



OFFICIAL (TUTORIAL) FELLOWSHIP AND ASSOCIATE PROFESSORSHIP OR PROFESSORSHIP OF LITERATURE IN ENGLISH

Job Description and Selection Criteria

Post	Official (Tutorial) Fellowship in English at The Queen's College and Associate Professorship or Professorship of Literature in English
Department/Faculty	Faculty of English
Division	Humanities Division
College	The Queen's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Grade 39S: Combined University and College salary in the range: £52,815 to £70,918 p.a., plus substantial additional benefits including a housing allowance of £19,497 p.a. An additional allowance of £3,078 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 £3,842 p.a., access to private medical insurance scheme, and an allowance for additional guidance and welfare responsibilities to students of £4,380 p.a. after the first year in post.
Closing date	Midday (12 noon) on Friday 1 December 2023
Interviews	19 and 20 February 2024

Overview of the post

The Queen's College and the Faculty of English are seeking to recruit an Official (Tutorial) Fellow in English and Associate Professor or Professor of Literature in English to start on 1st September 2024 or as soon as possible thereafter. Applications are invited from well-qualified candidates with research expertise in the field of literature in English in the period from 1450-1550. This may include specialisms in areas such as medieval and early Tudor drama, early Scottish literature, women's writing, or Henrician court literature. We also encourage applicants with comparative and global interests. The Faculty and College are strongly committed to encouraging diverse and inclusive approaches to literary study.

This is a joint appointment: the person appointed to the Associate Professorship or Professorship will be appointed to a Tutorial Fellowship in English at The Queen's College. The combined University and College salary will be on a scale from £52,815 - £70,918 per annum (as of August 2023). Additional allowances are provided by The Queen's College, details of which can be found below.

The Queen's College will elect the successful candidate to an Official Fellowship in English, in association with the University Associate Professorship or Professorship in the Faculty of English, from 1st September 2024, or as soon as possible thereafter. As a Tutorial Fellow of The Queen's College the postholder will have joint primary responsibility for the provision of English teaching to students at Queen's, will share in the admission and pastoral care of students studying for degrees involving English. The postholder will be expected to provide tutorials (depending on student choice) for Paper 1 (Shakespeare), Paper 2



(Literature in English, 1350-1550), Paper 3 (Literature in English 1550-1660) for the Final Honour School (FHS) in English Language and Literature, and either Paper 2 (Early Medieval Literature, c. 650-1350) for the Preliminary School in English Language and Literature or Paper 4 (Literature in English, 1660-1760) for FHS. Within their eight weighted contact hours, they will be expected to supervise undergraduate dissertations that fall in their area of teaching expertise. As a member of the College's Governing Body (a Charity Trustee), they will contribute to the governance of the College and be expected to play a part in its administration.

The successful candidate will have the potential to enhance the high reputation of the Faculty of English in research; will have a proven record of internationally recognised scholarship and research appropriate to their career stage; and will provide a high standard of research-led teaching, at both undergraduate and postgraduate levels, including the supervision of research students. The postholder might be expected to convene the genre-based comparative literature paper for FHS Course II (the medieval and language-focused stream of the undergraduate English degree), and to contribute to teaching on the MSt in English Literature (650-1550) and the MPhil in English Studies (Medieval Period). The postholder will give lectures or classes (including graduate classes) within the expectations of overall workload in each academic year (usually the equivalent of one graduate or advanced undergraduate special option and one lecture series), supervise medieval MSt and DPhil dissertations and theses, participate in examining, and play a full and active role in Faculty administration.

For details of the undergraduate and graduate papers in English, see the course handbooks available at: oess.web.ox.ac.uk

The University of Oxford is a member of the Athena SWAN Charter for the advancement of gender equality: representation, progression and success for all. The Queen's College and the Faculty of English are committed to fostering equality, diversity and inclusiveness, and 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 University's academic staff. We welcome applications from candidates at all career stages, provided they hold a doctoral degree.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact (for the Queen's part of the post) the Senior Tutor, Professor Seth Whidden (senior.tutor@queens.ox.ac.uk) or (for the Faculty part of the post) Professor Marion Turner (chair@ell.ox.ac.uk). Candidates wishing to know more about equality and diversity in Oxford would be very welcome to contact equality@admin.ox.ac.uk. Please direct any technical queries about the online application form to vacancies@queens.ox.ac.uk. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and the successful appointee will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and their college. The person appointed will join a lively, intellectually stimulating and multi-disciplinary community that performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms, and Conditions section below for further details of sabbatical leave). There is the potential for temporary

changes to the balance of duties between College and University to enable a focus on different aspects of work at different career stages.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, it opens access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

To engage in scholarly research and publication at an internationally competitive level in literature in English in the period from 1450-1550.

For The Queen's College the postholder will be expected:

- (i) To be actively engaged in sophisticated, original, and independent research of outstanding quality in the relevant areas of literature in English (see 'Overview of the post');
- (ii) To provide an average of eight 'weighted' tutorial-hours of English teaching each week during Full Term (each of Oxford's three Full terms is eight weeks long) for undergraduates taking the Honour School of English Language and Literature and its joint schools with Classics, History, and Modern Languages. 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. 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). 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 their teaching obligations, they would offer tutorials to students from other colleges taking those papers;
- (iii) To co-organise the teaching of undergraduates taking English and its joint schools in the College. This includes holding meetings with students at the beginning and end of every term to discuss their programme of work and academic progress; arranging tuition by colleagues in other colleges; 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;
- (iv) To assist with the appointment and management of the work of College Lecturers in English;
- (v) To share the lead role in the annual undergraduate admissions process for English and its joint schools at Queen's, in liaison with Fellows in related subjects;
- (vi) To assist with College Open Days; and to play a role in access and outreach work;
- (vii) To act as a Personal Tutor for undergraduate students studying English and its joint schools;
- (viii) To act as a Graduate Advisor for graduate students studying English and related subjects.
- (ix) To undertake a reasonable share of College administrative duties;
- (x) 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.

For the Faculty of English the postholder will be expected:

- (i) To make an appropriate contribution to the supervision and/or teaching of undergraduate and graduate students in the University, including supervising master's level and doctoral students when requested to do so by the English Faculty Board;

- (ii) To work with other specialists in the Faculty to ensure convening and teaching responsibilities are met for the M.St in English Literature (650-1550), and the MPhil in English Studies (Medieval Period);
- (iii) Under the direction of the English Faculty Board, to give lectures or classes (including graduate classes) within the expectations of overall workload tariff in each academic year;
- (iv) To take part in University examining as requested to do so;
- (v) To offer more advanced options, such as centrally-taught special option classes for final year undergraduates, and M.St courses for graduates, in accordance with their particular research expertise;
- (vi) To contribute to the administration of the English Faculty, including acting as a member of Faculty committees when called upon to do so, and being willing to take on leadership roles in the Faculty from time to time.

No formal limitation is placed on examining or other work, but it is expected that associate professors will limit their total commitments, and college their demands on them, so that time will be available for research.

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 English. 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.

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. Candidates should make sure that their application shows clearly how their skills and experience meet these criteria.

The successful candidate will demonstrate the following:

- (i) The completion of a doctorate in a relevant field of literature in English;
- (ii) Evidence of a high standard of research in the field of literature in English, 1450-1550, including a record of peer-reviewed publication commensurate with the candidate's post-doctoral academic experience, and evidence of continuing research activity;
- (iii) Evidence of successful research grant applications or of the potential to make successful applications;
- (iv) Excellence, or the potential for excellence, at undergraduate tutorial and small-group teaching in the relevant areas of literature in English;
- (v) The ability to teach special options to graduate students;

- (vi) The ability to provide research-led lectures and special options to undergraduates at the highest level in the stated field;
- (vii) The ability to act effectively as an examiner;
- (viii) The ability to act as a graduate supervisor for both Master's and doctoral students at the highest level;
- (ix) The ability to undertake pastoral responsibilities for both undergraduate and graduate students effectively;
- (x) The communication, interpersonal, time management, and organizational skills necessary to undertake College and University administration effectively and to co-operate in College and University affairs, and a commitment to collegiality, equality, diversity, and inclusivity;
- (xi) A willingness to forge links with schools and to participate in access initiatives, with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

How to apply

Applicants are invited to apply online via queens.ox.ac.uk/vacancies. The form will ask applicants to upload the following documents:

1. A covering letter explaining how you believe you meet the specifications of the post;
2. A full *curriculum vitae*, including a list of publications;
3. The names and email addresses of **three** academic referees.

All applications must be received **no later than midday (12 noon) on Friday 1st December**.

Interviews

Shortlisted candidates will be asked to submit a sample of their research (up to a maximum of 8,000 words) prior to the interview. They will also be asked to arrange for three letters of recommendation to be sent directly by their referees. Further details will be provided for shortlisted candidates.

Interviews will be held in person over two days, on Monday 19th and Tuesday 20th February 2024.

Note: Because of the number of applications received in such competitions, feedback will only be offered to shortlisted candidates.

About the College, the Faculty, the Division, and the University

The Queen's College

The Queen's College (Queen's), founded in 1341, is one of the oldest Colleges in the University of Oxford and represents most aspects of the University community and its scholarly and scientific work. There are approximately 45 Fellows, about 160 graduate students and about 330 undergraduates. The College has one of the finest college libraries in Oxford, with around 50,000 volumes in the current lending collection—used extensively by students—and around 100,000 volumes in the antiquarian collection. Its early modern holdings are internationally renowned. The library's recent expansion added new reading rooms, enhanced accommodation for its special collections, and more space for students and the working collection. The College regularly organises a symposium for graduate students and faculty to showcase their research and discuss their interests, it has literary, drama, and film societies, and organises regular talks by writers, translators and critics. It is one of the three Colleges that sponsor the annual Weidenfeld Translation Prize, and it recently established the Queen's College Translation Exchange to bring students from several subject areas, including English, together with teachers and pupils from local schools for translation workshops, and to develop virtual resources for learners across the UK. The College has academic support funds to support the holding of conferences and workshops in the College.

The College usually admits 7 students each year to study English and its joint schools, and has a particular strength in the English and Modern Languages undergraduate degree. The successful candidate will share the teaching and organization of English in the College with Rebecca Beasley (Professor of Modernist Studies and Tutorial Fellow in English).

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 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: 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: 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 made recommendations and took action in a range of areas where the College aims continuously to 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. These actions continue, supported by improvements in monitoring and data.

More information about the College can be found at queens.ox.ac.uk.

The Faculty of English

The Faculty of English Language and Literature is by far the largest English Department in the UK, and has a very distinguished research record. We have been ranked top in the QS World Rankings in its subject for the last four years and our teaching has been graded 'Excellent' in every Quality Assurance review. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global English. The spread of historical expertise

places the Faculty in a unique position to speak authoritatively about the long history of the literatures and languages of Britain and Ireland, as well as the diasporas and interchange of literatures and languages that emerged from them. Students have opportunities to trace the development of literature from early manuscripts to current digital and hybrid forms; they benefit from a distinctive experience of close personal supervision with leading academics, in turn developing their own communities and identities as critics and researchers.

The Faculty currently has 80 permanent members of academic staff, including 9 statutory Professors. This is in addition to a further 100 or so members teaching in the colleges and temporary members of staff. A list of Faculty members and their research interests is available on the website. There are currently approximately 900 undergraduate students (with roughly 260 admitted each year to the single honours school and a further 20 to joint honours school programmes). The Oxford English Faculty has the largest graduate school in the country, with approximately 90 Masters students, and a further 150 graduate research students.

The Faculty offers financial support for research expenses and conference attendance, together with research mentoring and teaching relief for particular research needs. In addition to the Faculty's resources, research funding may be applied for from the Fell Fund for research and external funding sources. The Faculty has had significant success with individual and group project applications for funding from the UK's Arts and Humanities Research Council, the Leverhulme Foundation, the British Academy, the Mellon Foundation and other major funding bodies.

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Further information about the Faculty is available at english.ox.ac.uk.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; Theology and Religion; 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.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](http://www.humanities.ox.ac.uk). The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The English Faculty will move to the Schwarzman Centre upon the completion of the project.

For more information, please visit: humanities.ox.ac.uk.

The University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial, and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy, and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows, and over 2,500 other University research staff. 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.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the 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. 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 ox.ac.uk/about/organisation.

Benefits, Terms, and Conditions

College Benefits, Terms, and Conditions

The College component of the salary will be on the scale for Associate Professors of £31,826 to £42,735 per annum. The combined College and University salary will be on a scale up to £70,918 per annum.

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 £19,497 per annum and a College research allowance of £3,842 p.a. On appointment, normally after the first year in post, to a 'personal tutorship', with additional academic guidance and welfare responsibilities, there is an additional annual payment of

£4,380. The College also offers the right to rent a 'College house', and a loan at preferential rates. The postholder and their dependents are also entitled to membership of the College's private healthcare scheme. Details are available from the Bursary (bursary@queens.ox.ac.uk).

The postholder will be entitled to 1 term's teaching relief during their Initial Period of Office, and in the first year of the post will be able to borrow from their second-year annual allowance to purchase items necessary for getting established.

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 additional payments related to meals, 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.

University Benefits, Terms, and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£20,989 - £28,183 per annum). The combined College and University salary will be on a scale up to £70,918 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Faculty Board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above; see hr.admin.ox.ac.uk/recognition-of-distinction); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award; see hr.admin.ox.ac.uk/professorial-merit-pay). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

Pension

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme. Details are available at finance.web.ox.ac.uk/uss

Sabbatical leave/dispensation from lecturing obligations

You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. You may be dispensed from up to two courses of eight lectures or classes in any period of three years, up to a maximum of four courses in any period of fourteen years.

Intellectual property and conflicts of interest

Guidance is available on:

governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002 and managing conflicts of interest researchsupport.admin.ox.ac.uk/governance/integrity.

Membership of Congregation

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation. See ox.ac.uk/about/organisation/governance and governance.admin.ox.ac.uk/legislation/statute-iv-congregation for further details.

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at hr.admin.ox.ac.uk/family-leave-for-academic-staff. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see childcare.admin.ox.ac.uk/home.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see hr.admin.ox.ac.uk/my-family-care.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at newcomers.ox.ac.uk.

Welcome for International Staff

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

If you require a visa, the University has a Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes. (N.B. If the successful candidate requires a Skilled Worker visa, the College will cover the visa application fee, but not the immigration NHS surcharge.)

Relocation

Subject to UK tax regulations and the availability of funding, a relocation allowance will be available.

Promoting diversity

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see edu.admin.ox.ac.uk/home for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at: hr.admin.ox.ac.uk/staff-benefits and hr.admin.ox.ac.uk/discounts.

Pre-employment screening

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at jobs.ox.ac.uk/pre-employment-checks.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. The University operates an employer justified retirement age for academic posts, with a retirement date set at 30 September immediately preceding the 70th birthday. The justification for this may be found at hr.admin.ox.ac.uk/the-ejra. (For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures, hr.admin.ox.ac.uk/the-ejra)

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: compliance.admin.ox.ac.uk/data-protection-policy.

Candidates with disabilities / long term health conditions

The College and the Faculty welcome applications from candidates who have a disability or long-term health condition and are committed to providing long-term support. The University's disability advisor can provide support to applicants with a disability, please see edu.admin.ox.ac.uk/disability-support for details. The College will also provide any support to applicants with a disability and will put in place support required by the successful candidate at the time of appointment. Please let us know (by email to academic.administrator@queens.ox.ac.uk) if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings accessguide.ox.ac.uk.