduate dissertations in twentieth-century British History and Black History.

Take-up for individual papers varies from year to year. In the event that the demand from Queen's students for the papers specified falls short of the level which would allow a tutor to meet his or her teaching obligations, she or he would offer tutorials to students from other colleges taking those papers.

- To organise the teaching of History and the pastoral supervision of undergraduates reading History (and Joint Schools with History) at The Queen's College. This includes holding meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; arranging tuition by colleagues in other colleges, as required; writing brief termly reports on students' academic progress; and setting, marking, or arranging to have marked mock examination papers ('collections') at the beginning of each term.
- To assist with the pastoral care of students studying History and its joint schools.
- To appoint and oversee the work of College Lecturers in History.
- To assist with College Open Days; and to play a role in access and outreach work.
- To take a lead role in the annual undergraduate admissions process for History and its joint schools at Queen's, in liaison with Fellows in related subjects.
- To act as a College Graduate Advisor for graduate students of The Queen's College reading for degrees in History and related areas.
- To undertake a reasonable share of College administrative duties.
- To act as a Trustee of the College (as a member of the Governing Body) and to contribute to the intellectual and social life of the College.

### **(iii) For the Faculty of History**

Candidates should be able to teach the following undergraduate papers:

- History of the British Isles 6, c.1830-1951, at Prelims (1<sup>st</sup> year) and History of the British Isles 7, 'Changing Identities, 1900-Present', in the Final Honour School (3<sup>rd</sup> year)
- One or more of: History of the British Isles 6, 'Power, Politics and the People, 1815-1924', in the Final Honour School; 'European and World History 4: 1815-1914 ('Society, Nation and Empire') at Prelims; 'European and World History 11: Imperial and Global History, 1750-1930' at Finals; 'European and World History 14: The Global Twentieth Century, 1930-2003' at Finals.
- Two of: an Optional Subject, a Further Subject, a Special Subject, or a Theme Paper in the field of post-1900 history (see <https://www.history.ox.ac.uk/ba-history> for details of the papers currently on offer, but the appointee will be encouraged to

develop one or more new specialised papers under these headings, in which the histories of Black people and people of colour are central).

- The successful candidate will also be expected to contribute to Approaches to History, Disciplines of History and other historiographical options
- They will also supervise undergraduate dissertations in twentieth-century British History and Black History

At graduate level, they should be willing to:

- Contribute to MSt teaching in modern history.
- Supervise Masters and Doctoral students in Black British History, and possibly other topics in Black History or modern British History

The successful candidate will also :

- engage in undergraduate and postgraduate assessment and university examining as required.
- undertake a reasonable share of the administrative work of the Faculty and contribute to access and outreach activities.

### **Additional information about College teaching arrangements**

The appointee will be required to provide eight weighted hours of teaching per week during Full Term (each of Oxford's three full terms per year is eight weeks long) for The Queen's College. Under the weighting system for this post, teaching in groups of two counts as 1.25 hours and a group of three, 1.5 hours (with higher weightings for larger group sizes) so that the number of contact teaching hours each week is likely to be in the region of six. The teaching for The Queen's College is likely to be made up through 'exchange' tutorials, given to undergraduates from other colleges in the tutor's field(s) of specialization.

College teaching is mainly in tutorials of two or three students. Tutorials consist of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking and discussion of submitted essays. For further information about College responsibilities see 'The Tutorial Fellowship: General Template of Duties' appended to this document.

### **Selection committee and process**

Applications for this post will be considered by a selection committee containing representatives from both The Queen's College and the Faculty of History. Both the Faculty and the College are committed to fairness, consistency, and transparency in selection decisions. Members of the selection committees will be aware of the principles of equality of opportunity, fair selection, and the risks of conscious and unconscious bias. The entire Governing Body of Queen's voluntarily participated in and completed an unconscious bias training programme in 2019, and all College and Faculty representatives on the selection panel have completed unconscious bias training. The selection committee for this post will be made up of a diverse group of colleagues with respect to race, ethnicity, gender, and country of origin.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

The 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 Governing Body of The Queen's College and the Humanities Divisional Board, 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.

## **Selection criteria**

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.

### **The successful candidate will demonstrate that they satisfy the following criteria:**

- A research record, including publications, of international standing appropriate to the stage of the candidate's career with evidence of, or evidence of potential for, producing research in some aspect of Black British History that is world-leading in terms of originality, significance and rigour. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may affect the quantity of candidates' publications.
- A doctoral degree in History or closely related field must have been received by the advertised closing date for this position.
- Competence in formal written and spoken English.
- Evidence of excellence, or of the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students. This must include the ability to provide tutorial teaching in a range of core History papers as outlined above, and the ability to offer research-led undergraduate lectures and classes.
- Evidence of excellence, or of the potential for excellence, in graduate teaching, along with the personal qualities needed to encourage a high level of achievement in graduate students. This must include the ability to provide one-to-one supervision for MSt (i.e. Masters-level) and DPhil (i.e. doctoral-level) students in Black British history, and the ability to conduct and participate in graduate classes.
- Experience of, or potential for, effective participation in the other work of the College and Faculty, including administration.
- Experience of, or potential for, securing external research funding.
- The ability to successfully undertake pastoral responsibilities for both undergraduates and graduates.
- Experience of, or potential for, participating effectively in the future development of the subject.

## How to apply

Candidates should apply online via: [vacancies@queens.ox.ac.uk](mailto:vacancies@queens.ox.ac.uk)

The online form will require candidates to upload:

- A covering letter explaining how they believe they meet the specifications of the post;
- A full *curriculum vitae*, including a list of publications;
- One **or** two recent articles or chapters (amounting to not more than a total of 15,000 words), published or unpublished, in English, and which demonstrate the range and scope of the candidate's research;
- The names and email addresses of three academic referees.

Applicants are also asked to complete the equality monitoring section of the online form. By doing so, you will be helping us monitor our progress and target our efforts more precisely towards creating a diverse and inclusive community at the College.

Candidates should ask referees to send their references **by email** directly to the Academic Administrator of The Queen's College, Dr Sarah McHugh ([sarah.mchugh@queens.ox.ac.uk](mailto:sarah.mchugh@queens.ox.ac.uk)), and should supply each referee with a copy of these further particulars.

**The closing date for applications and the last date for receipt of references direct from referees is 12.00 noon (UK time) on Monday 14<sup>th</sup> December 2020.** It is the responsibility of each applicant to ensure that their complete application arrives before the deadline.<sup>1</sup>

## Shortlisting and interviews

Interviews will be held entirely online, during the two days listed just below. Shortlisted candidates will be contacted in the week beginning 18<sup>th</sup> January 2021. All shortlisted candidates will be interviewed on both of the days. Candidates invited for interview will be asked:

- 1) To give a research presentation in the morning of **Thursday 28<sup>th</sup> January 2021**
- 2) To give a teaching presentation in the afternoon of **Thursday 28<sup>th</sup> January 2021**
- 3) To attend a formal interview with the selection panel on **Friday 29<sup>th</sup> January 2021**

The selection panel intends this tri-partite arrangement to allow candidates to prepare for each aspect of the assessment, and to have the opportunity to give a full account of the qualities they would bring to the post.

For the teaching presentation, candidates will be invited to introduce a historical topic of their choice to an audience of undergraduate students, and lead a discussion of it. The presentation should be aimed at second-year undergraduates who are studying Black British History as part of the History of the British Isles 7 paper, mentioned above. Presentation and

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<sup>1</sup> If you experience any difficulties with the online form, please contact Dr Sarah McHugh ([sarah.mchugh@queens.ox.ac.uk](mailto:sarah.mchugh@queens.ox.ac.uk))

discussion should last no longer than 25 minutes. Members of the selection committee will not ask questions in this part of the assessment.

For the research presentation, candidates will be invited to speak for up to 10 minutes (in English) on their current and future research plans. A period for questions from others on the video call will follow. Those in attendance will be members of the selection committee, and members and graduate students of the Faculty of History. This presentation should assume broad specialist knowledge of the modern period.

The formal interview will be focused on the specifications and criteria (above) for the post.

## **Essential Information for Applicants for the Brittenden Fellowship and Associate Professorship in Black British History**

Oxford University as a whole, the Faculty of History, and The Queen's College, in company with the wider academic community in Britain, and with our international partners, is resolute in protecting and advancing collaborative research projects, in welcoming European and international students, in promoting staff and student exchanges, and in maintaining this University as what Oxford's Vice-Chancellor, Professor Louise Richardson, has called a "wonderful cosmopolitan community of scholars and students, united in our commitment to education and research".

### **The Queen'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.

The Queen's College is one of the oldest colleges in the University of Oxford and is conveniently and prominently situated on Oxford's High Street. It was founded in 1341 and now consists of splendid 17th- and 18th-century buildings, which replaced those of the mediaeval foundation, as well as more modern residential buildings in nearby parts of the city. In recent years there have been about 45 Fellows, about 160 graduate students and about 330 undergraduates.

While this community spans a broad range of academic interests, History and its joint schools has been one of the larger subjects in the college for many years. There are currently 32 undergraduate students reading History and its joint schools, and 3 graduate students.

The College currently has two Tutorial Fellows in History, Dr John Davis (who is retiring in 2021) and Dr Conor O'Brien. Dr Davis works on the social, political and cultural history of modern London, and is currently completing a book on London in the 1960s and 1970s. Dr

O'Brien researches the possibility of a religion/ secular distinction in the early Middle Ages, and issues of community and identity in the early medieval world. His book *The Rise of Christian Kingship, 400-850* is forthcoming with Oxford University Press.

In recent years around two thirds of the History undergraduates have read for the main History school. History and Politics has been the largest of the joint schools, though there has been a consistent take-up for the other joint schools that Queen's offers: Ancient and Modern History, History and English and History and Modern Languages. The college has in recent years admitted graduate students on most of the taught courses offered by the History Faculty, the most popular being the M.Stud in Medieval Studies and the M.Stud in British and European History since 1850.

The successful candidate will hold a Tutorial Fellowship under the terms of the College Statutes and Bylaws. The appointee will be expected to play a part in the general life of the College, including attendance at Governing Body meetings and, over time, taking on senior leadership roles in the College. All Oxford colleges are registered charities, and the Fellow will also be appointed as a Trustee of the College.

The College offers its Tutorial Fellows a generous housing allowance, research allowance, an allowance for additional guidance and welfare responsibilities after the first year in post, a housing scheme, and membership in a health insurance scheme. For more information, see 'Additional Terms and Conditions' below, visit the College website on <http://www.queens.ox.ac.uk/> or contact the Senior Tutor, Professor Seth Whidden ([seth.whidden@queens.ox.ac.uk](mailto:seth.whidden@queens.ox.ac.uk)).

### **Diversity and Equal Opportunity at Queen's**

The Queen's College embraces diversity and equal opportunity. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford. The more inclusive we are, the better our work will be. For more information, visit <https://www.queens.ox.ac.uk/equality-information>

The College invites all applicants to familiarise themselves with its equal opportunities policy, available on its Equality Information page: <https://www.queens.ox.ac.uk/equality-information>

The College also shares the university's commitment 'to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.' The university's full policy is available at: <https://edu.admin.ox.ac.uk/equality-policy>

We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment that represents a variety of backgrounds, perspectives, and skills. We value and celebrate diversity and feel that is critical to achieving our strategic aims and long-term success. We work to recruit employees and admit students from a wide range of backgrounds and promote an inclusive culture in which:

- everyone feels that they are valued and can work to achieve their potential;
- opportunities are open to everyone, and decisions are based on merit and are free from bias; and
- all of our current and prospective students, staff, and visitors are treated fairly and with dignity and respect, and do not face discrimination.

All College meetings include consideration of its duties under the Equality Act 2010 as they pertain to the meeting's actions and decisions. In formal and informal settings alike, the College endeavours to make decisions that afford equal opportunities to, and foster good relationships between, different groups of people.

In response to the Black Lives Matter movement, the College set up a working group, including students and staff, which has been looking at all areas where we can improve: in our outreach activities, in admissions, and in financial support, for undergraduates and postgraduates alike; in the procedures related to hiring and retaining academic and non-academic staff members of the highest calibre; in student support; and in all aspects of fostering an inclusive community in which everyone feels respected, valued, and heard. The Governing Body is considering the working group's proposals during the 2020-21 academic year.

## **The Faculty of History**

The Faculty of History in Oxford is the largest in the UK, and one of the largest in the world. It enjoys a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths that reach from late Roman times to the contemporary world, in the history of the British Isles, the history of continental Europe, imperial and global history, the history of the United States, economic and social history, intellectual history, and the history of science, medicine, and technology. Within the Faculty there is also a department for the History of Art. With the size of its History Faculty, its lively and varied research seminars and the major resources for research, which include, among others, the outstanding collections of the Bodleian Library and the University museums, Oxford offers a uniquely attractive research environment.

### **Modern British History at Oxford**

The history of twentieth- and twenty-first-century Britain and Ireland is a major area of strength in the Oxford History Faculty, with more than a dozen associate professors and one statutory professor primarily focused on the period, many of them with interests in Britain and the wider world (<https://www.history.ox.ac.uk/academic>). Particular clusters of interest are class and social mobility, political culture and political ideas, women's history, gender and the family, religion, culture and the built environment, international organisations and decolonisation. The Faculty has played host to a number of research projects in the field, notably 'Globalising and Localising the Great War' (<https://www.history.ox.ac.uk/globalising-and-localising-great-war>); 'Housing, Culture and Women's Citizenship in Britain, c.1945 to the Present' (<https://www.history.ox.ac.uk/housing-culture-and-womens-citizenship-britain-c1945-present>); and the ongoing Oxford and Empire collaboration, devoted to exploring the

legacies of empire in Oxford itself (<https://www.history.ox.ac.uk/oxford-and-empire>). Although Oxford teaches the history of the British Isles separately from European and World History, research on Britain is very often conducted in a wider optic, and there are British strands in some of our most successful international projects (<https://www.history.ox.ac.uk/around-1968-activism-networks-trajectories>; <https://www.history.ox.ac.uk/global-history-capitalism>). Our Centre for Gender, Identity and Subjectivity (<https://www.history.ox.ac.uk/centre-gender-identity-and-subjectivity>), Centre for Global History (<https://www.history.ox.ac.uk/oxford-centre-global-history>), and Centre for the History of Childhood (<https://www.history.ox.ac.uk/centre-history-childhood>) frequently offer workshops and conferences focusing on British topics, and there are several seminar series with a modern British focus. The Faculty enjoys good relations with the Changing Character of War project, at Pembroke College (<http://www.ccw.ox.ac.uk/>), with the Oxford Martin School and its research on contemporary challenges (<https://www.oxfordmartin.ox.ac.uk/>) and with Nuffield College, which is a major home for research in modern British politics, sociology and economics (<https://www.nuffield.ox.ac.uk/>). We are also fully engaged with Oxford's research centre for the Humanities, TORCH, which regularly explores contemporary themes in an interdisciplinary manner (<https://torch.ox.ac.uk/>).

### **Histories of Race and Ethnicity at Oxford**

The Faculty sees this post in Black British History as crucial to strengthen our work on race and ethnicity. We have a cluster of scholars working on histories of race, resistance, gender and interconnection in the US and Caribbean (<https://www.history.ox.ac.uk/people/professor-stephen-tuck>; <https://www.history.ox.ac.uk/people/professor-katherine-paugh>; <https://www.history.ox.ac.uk/people/dr-dexnell-peters>; <https://www.ccc.ox.ac.uk/people/dr-michael-joseph>); we also have colleagues in the faculty, and in the Department of Continuing Education, working on relations between modern Britain and India and the South Asian diaspora in Britain (<https://www.history.ox.ac.uk/people/dr-maria-misra>; <https://www.history.ox.ac.uk/people/faridah-zaman>; <https://www.conted.ox.ac.uk/profiles/yasmin-khan>); and we have colleagues working on race, ethnicity and identity in other periods and places (e.g. <https://www.history.ox.ac.uk/people/professor-abigail-green>; <https://www.history.ox.ac.uk/people/dr-john-paul-ghobrial>; <https://www.history.ox.ac.uk/people/dr-catherine-holmes>). The Faculty has a number of historians of modern Asia, Africa and Latin America, some of them in posts shared with the School of Global and Area Studies (<https://www.area-studies.ox.ac.uk/>) and its network of centres on Africa, China, South Asia, the Middle East and other regions.

The Faculty has been trying for some years to increase the diversity of our personnel and the range of our research and teaching. During 2020-21 we are working on a 'race report', to explore our curriculum, our environment and teaching, and to address inequalities faced by colleagues and students of colour within the Faculty. We are also appointing our first Community History Fellow, to support projects with local history groups, including those based in Oxford's Asian and African-Caribbean communities.

## **Faculty Benefits**

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help;
- A standard sabbatical leave system, with the possibility of additional special leave;
- Peer mentoring and career development review of research plans and progress;
- Research collaborations with other institutions;
- Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through research centres;
- Support of, and engagement with, interdisciplinary teaching;
- Assistance in the formulation of research plans and funding bids.

The Faculty enables all its postholders to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. Bi-annual career development reviews, conducted by peers, identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Postholders can apply for seed-corn funding for specific research projects from the University's John Fell Fund, which can then help applicants to secure major external funding. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for each new postholder to hold a workshop at which colleagues can discuss drafts of their next monograph.

The new postholder will be supported by a Faculty mentor, who will be available to give advice on all aspects of the position (other than those relating exclusively to the College). A separate Faculty assessor will also be assigned to the new postholder; the assessor is asked to prepare an interim report to the Faculty Board after the first two years of the postholder's service, and a final report after five years, when the postholder is considered for reappointment to the normal retiring age (see below, under 'Standard Terms and Conditions for Associate Professorships'); an accelerated process is available in some cases. For more information about the Faculty please visit our web-site at [www.history.ox.ac.uk](http://www.history.ox.ac.uk) or contact the chair of the Faculty Board, Professor John Watts ([john.watts@history.ox.ac.uk](mailto:john.watts@history.ox.ac.uk)).

## **The Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our

faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. In recent years, this has been facilitated by the Oxford Research Centre in the Humanities (TORCH) which has several interdisciplinary programmes strongly affiliated to the Faculty of History.

For more information, please visit: [www.humanities.ox.ac.uk](http://www.humanities.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 2018-23, can be found at [www.ox.ac.uk/about/organisation/strategic-plan](http://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 nearly 10,000, nearly 45% of the University's full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information, please visit [www.ox.ac.uk](http://www.ox.ac.uk).

## Standard Terms and Conditions

### Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors (30S). The combined college and university salary will be on a scale from £48,114 to £64,605 per annum. For the additional allowances payable by The Queen's College, including the substantial housing allowance, please see below. 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. Faculty boards may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment. Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the faculty/department may be eligible for additional payments. Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,804 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 (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/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/). [See additional information on further allowances and the College element of the salary below].

### 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 is a prerequisite 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/revisedejira/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejira/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/revisedejira/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejira/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 six terms of service, or accumulated and taken as one year of leave after six 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/](http://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](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)) and managing conflicts of interest ([www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://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](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://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. Further information is available on the university website at

<https://www.admin.ox.ac.uk/finance/epp/expenses/relocationscheme/>.

### **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/](http://www.admin.ox.ac.uk/personnel/during/family/). All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings schemes is in operation. Details are available on the University's childcare website at [www.admin.ox.ac.uk/eop/childcare/](http://www.admin.ox.ac.uk/eop/childcare/). The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at

[www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/). Information for parents and carers is available at [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://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/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/). The University Disability Office provides support to staff and students with a disability and may be contacted through its website at [www.admin.ox.ac.uk/eop/disab/](http://www.admin.ox.ac.uk/eop/disab/).

### **Equality of opportunity**

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

marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English) and
- (ii) they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at: [www.gov.uk/tier-2-general/overview](http://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 post and will be held in accordance with the principles of the GDPR and other UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/).

The University's Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

## **Additional Terms and Conditions**

### **Faculty Allowances**

Associate Professors may apply to the Faculty's Research Committee for research funding up to an annual allowance of £800. The Faculty can also make a contribution to IT equipment (equipment purchased by the Faculty remains the property of the Faculty). There are also opportunities to apply for Faculty and University support for additional research activities and conferences.

### **The Queen's College: salary, benefits and additional terms and conditions**

The successful candidate will be appointed on the College scale for Tutorial (CUF) Fellows holding University Associate Professorships. The combined college and university salary will be on a scale from £48,114 to £64,605.

Candidates should note that this appointment involves two separate contracts, one with the College and one with the University. As a Fellow of The Queen's College, the successful

candidate will be a member of the Governing Body and will hold the Fellowship under the terms of the Statutes and By-laws in force from time to time. The election of the successful candidate to the Fellowship will be subject to the conferment and continued holding of the post of Associate Professor. If, for whatever reason, the appointee should cease to hold this University post, the associated College Fellowship will also cease.

The postholder will be entitled to a housing allowance of £14,198 per annum and a College research allowance of £3,130 p.a. On appointment, normally after the first year in post, to a 'moral tutorship', with additional academic guidance and welfare responsibilities, there is an additional annual payment of £3,182. The College also offers the right to rent a 'college house', and a loan at preferential rates. The postholder and his or her dependents are also entitled to membership of the College's health insurance scheme (B.U.P.A.) Details are available from the Bursar, Dr Andrew Timms ([andrew.timms@queens.ox.ac.uk](mailto:andrew.timms@queens.ox.ac.uk)).

The post also carries full membership of the College's Senior Common Room, the right to lunch and dine free of charge, subject to the rules concerning payment for the consumption of alcoholic drinks, and the right to bring a guest or guests at the postholder's own expense on certain occasions. Further benefits include the right to propose academic visitors to the College, the right to book guest rooms and use of the College's post and printing facilities. The College has extensive facilities for supporting academic conferences and workshops. Election to the Fellowship will be for a probationary year in the first instance. The Fellowship will then be renewed for four years, and thereafter for periods of ten years up to the retirement age as described in the Standard Terms and Conditions, subject to satisfactory performance of duties and continued holding of the associated university post of Associate Professor.

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

### **1: Introduction**

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

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. Associate Professorships cover three types of post, which differ according to the balance of duties owed to the College and University and are formally known as CUF (Common University Fund) Lectureships, ULs (University Lectureships), or FLs (Faculty Lectureships). 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 to decide, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges, which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs. Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- c) pastoral support of undergraduates reading the subject in question;
- d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- e) writing references for students, and directing them to appropriate careers advice;
- f) recommending and selecting books and online materials for their subject area in the College Library;
- g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

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

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 in 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 Undergraduates, Tutor for Admissions, Tutor for Graduates, Tutor for Welfare) 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 five years).

**ANNEXE**

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U) (with effect from 1 August 2019)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£54,184	£10,421	£64,605
10	51	£52,609	£10,118	£62,727
9	50	£51,081	£9,824	£60,905
8	49	£49,597	£9,538	£59,135
7	48	£48,156	£9,262	£57,418
6	47	£46,758	£8,992	£55,750
5	46	£45,400	£8,731	£54,131
4	45	£44,082	£8,478	£52,560
3	44	£42,802	£8,232	£51,034
2	43	£41,560	£7,993	£49,553
1	42	£40,353	£7,761	£48,114