Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Official (Tutorial) Fellowship in Law and Associate Professorship or Professorship of Law</th>
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</thead>
<tbody>
<tr>
<td>College</td>
<td>Magdalen</td>
</tr>
<tr>
<td>Department/Faculty</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Division</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first five years.</td>
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<tr>
<td>Salary</td>
<td>Salary on a scale within the range £46,336 to £62,219 p.a. (plus £15,000 p.a. taxable and pensionable College housing allowance or free College accommodation, and other benefits). Associate Professors who are awarded the title of full Professor may receive from the University an additional salary payment of £2,700 p.a.</td>
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<tr>
<td>Deadline for receipt of applications and references</td>
<td>12.00 noon GMT on Tuesday 21 November 2017</td>
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Overview of the post

Magdalen College and the Faculty of Law invite applications from suitably qualified candidates for an Official Fellowship and Tutorship in Law and Associate Professorship or Professorship of Law, with effect from 1 October 2018 or as soon as possible thereafter. The person appointed will be expected to engage in advanced study or research in Law, and to give high-quality tutorials, classes, lectures, and supervision at both undergraduate and graduate level.

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 Faculty.
of Law, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject.

Candidates who would like to discuss this post and find out more about joining the academic community at Oxford should contact Dr Mark Pobjoy, Senior Tutor at Magdalen (mark.pobjoy@magd.ox.ac.uk), or Liz Fisher, Professor of Environmental Law in the Law Faculty (liz.fisher@law.ox.ac.uk). Queries about the application process should be addressed to Miss Liz Howdill, the Academic Administrator at Magdalen (liz.howdill@magd.ox.ac.uk). All enquiries will be treated in strict confidence and 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 you will have a contract with both.

Associate Professors are full members of University departments/faculties and of college governing bodies, playing a role in the democratic governance of the University and their college. The successful candidate will join a lively, intellectually stimulating, and multi-disciplinary community which 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 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, there will also be access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Associate Professors who are awarded the title of full Professor receive from the University an additional salary payment of £2,700 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,525 to £80,424 (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 postholder.

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

The main duties of the post are as follows:

(i) to engage in research and publication at an internationally competitive level in Law;
(ii) to provide 8 contact hours of tutorial teaching in Law during each week of Full Term for Magdalen College;
(iii) to share pastoral duties and participate in the organisation of the teaching of Law in College;
(iv) to participate in the undergraduate admissions process in College;
(v) to give, under the direction of the Faculty of Law, no fewer than 16 lectures¹ in each academic year;

¹ The Faculty operates a stint system whereby an Associate Professor with a College stint of 8 contact hours per week of Full Term has a University stint of 48 units per year. A one-hour lecture counts as 3 stint units; a one-
(vi) to make an appropriate contribution to the supervision and teaching of graduate students in the Law Faculty;
(vii) to share in University examining;
(viii) to undertake a reasonable share of Faculty and College administrative duties.

The successful candidate will have a major research interest in Land Law, Jurisprudence, or Roman Private Law, and will be expected to teach for the College in that field. Preference may be given to a candidate who is able to teach for the College in two or more of the following subjects: Land Law, Jurisprudence, and a Roman Introduction to Private Law. The Faculty particularly welcomes applications from candidates able to teach for it in Land Law or Trusts.

External work exceeding 30 days per annum requires the approval of the College. No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments, and colleges their demands on them, so that time will be available for research.

Further information is given below under the two sets of ‘Benefits, Terms, and Conditions’.

**Selection criteria**

Applications will be judged only against the criteria which are set out below. Applicants should ensure that their application shows clearly how they believe that their skills and experience meet these criteria, and should ask their referees to address these criteria in their letters of recommendation.

The University and the colleges are committed to fairness, consistency, and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection, and the risks of bias. There will be both female and male committee members wherever possible.

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.

**Selection criteria:**

1. A higher degree in Law (whether doctorate or LLM equivalent) already awarded at the time of interview.

2. A major research interest in Land Law, Jurisprudence, or Roman Private Law; scholarship of the highest quality that demonstrates innovation and the capacity to select appropriate problems through a good knowledge of an important research area; excellent presentation skills; and the ability to contribute to a research community. Applicants should demonstrate a research record of international standing appropriate to the stage of their career, with evidence of potential for producing further distinguished research in Law, and the intention to continue researching and publishing.

3. A sound knowledge of Law in the relevant subjects.

4. The ability to provide excellent tutorial teaching within the field of appointment as outlined under ‘Duties of the post’ above. Applicants should demonstrate an understanding of the learning needs of undergraduate and graduate students and how to address them.

5. The ability to give excellent lectures and classes within the field of appointment as outlined under ‘Duties of the post’ above.

6. The ability or potential to act as a graduate supervisor.

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<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hour seminar</td>
<td>1-2 hours</td>
<td>3 stint units, or less if led jointly with one or more colleagues; and a graduate tutorial (BCL/MJur)</td>
</tr>
</tbody>
</table>
7. The ability or potential to act as an examiner.

8. The ability or potential to undertake College and University administration and the willingness to participate in College and University business. Applicants should demonstrate sympathy for the nature and aims of the College and a willingness to participate in and assist its collegiate life and governance.

9. The ability or potential to undertake pastoral responsibilities for both undergraduate and graduate students.

10. Excellent communication and interpersonal skills.

11. Excellent organisational skills, including personal initiative.

12. A willingness to participate in outreach and access initiatives with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

The appointment committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the specified needs of the College and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

**How to apply**

The closing date for the receipt of applications is **12.00 noon GMT on Tuesday 21 November 2017**. The application should be sent by email to:

Miss Liz Howdill, Academic Administrator, Magdalen College, Oxford OX1 4AU:

Email: liz.howdill@magd.ox.ac.uk

Telephone: (+44) 0 1865 276113

Applications must include:

- The completed application cover sheet (attached at the end of this document, and available separately on the Magdalen website at [http://www.magd.ox.ac.uk/job-vacancies/](http://www.magd.ox.ac.uk/job-vacancies/), including the names and addresses of three referees.

- A detailed covering letter, which should include information about your research, and set out which subjects you could offer to teach for the College, and which for the Faculty.

- A full curriculum vitae including a list of publications.

**In addition**, each candidate should submit electronically in the same email **TWO items of written work** (each about the length of a thesis chapter or article), published or unpublished. Candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); (b) normally, at least one should be from the list of subjects in which a major research interest is required; and (c) the work will be considered at the interview stage.

Candidates should supply each of their referees with a copy of these further particulars and ask them to write directly to the Academic Administrator at the above address by **12.00 noon GMT on Tuesday 21 November 2017 without further prompting**. Referees should submit their references by email. The College and the Faculty of Law wish to take this opportunity to thank in advance those referees who write on behalf of applicants. Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) on the application cover sheet.
The deadline for applications and for receipt of references direct from referees is 12.00 noon GMT on Tuesday 21 November 2017. It is the responsibility of each applicant to ensure that his or her application and references arrive by the deadline.

It is expected that interviews will be held on Wednesday 13 December 2017 in Magdalen College. Short-listed candidates will be contacted in good time before the date of interview. All reasonable interview expenses will be reimbursed.

Candidates invited for interview will be asked to give a short presentation, aimed at an undergraduate audience. The audience may include undergraduate students and members of the selection committee. The presentation will be followed by an interview with the selection committee. Overnight accommodation can be arranged.

Applications for this post will be considered by a selection committee containing members from Magdalen College and the Faculty of Law. 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 Magdalen College and the Social Sciences 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 Governing Body of Magdalen College and the Social Sciences Divisional Board, and a formal contractual offer has been made.

The University and colleges 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 adviser can provide support to applicants with a disability – see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio, or other formats. If we short-list you, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings: see www.admin.ox.ac.uk/access/.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

**Recruitment Monitoring**

A Recruitment Monitoring Form will be found at the following page on the Magdalen College website: http://www.magd.ox.ac.uk/job-vacancies/.

Applicants are requested to complete the form and return it to Human Resources, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.
Information for Applicants for the Official (Tutorial) Fellowship in Law and Associate Professorship or Professorship of Law

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Magdalen College

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford’s East Gate, near the centre of the city. Magdalen has many traditions, but enjoys a modern outlook. Its top priority is academic excellence and it is committed to the tutorial system as a supportive and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. At any one time there are approximately 390 Magdalen undergraduates and 230 graduates. The Governing Body of Magdalen College consists of the President and 71 Fellows, including Professorial Fellows, Tutorial Fellows, and Fellows by Examination (Junior Research Fellows). Further information is available on the College website at: http://www.magd.ox.ac.uk.

The College has a strong representation in the Social Sciences and the Humanities. In the Social Sciences, there are four Tutorial Fellows in Law (Prof. Roger Smith (until 30 September 2018), Prof. Katharine Grevling, Prof. Roderick Bagshaw, and Prof. Jeremias Prassl), two Tutorial Fellows in Politics (Prof. Jane Gingrich and one other to be appointed this year), two Tutorial Fellows in Economics (Dr Tom Norman and Dr Jennie Castle), and three Fellows in Anthropology (Prof. Clare Harris, Tutorial Fellow in Social Anthropology, Prof. Laura Fortunato, Tutorial Fellow in Evolutionary Anthropology, and Prof. Harvey Whitehouse, Professor of Social Anthropology). In the Humanities, the College’s representation consists of two Tutorial Fellows in Classics and Ancient History (Prof. Felix Budelmann and Dr Alfonso Moreno), three in English (Prof. Laurie Maguire, Prof. Robert Douglas-Fairhurst, and Prof. Simon Horobin), four in History (Prof. John Nightingale, Prof. Nick Stargardt, Prof. Siân Pooley, and Prof. Avi Lifschitz), one Fellow in Fine Art (Prof. Samson Kambalu), four Fellows in Modern Languages (three Tutorial Fellows, Prof. Toby Garfitt, Dr Reidar Due, and Dr Juan-Carlos Conde, and (from 1 January 2018) Prof. Simon Gilson, Agnelli-Serena Professor of Italian Studies), two Tutorial Fellows in Music (Prof. Christian Leitmeir and Mr Mark Williams), one Fellow in Oriental Studies (Prof. Marilyn Booth, Khalid bin Abdullah Al Saud Professor in the Study of the Contemporary Arab World), and three Fellows in Philosophy (two Tutorial Fellows, Prof. Paul Elbourne and one other to be appointed this year, and Prof. Ofra Magidor, Waynflete Professor of Metaphysical Philosophy). The College also has very strong representations of Fellows in Mathematical, Physical, and Life Sciences, and in Medical Sciences.

The person appointed will teach undergraduates reading Law and will share in organising the degree at the College with the three other Tutorial Fellows in Law. The College generally admits 10 undergraduates each year to read Law, and has enjoyed excellent examination results in recent years. The College also generally admits about 10 graduate students in Law each year (most of whom take the BCL). The College has outstanding library provision for the study of Law, including a separate Law Library.

The Faculty of Law

About the Faculty

The Faculty of Law is one of the largest in the United Kingdom, and is the largest unit in the Social Sciences Division of the University. There are some 160 members of the Law Faculty, of whom more
than 90 are in established University academic posts. The Law Faculty has a distinguished reputation in research and publications in Law. The Research Excellence Framework 2014 reported that substantially more top-rated research activity went on in Law at Oxford than in any other university in the country. Oxford was ranked second in the world for Law in the 2016 QS World University rankings.

There are five specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies, the Oxford Intellectual Property Research Centre, and the new Bonavero Institute of Human Rights.

The Law Faculty administration is based in the St Cross Building, which is also where most core lectures take place (in the Gulbenkian Lecture Theatre). The building also accommodates the Bodleian Law Library, the Centre for Criminology, the Institute of European and Comparative Law, other smaller teaching spaces, and a café. The building is currently shared with the Faculty of English.

**Undergraduate teaching within the Faculty**

Undergraduate law admissions are currently running at approximately 220 a year. Up to 35 of these follow the Law with Law Studies in Europe course over four years, one year being devoted to study in France, Germany, the Netherlands, Spain, or Italy. The full range of subjects taught at Undergraduate level may be found on the Faculty website at [www.law.ox.ac.uk/admissions/undergraduate](http://www.law.ox.ac.uk/admissions/undergraduate). The undergraduate programmes, including admissions, are the immediate responsibility of the Faculty’s Undergraduate Studies Committee and its Associate Dean for Undergraduate Studies.

**Graduate teaching within the Faculty**

The Faculty sustains a major graduate programme and its graduate research school is the largest of any law school in the English-speaking world. There are currently about 380 graduate students, of whom about 140 read for the taught graduate Degree of Bachelor of Civil Law (BCL) and Magister Juris (MJur), and a further 45 read for an MSc in Law and Finance (run in conjunction with the Said Business School), each of which may also be augmented by a year of research to yield the Degree of Master of Philosophy (MPhil). Other taught graduate programmes include an MSc in Criminology and Criminal Justice, a full- or part-time MSc in Criminology and Criminal Justice, a part-time MSc in Taxation, and a postgraduate diploma in Intellectual Property Law and Practice (run in conjunction with the IPLA). Graduate students who undertake research degrees study towards the Degrees of Doctor of Philosophy (DPhil) in Law, Socio-Legal Research, or Criminology, or Master of Studies in Legal Research (MSt).

The graduate programmes, including graduate admissions, are the immediate responsibility of the Faculty’s Graduate Studies Committee and its two Associate Deans (one for research degrees, the other for taught programmes). The graduate cohort provides a base for a productive interaction between advanced study and research: this is something to which the Faculty attaches great importance.

**Research activity**

The Faculty has always encouraged excellence and diversity in its research strategy, seeking to achieve the highest quality in the broad range of subjects in which Faculty members pursue their interests. The Faculty’s Research Support Fund provides resources for research assistance, conference attendance and other research-related activities. The Faculty’s Research Facilitator supports applications for external research funding, and the Faculty provides support for conferences organised by Faculty members.

**Academic staff development**

Teaching proficiency is one of the factors which is taken into account when associate professors are considered for reappointment after the completion of their probationary tenure.

The University has made arrangements under which associate professors in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided by the Oxford Learning Institute ([www.learning.ox.ac.uk](http://www.learning.ox.ac.uk)), including:

- introductory sessions for new academic staff
• an advisor for new associate professors
• peer observation of teaching
• attendance at learning and teaching seminars
• one-to-one discussion with an educational development adviser or faculty teaching representative
• participation in the University’s postgraduate diploma in learning and teaching
• self-study resources

Start-up costs
A start-up grant of £4,000 is available for new Associate Professors (unless the appointee currently holds an established Oxford University academic post). This may be spent at the post-holder’s discretion on any purpose connected with their academic work, for example IT equipment, research assistance, travel, conference attendance, and/or book purchases. The start-up grant must be spent within three years.

Research support
The Faculty offers grant schemes for IT equipment and research support, to which the post-holder will be eligible to apply after the first year of appointment.

Further information on the Law Faculty can be found at www.law.ox.ac.uk.

The Bodleian Law Library
The Bodleian Law Library, accommodated alongside the Faculty centre in the St Cross Building, houses over a quarter of a million volumes. It receives copies of all law books published in the United Kingdom, and has extensive holdings of overseas legal publications, notably of the Commonwealth, the US, and European countries. Oxford is designated as a European Documentation Centre, and materials relevant to European law are housed in the Bodleian Law Library. It has one of the most extensive collections of domestic and foreign law databases and e-resources in the UK.

Further information about the Bodleian Law Library can be found at www.bodleian.ox.ac.uk/law.

The Social Sciences Division
The University’s academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical, and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. From 1 January 2018, the Head of the Social Sciences Division will be Professor Sarah Whatmore, who will be a member of the University’s Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-departmental unit. These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, and the Oxford Martin School. Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of
external funders and collaborators, with competitively-awarded external research income exceeding £40 million per year. Researchers in the division engage actively beyond academia, and their research has influence in many spheres from innovation in public policy-making to practitioner communities such as law, business, education, social welfare, and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught, and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-orientated provision in areas such as business, law, and education. The division is home to several of Oxford’s most widely recognised teaching programmes, such as Philosophy, Politics, and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information, please visit: www.socsci.ox.ac.uk.

About 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 www.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 www.ox.ac.uk/about/organisation.
Benefits, Terms, and Conditions of the Tutorial Fellowship at Magdalen College

The person appointed to the Tutorial Fellowship in Law will be required to provide eight contact hours of teaching per week during Full Term (each of Oxford’s three Full Terms per year is eight weeks long). The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor’s field(s) of specialisation. In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; to report on their students’ progress to the Tutorial Board; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of each term, except in the term following a University examination; to assist with College Open Days; and to participate in the annual admissions exercise in December.

The person appointed will become a member of the Tutorial Board, which is responsible for the academic policy of the College. The Board meets three times per term.

The person appointed will be a member of the Governing Body of Magdalen College (a Charity Trustee) and will be expected to play a part in the administration of the College, to assist with the admission of undergraduates and postgraduates, and to take part, when required, in examinations for Fellowships of Magdalen College. The Fellow will also assist where appropriate in advising the College’s graduate students.

The Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College’s Statute XIV and associated Bylaws) the College has adopted a retirement age of 30 September immediately preceding the 68th birthday: following the recent change in the University’s retirement age to 30 September immediately preceding the 69th birthday, the College’s retirement age is under review. There is a procedure for requesting an extension of employment beyond that date. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in Law shall itself terminate on the same date as the Associate Professorship.

External work exceeding 30 days per annum requires the approval of the College.

Each appointment (that by the College and that by the University) will be at an appropriate point on the following scale, with effect from 1 August 2017 (the figure in the ‘Total Salary’ column gives the total when the College and University salary are at the same point on the scale, which may not always be the case):

<table>
<thead>
<tr>
<th>Scale point</th>
<th>National Spine Point</th>
<th>College Salary</th>
<th>University Salary</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>52</td>
<td>£37,493</td>
<td>£24,726</td>
<td>£62,219</td>
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<tr>
<td>10</td>
<td>51</td>
<td>£36,403</td>
<td>£24,007</td>
<td>£60,410</td>
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<tr>
<td>9</td>
<td>50</td>
<td>£35,346</td>
<td>£23,309</td>
<td>£58,655</td>
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<tr>
<td>8</td>
<td>49</td>
<td>£34,318</td>
<td>£22,632</td>
<td>£56,950</td>
</tr>
<tr>
<td>7</td>
<td>48</td>
<td>£33,322</td>
<td>£21,975</td>
<td>£55,297</td>
</tr>
<tr>
<td>6</td>
<td>47</td>
<td>£32,354</td>
<td>£21,337</td>
<td>£53,691</td>
</tr>
</tbody>
</table>
The Fellow will be entitled to rooms in College free of charge, or if he or she does not reside in College, to a taxable and pensionable housing allowance (currently £15,000 per annum) together with a study/teaching room in College. The College also offers a Joint Equity Scheme to assist in house purchase. The Fellow will be entitled to the Common College dinner and luncheon free of cost, and to an entertainment allowance (currently £290 per annum). In addition, the College operates a scheme whereby Fellows’ research costs (including travel and books) can be reclaimed, up to a current maximum of £1,750 per annum. Newly appointed Fellows will also have an allowance of £1,400 for computer equipment in the first year of employment, and £600 per year thereafter. There is also a Research Fund to which Tutorial Fellows can apply for particular expenses, and an Annual Fund for projects which are of specific benefit to students of the College.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The Fellow will be entitled to apply for sabbatical leave from College duties, without deduction of stipend, at the rate of one term’s leave for every six terms of service. An additional term of sabbatical is available at the rate of one term’s leave for every eighteen terms of service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks’ service with the College at the 15th week before the expected week of birth, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Magdalen has a priority claim on four places in the University nurseries. Arrangements are available for maternity leave and shared parental leave.

Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) 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 (a) passing an approved English Language test with at least CEFR level B1 in reading, writing, speaking, and listening, or (b) having an academic qualification that was taught in English and is recognised by UK NARIC as being equivalent to a UK bachelor’s degree, master’s degree, or PhD, or (c) being a national of a majority English-speaking country); and (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at:

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

Equal Opportunities

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

Further Information

For details of how to apply for the post, see above. The Magdalen College website, which contains details of current Fellows and Tutors as well as a variety of more general information, can be found at: www.magd.ox.ac.uk.
Benefits, Terms, and Conditions of the Associate Professorship

Salary
The University component of the salary will be on the scale for Associate Professors (£18,414 – £24,726). The combined College and University salary will be on a scale up to £62,219 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 Department/Faculty Board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

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 College and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/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:
ownership of intellectual property www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/.

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 www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml 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 www.admin.ox.ac.uk/personnel/during/family/. 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 www.admin.ox.ac.uk/childcare/.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a ‘speak to an expert’ phone line, and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

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 www.newcomers.ox.ac.uk/.
The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training, or volunteering opportunities.

For details, please see [www.careers.ox.ac.uk/](http://www.careers.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: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/).

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

**Relocation**

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

**Promoting diversity**

The University and its Colleges are 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, Oxford SU (the Oxford University Student Union), and external campaign groups.

Please see [www.admin.ox.ac.uk/eop/](http://www.admin.ox.ac.uk/eop/) 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: [www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/), [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).

**Offer of employment**

See above under ‘How to Apply’ for information about the circumstances in which an offer of employment is valid.

**Pre-employment screening**

The appointment of the successful candidate will be subject to appropriate pre-employment screening by the University and the College. 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 [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**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 all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday.

The justification for this may be found at [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).
For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/.

Data Protection

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

The policy may be viewed at www.admin.ox.ac.uk/councilsec/dp/policy.shtml.
Please complete all sections of this form, in capitals, and send it by email together with a detailed covering letter, which sets out information about your research and the subjects you could offer to teach, a full curriculum vitae including a list of publications, and (in the same email) two samples of written work:

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