



Job Description and Selection Criteria

Post	Tutorial Fellowship in English, and Associate Professorship (or Professorship) of Literature in English
College	Magdalen College
Department/Faculty	Faculty of English
Division	Humanities Division
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary on a scale within the range £52,815 to £70,918 p.a., plus a College Housing Allowance of £17,388 p.a., Tutorial Allowance of £9,030 p.a., and other benefits. An additional allowance of £3,078 p.a. would be payable on the award of the title of full Professor.
Vacancy Reference Number	
Deadline for receipt of applications and references	12:00 noon GMT on Monday 15 January 2024

Overview of the post

Magdalen College, Oxford, and the Faculty of English Language and Literature at the University of Oxford are seeking to recruit a Tutorial Fellow in English and Associate Professor or Professor of Literature in English to start on 1 September 2024 or as soon as possible thereafter. Applications for this post are invited from well-qualified candidates with research expertise in early modern literature in English, particularly those whose research focuses on drama and performance in the early modern period. The person appointed will be required to enthuse and inspire students at both undergraduate and graduate level through tutorials, classes, lectures, and supervision.

This is a joint appointment: the successful candidate will be both an Official (Tutorial) Fellow of Magdalen College and an Associate Professor or Professor in the English Faculty. Teaching will be required for the following papers in the undergraduate courses involving English (for details, see the course handbooks available at: <https://oess.web.ox.ac.uk/>):

For the Preliminary Examination in Classics & English, Paper 2 (English Literature 1550-1660, excluding the plays of Shakespeare); for the Final Honour School (FHS) in English Language and Literature Course I (and the FHS in English & Modern Languages), Paper 1 (Shakespeare), Paper 3 (Literature in English 1550-1660), and Paper 4 (Literature in English 1660-1760).



It is desirable, but not essential, that the successful candidate be able to contribute to the teaching of Classics & English FHS: Link Paper 5 (Epic), and Link Paper 6 ((a) Tragedy **or** (b) Comedy **or** (c) The Reception of Classical Literature in Poetry in English since 1900)).

Within the Faculty, the successful candidate would be expected to contribute to the Early Modern strand of the English MSt, and also to offer undergraduate lectures and special options in areas related to their research interests.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact in the first instance Professor Robert Douglas-Fairhurst at Magdalen College (robert.douglas-fairhurst@magd.ox.ac.uk) or Professor Lorna Hutson at the Faculty of English (lorna.hutson@ell.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 have a contract with each.

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and of the college at which they hold their Fellowship. You 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 organization of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the two sections of Benefits, Terms, and Conditions 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 stages in your career.

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, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

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

Duties of the post

For both Magdalen College and the English Faculty the postholder will be expected to engage in scholarly research and publication at an internationally competitive level in early modern literature in English. In addition:

For Magdalen College the postholder will be expected:

- a. To provide on average 8 contact hours of tutorial teaching per week in literature in English during Full Term (each of Oxford's three Full terms per year is eight weeks long) for undergraduates taking the Honour School of English Language and Literature and its joint schools with Classics and Modern Languages, as specified in 'Overview of the post' above;
- b. To take responsibility (shared with other Magdalen tutors) for the selection, teaching, and pastoral care of undergraduates taking the above Honour Schools at the College;
- c. To take part in selecting and to act as Adviser to the College's graduate students in relevant subjects;
- d. To take part in outreach and access activities;

- e. To take part in the administration of the College as a member of the Governing Body (a Charity Trustee), and to undertake a reasonable share of other committee work and office-holding.

For the English Faculty the postholder will be expected:

- a. To make an appropriate contribution to the supervision and/or teaching of undergraduate and graduate students in the University, including supervising master's level and doctoral students when requested to do so by the English Faculty Board;
- b. Under the direction of the English Faculty Board, to give lectures or classes (including graduate classes) within the expectations of overall workload tariff in each academic year;
- c. To take part in University examining as requested to do so;
- d. To offer more advanced options, such as centrally taught special option classes for final-year undergraduates, and MSt courses for graduates, in accordance with their particular research expertise;
- e. To teach and supervise graduate students, including doctoral students in early modern literature and master's students studying within the MSt strand in English 1550-1700, as well as students writing dissertations in the field of early modern literature in English; the postholder will work with other specialists in the period area to ensure convening and teaching responsibilities are met for the MSt in English 1550-1700;
- f. To contribute to the administration of the English Faculty, including acting as a member of Faculty committees when called upon to do so, and being willing to take on leadership roles in the Faculty from time to time.

For the Faculty, 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.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria, and should ask your referees to do so in their letters of reference.

The University and the College 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.

Essential:

- i. A completed doctorate in English or a closely related subject;
- ii. A record of, and potential to continue to produce, original, important, and rigorous published research in literature in English of the early modern period commensurate with the candidate's career stage, that will enhance the profile of the English Faculty in this area;
- iii. Evidence of excellence, or the potential for excellence, in undergraduate tutorial and small-group teaching as specified in 'Overview of the post' above, along with the personal qualities needed to encourage a high level of achievement in undergraduate students, and the ability to offer research-led undergraduate lectures and classes of the highest quality;
- iv. Evidence of excellence, or 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 master's level and doctoral students in English, and to conduct research-led graduate classes;

- v. The ability or potential to act effectively as an examiner;
- vi. Evidence of the ability to undertake pastoral responsibilities for both undergraduate and graduate students;
- vii. Evidence of the ability to work collaboratively with a wide range of colleagues from different disciplines and to promote the study of English in Magdalen College, including as part of interdisciplinary undergraduate degrees;
- viii. Evidence of administrative and organisational skills, specifically the ability and willingness to participate effectively in the other work required by the College and the Faculty, including acting as a trustee and member of the Governing Body of the College;
- ix. A willingness to forge links with schools and to participate in access initiatives, with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

Desirable:

- i. A particular research focus on drama and performance in the early modern period;
- ii. Ability to contribute to the teaching of Classics & English FHS: Link Paper 5 (Epic), and Link Paper 6 ((a) Tragedy **or** (b) Comedy **or** (c) The Reception of Classical Literature in Poetry in English since 1900);
- iii. Evidence of the ability to attract external funding for research;
- iv. Experience of, or potential for, participating effectively in public engagement, knowledge exchange, and impact activities.

The selection committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgement, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty as outlined above. It will take a particular interest in the likelihood that the candidate will produce research and provide teaching of the highest standards.

How to apply

I. SUBMISSION OF APPLICATION MATERIALS

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=169866, then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection.

When asked to upload documents, you should upload the following four separate items (each of these should be a **pdf file** with your name and the document type in the filename):

- (1) a detailed covering letter, which explains how you meet the selection criteria for the post, sets out information about your research and the subjects you could offer to teach, and lists three referees;
- (2) a full *curriculum vitae* including a list of publications;
- (3) and (4) two representative samples of written work, published or unpublished, each no more than 10,000 words in length. In respect of this written work, candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); and (b) the work will be considered at the interview stage.

II. REFERENCES

All candidates should supply each of three referees with a copy of these further particulars and ask them to email their references directly to Miss Liz Howdill, the Academic Administrator at Magdalen College (liz.howdill@magd.ox.ac.uk), by 12:00 noon (GMT) on Monday 15 January 2024 without further prompting. The College and the Faculty of English wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

Please provide details of your three referees when prompted in the application process. 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) in your covering letter (for which see above) and indicate 'no' in the 'permission to contact' field on the application.

The University and College welcome applications from candidates who have a disability or long-term health condition, and are committed to providing long-term support. The University's disability advisor can provide support to applicants with a disability: please see <https://edu.admin.ox.ac.uk/disability-support> 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 invite you for interview, 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.accessguide.ox.ac.uk/.

All applications and references must be submitted by **12:00 noon (GMT) on Monday 15 January 2024**. All short-listed candidates will be invited for interview. It is anticipated that interviews for short-listed candidates will be held in person at Magdalen College on the afternoon of **Thursday 29 February 2024** and the morning and afternoon of **Friday 1 March 2024**. Further information will be sent to short-listed candidates in advance of the interview.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://www.jobs.ox.ac.uk/application-process>. To return to the online application at any stage, please log back in and click the 'My applications' button on the left-hand side of the page.

Essential Information for Applicants for the Tutorial Fellowship in English and Associate Professorship (or Professorship) of Literature in English

Magdalen College

At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial, and organizational terms each college is an independent corporation, self-governing and self-contained. There are 39 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 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 modern city. Magdalen's top priorities are academic excellence and the fostering of a diverse, supportive, and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. There are approximately 400 Magdalen undergraduates and 240 graduates, and the College has recently agreed a major expansion in its graduate numbers over the next eight years. The Governing Body of Magdalen College consists of the President and 65 Fellows, including Tutorial Fellows, Professorial Fellows, and Fellows by Examination (Junior Research Fellows). The President of the College is Dinah Rose, KC.

Magdalen College has a strong tradition in the Humanities, with sixteen Tutorial Fellowships across the fields of Classics & Ancient History, English, History, Modern Languages, Music, and Philosophy, including three in English (held by Professor Robert Douglas-Fairhurst, Professor Simon Horobin, and the Tutorial Fellow to be appointed). The College prides itself not just on academic excellence, but on the welfare provision it offers its students: Magdalen's staff now includes a Dean for Welfare, a College Counsellor, and a College Mentor for Students, among many others with welfare responsibilities. Further information about the College is available at: www.magd.ox.ac.uk.

The person appointed will teach Magdalen undergraduates reading for the degrees in English Language and Literature, Classics & English, and English & Modern Languages, and will share in organizing those degrees at the College with the other Tutorial Fellows in English, and with the Tutorial Fellows in Classics and Modern Languages. The College would generally expect to admit 10 undergraduates each year to read for these degrees, and also admits a varying number of graduate students in English Language and Literature each year. Detailed terms and conditions of the Tutorial Fellowship at Magdalen College are given below.

The Faculty of English Language and Literature

The English Faculty is by far the largest English Department in the UK, and has a very distinguished research record (awarded the top grade in the last two research assessment exercises). We have been ranked top in the QS World Rankings in the subject for the last four years and our teaching has been graded 'Excellent' in every Quality Assurance review. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global English. The spread of historical expertise places the Faculty in a unique position to speak authoritatively about the long history of the literatures and languages of Britain and Ireland, as well as the diasporas and interchange of literatures and languages that emerged from them. Students have opportunities to trace the development of literature from early manuscripts to current digital and hybrid forms; they benefit from a distinctive experience of close personal supervision with leading academics, in turn developing their own communities and identities as critics and researchers.

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

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

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

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

The Humanities Division

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

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. The Oxford Research Centre in the Humanities (TORCH) is the Division's vehicle for promoting interdisciplinary collaboration, international networks, and public engagement with research. During 2018-19, TORCH hosted almost 400 events, with audiences of over 20,000 people. During 2019-20, TORCH hosted online events during COVID-restrictions, reaching audiences in person and then online of over 50,000 globally. Since 2013, TORCH has supported 400 researchers each year; 62 Knowledge Exchange Fellowships; over 50 seed-funded research networks; and 10 research programmes. The current TORCH Director is Professor Christine Gerrard, who is a member of the English Faculty.

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

For more information please visit: <https://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 a large number of 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 regularly creates spin-out companies based on academic research generated within and owned by the University. 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 is 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 English will be required to engage in advanced study and research, to take a lead in organizing the tuition and overseeing the academic progress of students studying for the degree courses in English at Magdalen, and to provide on average 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 take a shared pastoral responsibility for undergraduates studying English at Magdalen, referring a student to a member of the College's extensive welfare team where necessary; 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 other outreach activities; to participate in the annual undergraduate admissions exercise; to participate in the annual graduate admissions process; and to act as a College Adviser to a proportion of Magdalen's graduate students in English.

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 required to play a part in the administration of the College, and to take part in the selection process for Fellowships of the College.

The Tutorial 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, in line with the University, has adopted a retirement age of the 30 September immediately preceding the 70th birthday. 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 Tutorial Fellowship in English is dependent), for whatever reason, the Tutorial Fellowship 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 2023 (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):

Scale point	National Spine Point	College Salary	University Salary	Total Salary
11	52	£42,735	£28,183	£70,918
10	51	£41,493	£27,364	£68,857
9	50	£40,288	£26,569	£66,857
8	49	£39,117	£25,797	£64,914
7	48	£37,981	£25,048	£63,029
6	47	£36,878	£24,320	£61,198
5	46	£35,807	£23,614	£59,421
4	45	£34,768	£22,928	£57,696
3	44	£33,758	£22,263	£56,021
2	43	£32,778	£21,617	£54,395
1	42	£31,826	£20,989	£52,815

Those appointed below the top of this salary range on either side of the appointment will receive annual increments until they reach the top point.

In addition, the Fellow will be paid a taxable and pensionable Tutorial Allowance of £9,030 per annum (at 2024-25 rates); and will be entitled to single accommodation in College free of charge (HMRC tax liabilities will apply), including teaching space, or, if not residing in College, to a taxable and pensionable housing allowance (currently £17,388 per annum) together with a study/teaching room in College. The College also offers a Housing Loan 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 £2,500 per annum. Newly appointed Fellows will also have an allowance of £1,400 for computer equipment in the first year of employment, and £500 per year thereafter. There is also a Research Fund to which Tutorial Fellows can apply for particular expenses, and a 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 have the option of participating in a contributory private healthcare scheme.

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 leave is available for every eighteen terms of service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Employees 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: this is a day one entitlement. 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 the information given by the UK government in respect of obtaining a Global Talent or Skilled Worker visa:

www.gov.uk/global-talent;
www.gov.uk/skilled-worker-visa.

Equality

Magdalen College is committed to Equality and Diversity. Further information can be obtained on the College website at: www.magd.ox.ac.uk/equality/.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/. See also 'Offer of employment' below.

Further Information

For details of how to apply for the post, see above. The Magdalen 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 (£20,989 – £28,183 per annum). The combined College and University salary will be on a scale up to £70,918 per annum.

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

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above): see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award): see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the postholder.

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 <https://finance.web.ox.ac.uk/uss>.

Sabbatical leave/dispensation from lecturing obligations

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

Intellectual property and conflicts of interest

Guidance is available on:

ownership of intellectual property at <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>, and on managing conflicts of interest at <https://researchsupport.admin.ox.ac.uk/governance/integrity>.

Membership of Congregation

Oxford's community of scholars governs itself through Congregation, which is its "parliament". You will be a voting member of Congregation.

See www.ox.ac.uk/about/organisation/governance and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

Family support

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

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

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

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

Welcome for International Staff

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

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

Relocation

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

Promoting diversity

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, Oxford SU (the Oxford University Student Union), and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

Other benefits and discounts for University employees

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

<https://hr.admin.ox.ac.uk/staff-benefits>;

<https://hr.admin.ox.ac.uk/discounts>.

Pre-employment screening

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

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts of 30 September immediately preceding the 70th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>.

Data Privacy

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

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

Offer of employment

Applications for this post will be considered by a selection committee containing members from Magdalen College and the Faculty of English. 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 Divisional Board, and a formal contractual offer has been made. For the purpose of making its decision, the Governing Body of Magdalen College will have access to the dossiers and references of short-listed candidates.