MAGDALEN COLLEGE, OXFORD, in association with
THE FACULTY OF PHILOSOPHY, UNIVERSITY OF OXFORD

Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Official (Tutorial) Fellowship in Philosophy and Associate Professorship or Professorship of Philosophy</th>
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</thead>
<tbody>
<tr>
<td>College</td>
<td>Magdalen</td>
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<tr>
<td>Department/Faculty</td>
<td>Faculty of Philosophy</td>
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<tr>
<td>Division</td>
<td>Humanities</td>
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<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 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 Thursday 23 November 2017</td>
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</table>

Overview of the post

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

Applications are sought from candidates whose areas of research specialisation include Epistemology. The successful candidate will have a broad range of philosophical interests and expertise, and will have the potential to enhance the high reputation of the Faculty of Philosophy in research and teaching. She
or he will have, or be on the way to establishing, a record of internationally recognised scholarship and research and will be required to provide a high standard of research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students. The successful candidate will be required to give 16 hours of lectures or graduate classes per year, give individual graduate supervisions, participate in examining, and take part in Faculty administration as instructed by the Chair of the Philosophy Faculty Board. For the College, the successful candidate will be required to give eight hours of tutorial teaching a week averaged over the three terms (twenty-four weeks) of the academic year; to share in organizing the tuition and pastoral care of students studying for joint schools (i.e. joint degree courses) involving Philosophy, and play a part in the annual admissions process for those courses; and to participate in the administrative work of the College.

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 Philosophy, 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.

Informal enquiries about the post should be directed in the first instance to the Chair of the Philosophy Faculty Board (fbchair@philosophy.ox.ac.uk), or to the Senior Tutor of Magdalen College (mark.pobjoy@magd.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 successful candidate will be a member of both the Philosophy Faculty and the College communities. She or he 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. She or he will have a role to play in the running of the College as a member of its Governing Body (a Charity Trustee).

The main duties of the post are as follows:

College duties

The Tutorial Fellow will be expected to engage in advanced study and research, and will be required to share in organizing the tuition and pastoral care of students studying for degree courses involving Philosophy at Magdalen, and to participate in the administrative work of the College. She or he will be required to give tutorials in Philosophy for eight contact hours each week during term-time, averaged over the three eight-week terms of the academic year. In addition, the 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 the students’ progress to the Tutorial Board; to arrange out-of-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 the widening participation agenda; and to participate in the annual undergraduate admissions exercise (with interviews in December). The person appointed will be a member of the Tutorial Board, which is responsible for the academic policy of the College. The Board meets three times per term.

The successful candidate will be expected to have a broad range of philosophical interests. He or she will be required to give tutorials in two of the three elements of the ‘Introduction to Philosophy’ course taken by first-year philosophers. The three elements are Logic, Moral Philosophy, and General Philosophy. See the following page on the University website for details of these papers:


The successful candidate will also be required to offer teaching for at least three advanced papers in Philosophy (i.e. those taken by students in the second year and beyond). The papers offered should include at least one of (101) Early Modern Philosophy, (102) Knowledge and Reality, and (104) Philosophy of Mind. The ability to teach two or more of these papers may be an advantage. A full list of advanced papers can be found on the Philosophy Faculty website:

http://www.philosophy.ox.ac.uk/undergraduate/courses.

The successful candidate will be a member of the Governing Body of Magdalen College 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 the selection process for Fellowships of Magdalen College. The Fellow will also assist where appropriate in advising the College’s graduate students.

Since Magdalen has a full-time and permanent Senior Tutor/Tutor for Graduates, it is not expected that Tutorial Fellows will undertake these offices.

University duties

The Faculty currently has a particular teaching need in Epistemology, and the successful candidate must be able to provide research-led undergraduate and graduate teaching in this area, in the form of lectures, classes, and individual supervision, including of doctoral students, in this area. Applications are sought from candidates working on any aspects of Epistemology.

The duties of an associate professor are to engage in advanced study and research; to give, under the direction of the Faculty Board, no fewer than 16 lectures or classes a year; to take part in University
examining and graduate supervision as and when requested; and to take part in the administration of the Faculty.

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.

The objectives of Magdalen College and the University in making this appointment are to develop and strengthen the research and teaching capacities of the College and the Faculty of Philosophy, and to maintain and improve the position of Oxford University as a world-leading centre for research and teaching in Philosophy. The successful candidate will have published, or will have the potential to publish, research in Epistemology that is original, important, and rigorous. Clear evidence of such achievement or potential will be crucial in the evaluation of candidates. The successful candidate will have the experience, skills, and commitment necessary for success both as a Tutor within the College and as an Associate Professor or Professor within the Faculty of Philosophy.

Below are the selection criteria for the post; candidates should address these in their applications and ask their referees to do so in their letters of recommendation.

a. A record of original, important, and rigorous published research in Epistemology commensurate with the candidate’s career stage. Candidates should normally hold a PhD or be near completion: candidates who do not meet this requirement may be considered if they have attained a comparable level of publication.

b. 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 the introductory and advanced Philosophy papers listed under ‘Duties of the Post’ above, together with the ability to offer research-led undergraduate lectures and classes in Epistemology.

c. 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 and BPhil (i.e. Masters-level) and DPhil (i.e. doctoral level) students in Epistemology, and the ability to conduct graduate classes.

d. Evidence of the potential to attract external funding for research.

e. Evidence of experience at, or potential for, participating effectively in the other work required by the College and Faculty, including administration.

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 Thursday 23 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

Candidates who also wish to apply for the post in Philosophy at St John’s College must submit a separate application for that post.

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 chapter or article but not exceeding 10,000 words (so not more than 20,000 words in total)), 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 subject in which a major research interest is required; and (c) the work will be considered at the short-listing 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 Thursday 23 November 2017 without further prompting.** Referees should submit their references by email. The College and the Faculty of Philosophy 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 closing date for applications and the last date for receipt of references direct from referees is **12.00 noon GMT on Thursday 23 November 2017.** It is the responsibility of each applicant to ensure that his or her application arrives by the deadline.

It is expected that interviews will be held on 9 and 10 January 2018. 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 Philosophy. 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 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 Governing Body of Magdalen College and the Humanities 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 Philosophy and Associate Professorship or Professorship of Philosophy

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 Humanities and the Social Sciences. In the Humanities, there are three Fellows in Philosophy (two Tutorial Fellows, Prof. Paul Elbourne and the appointee to this post, and Prof. Ofra Magidor, Waynflete Professor of Metaphysical Philosophy), 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), and one Fellow in Oriental Studies (Prof. Marilyn Booth, Khalid bin Abdullah Al Saud Professor in the Study of the Contemporary Arab World). In the Social Sciences, the College’s representation consists of 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). The College also has very strong representations of Fellows in Mathematical, Physical, and Life Sciences, and in Medical Sciences, and particularly in the subjects with which Philosophy has joint schools.

Information about all aspects of the College is available on the Magdalen website at http://www.magd.ox.ac.uk. The subject of Philosophy has a particularly strong tradition at Magdalen at undergraduate, graduate, and Fellowship level, and is thriving in the present day. Each year, the College admits between 20 and 25 undergraduate students for six of the eight degree courses involving Philosophy (all except Computer Science & Philosophy and Philosophy & Theology), as well as offering at least three places for graduate students in Philosophy. Significant numbers of former Magdalen students now hold university teaching posts in Philosophy.

The Faculty of Philosophy

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, over 50 hold permanent posts within the Faculty; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the
largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture. The Faculty performed outstandingly in the 2014 REF, with 51% of overall research activity assessed at the top grade of 4*, ahead of all other UK philosophy departments; and over 70 Faculty members were submitted, by far the largest number nationally. Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over one thousand students studying Philosophy at undergraduate level, always in combination with at least one other subject. The courses available are: PPE; Literae Humaniores (Philosophy, Classical Languages and Literature, and Ancient History); Psychology, Philosophy, and Linguistics; Philosophy and Theology; Philosophy and Modern Languages; Mathematics and Philosophy; Computer Science and Philosophy; and Physics and Philosophy. There are over 100 graduate students in Philosophy, about half of whom are studying for the BPhil or the recently launched specialist MST courses in Ancient Philosophy and Philosophy of Physics, and the rest for the DPhil (Doctor of Philosophy). A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at: http://www.philosophy.ox.ac.uk.

In August 2012, the Philosophy Faculty moved to the refurbished Radcliffe Infirmary building on the Woodstock Road, now known as Radcliffe Humanities. As well as housing the Philosophy Faculty, the Grade II* listed building also contains a combined Philosophy and Theology Library, The Oxford Research Centre in the Humanities (TORCH), and the administrative offices of the Humanities Division. The move – which, amongst other things, enhances the quality and quantity of space available for our graduate students – meant that Philosophy became the first academic unit to be located within the Radcliffe Observatory Quarter, the site on which an integrated Humanities Centre (including new space for the Faculty) will be established in due course.

Undergraduates studying Philosophy at Oxford are taught in two ways, through tutorials (which are arranged and usually given by College Fellows) and through lectures and seminars (which are organized by the Philosophy Faculty). The appointee will contribute to both forms of teaching. For the College, he or she will give tutorials for a range of introductory and advanced subjects. For the Philosophy Faculty, he or she will normally give undergraduate lectures (and/or graduate classes) in areas close to his or her research specialisation. The tutorial system is a unique feature of the Oxford teaching and learning experience. Our students are typically very able, committed, and well-motivated. Teaching them in very small groups (a tutorial typically involves a tutor and two students) allows the tutor to respond directly to students’ ideas, to tailor teaching to the differing interests and enthusiasms of different students, and to develop the links between Philosophy and the other elements of each student’s course of study. Tutorial Fellows at Oxford give tutorials both in the areas of their own research and in other broader areas (for example, some of the basic first-year and second-year courses) which reflect their interests and expertise, but are not necessarily the focus of their current research. Associate Professors participate in graduate teaching by supervising BPhil and DPhil students, and giving graduate classes. Further details of courses offered may be found on the Philosophy Faculty website at http://www.philosophy.ox.ac.uk/undergraduate/courses and http://www.philosophy.ox.ac.uk/graduate-admissions.

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. Oxford’s extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal
deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. The Philosophy and Theology Faculties Library is a lending library, and its collection reflects the University's undergraduate philosophy and theology courses, but it also caters for graduate students, senior members, and academic visitors. Every college has its own library, many of which have important holdings of their own. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division’s 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.

For more information please visit: www.humanities.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 Philosophy 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 Philosophy 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>
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<td>48</td>
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<td>£55,297</td>
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<td>47</td>
<td>£32,354</td>
<td>£21,337</td>
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</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 paternity 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/dispensal from lecturing obligations
You will be eligible to apply for dispensal 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/.

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/.

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/ 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/
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/.

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/.
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:

SURNAME: .................................................. First Names: .............................................................

TITLE:  ................

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University/College attended:
(with dates)

Appointments held
(with dates):

Referees (please give name, full address, and e-mail address):
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  2.
  3.

(If you wish to approach a referee or referees only if you are being called for interview or are in receipt of a conditional offer, please state this explicitly alongside the details of the relevant referee(s)).

How did you hear of this post? .................................................................

Signature: .......................................................... Date: ..............................