Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Official (Tutorial) Fellowship in Law and Associate Professorship of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Faculty</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Division</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>College</td>
<td>St Hilda’s College</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
</tr>
<tr>
<td>Salary</td>
<td>Salary on a scale within the range £46,336 to £62,219 p.a. (plus £8,208 p.a. taxable and pensionable College housing allowance or free College accommodation, and other benefits).</td>
</tr>
</tbody>
</table>

Overview of the post

St Hilda’s College and the Faculty of Law invite applications from suitably qualified candidates for an Official Fellowship and Tutorship in Law and Associate Professorship of Law, with effect from 1 September 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 Sarah Norman, Senior Tutor at St Hilda’s (sarah.norman@st-hildas.ox.ac.uk), or Jon Herring, Professor of Law in the Law Faculty (jon.herring@exeter.ox.ac.uk). Queries about the application process should be addressed to Mrs Suzie Hancock, the Academic Registrar at St Hilda’s (college.office@st-hildas.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 college governing bodies playing a role in the democratic governance of the University and their college. 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 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 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.

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:

- to engage in research and publication at an internationally competitive level in Law;
- to provide 8 contact hours of tutorial teaching in Law during each week of Full Term for St Hilda’s College;
- to share pastoral duties and participate in the organisation of the teaching of Law in College;
- to participate in the undergraduate admissions process in College;
- to give, under the direction of the Faculty of Law, no fewer than 16 lectures in each academic year;
- to make an appropriate contribution to the supervision and teaching of graduate students in the Law Faculty;
- to share in University examining;
- to undertake a reasonable share of Faculty and College administrative duties.

The successful candidate will have a major research interest in any area of 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: Constitutional Law, Criminal Law, Roman Law, Contract Law, Tort Law, Administrative Law, Trusts, or Jurisprudence. The Faculty particularly welcomes applications from candidates able to teach for it in Trusts Law.

---

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. Currently, a one-hour lecture counts as 3 stint units; a one-hour seminar counts as 3 stint units, or less if led jointly with one or more colleagues; and a graduate tutorial (BCL/MJur) counts as 1 unit.

January 2018
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

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.

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 an area of 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.

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.

January 2018
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 **16:00 GMT on 6th March 2018**. The application should be sent by email to:

Mrs Suzie Hancock, Academic Registrar, St Hilda’s College, Oxford OX4 1DY:
Email: college.office@st-hildas.ox.ac.uk
Telephone: (+44) 0 1865 276889

Applications must include:

- The completed application cover sheet (attached at the end of this document, and available separately on the St Hilda’s website at [http://www.st-hildas.ox.ac.uk/content/vacancies](http://www.st-hildas.ox.ac.uk/content/vacancies)), including the names and addresses of three referees.
- A detailed covering letter explaining how you meet the selection criteria set, this 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 Registrar at the above address by 16:00 GMT on 6th March 2018 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 **16:00 GMT on 6th March 2018**. 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 during the weeks beginning 12th or 19th March 2018 in St Hilda’s 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 St Hilda’s 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 St Hilda’s 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 St Hilda’s 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 St Hilda’s College website: [http://www.st-hildas.ox.ac.uk/content/vacancies](http://www.st-hildas.ox.ac.uk/content/vacancies).

Applicants are requested to complete the form and return it to Mrs Anne Allan, St Hilda’s College, Oxford OX4 1DY (or by email to anne.allan@st-hildas.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.
St Hilda’s College

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

Founded in 1893, St. Hilda’s is one of the constituent Colleges of Oxford University, and is spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of over 80 Fellows and Lecturers. There are at present approximately 400 undergraduates and 200 graduate students, who study most of the subjects offered by the University. The Fellows of the College form a lively multi-disciplinary and international community, and the College promotes a thriving culture of research and intellectual engagement, to which all members of St Hilda’s contribute. Fellows are welcome to use College facilities for seminars and conferences, as well as for social events, and to book the College’s guest accommodation. They may also enjoy the amenities of the Jacqueline du Pré Music Building, and the musical events that take place there, including free term-time concerts organised by the Director of College Music.

The Principal of St Hilda’s is Professor Sir Gordon Duff, MA PhD MD FRCP FFPM FRCPE FMedSci FRSE. The College has a full-time Senior Tutor, who is also Tutor for Admissions (Undergraduate and Postgraduate). The Tutor for Graduates is responsible for postgraduates already on course, with the help of the College Advisors assigned to each student. The College encourages all its members in academic achievement. We support our students through excellent teaching and pastoral care, and we provide useful termly grants for research and travel. We are proud also to support our Fellows and Lecturers in their research and teaching. More information about the College including the research interests of Fellows and Lecturers, can be found at the St. Hilda’s web site: www.st-hildas.ox.ac.uk

Law at St Hilda’s College

In line with the College’s Academic Strategy, St Hilda’s is committed to building on and reinforcing existing strengths in Law. The CUF in Law enables us to achieve one of our strategic objectives for Law at St Hilda’s, namely to maintain and increase the postgraduate presence of Law and Social Sciences, while maintaining and continuing to improve undergraduate provision for Law.

Dr Dev Gangjee (Tutorial Fellow and Associate Professor in Intellectual Property Law) is supported by a Fixed Term Fellow and three College Lecturers. The College also has a Non-Tutorial Fellow in Criminology, Dr Rachel Condry, who is based at the Oxford Centre for Criminology, and Dr Mavis McLean, is a Senior Research Fellow of St Hilda’s and Director of the Oxford Centre for Family Law and Policy (OXFLAP).

St Hilda’s admits eight undergraduates in Law and Law with Studies in Europe per year, as well as a number of PGTs and PGRs in Law and Law-related disciplines. Currently we have 12 postgraduates in Law (MSc Criminology and Criminal Justice, MST in Legal Research, DPhil in Law or Criminology, MJur and BCL). St Hilda’s has introduced a new postgraduate scholarship programme with awards both for research and for taught postgraduate degrees. These awards are in addition to the existing programme of smaller awards, for which all undergraduates and postgraduates on course may apply every term. The College library includes a separate Law library with 24-hour access by key which is used both by undergraduates and graduates.

January 2018
The person appointed to this post will have a College mentor as well as a Faculty mentor. Tutorial Fellows are automatically members of the College’s Governing Body and of Tutorial Committee. Tutorial Fellows are expected at some point in their careers to take up a College post (Vice-Principal, Tutor for Graduates, Dean of Discipline, Disability Fellow), but not normally during their probationary period of five years.

St Hilda’s has a well-organised and effective Association of Senior Members with several professional networks, which support activities such as seminars and mentoring. The St Hilda’s College Law Network is therefore an additional resource for Law as a subject. Law graduates of St Hilda’s include Her Honour Judge Hazel Williamson QC; Janet Gaymer, currently Commissioner for Public Appointments in England and Wales; Rachel Brandenburger, formerly partner at Freshfields Bruckhaus Deringer, and, since January 2010, special adviser on international matters to the antitrust Division of the US Department of Justice; Catherine Wilson, partner at Eversheds and head of Education Employment Team London, south and east; Ruth Hosking, junior at Quadrant Chambers; and Paula Giliker, Professor of Comparative Law, Bristol University.

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 2017 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. 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. Such support may include:
- introductory sessions for new academic staff
- an advisor for new associate professors
- peer observation of teaching
- attendance at learning and teaching seminars
- 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 is Professor Sarah Whatmore, who is 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-divisional unit. These are as follows: Law, the Said 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-offs, 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

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors (£18,414 – £24,726) shown below. 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
- managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

January 2018
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 is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.

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

Please see www.admin.ox.ac.uk/eop/ for details.

January 2018
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/

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 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/areclretire8+

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at
www.admin.ox.ac.uk/personnel/end/retirement/areclretire8+

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.

College Benefits, Terms and Conditions

Tutorial Duties

The Tutorial Fellow, in addition to pursuing her or his own research, will direct the studies of undergraduates reading Law, sharing responsibility with the other Law tutors for organising external teaching, and acting as personal tutor. He/she will be expected to give up to eight hours a week in terms of tutorial or class teaching to undergraduates, averaged over the three eight-week terms which constitute the academic teaching year. 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 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.

The person appointed will take part in admissions work, including attendance at Open Days, and the selection of undergraduates in Michaelmas Term, interviewing candidates and attending college and university meetings. He/she will be expected to attend in the first year a training course on Admissions provided by the University. The Fellow will also act as College Adviser to those reading for a graduate degree in Law.

January 2018
Other College Duties and Responsibilities

A Tutorial Fellow is an Official Fellow and member of the Governing Body of St. Hilda’s College, which is responsible for its governance and management of its assets. The Fellow will be a trustee of the College, and will be required to discharge the duties of a trustee by acting lawfully and prudently in the interests of the College. The Fellow appointed will hold the Fellowship under the terms of the College Statutes and By-Laws in force at any time during the appointment (http://www.sthildas.ox.ac.uk/content/governance). Fellows are expected to take a full part in the life of the College, to attend Governing Body meetings and in due course to accept membership of the committees of the Governing Body and to carry out the duties of College Offices, which are held for three years and rotate among members of the Governing Body. The College does not normally expect new Fellows to undertake more onerous College Offices in the first 5 years of their appointment.

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table below. Tutorial Fellows appointed below the top of this range will receive annual increments to their College stipend of two scale points until they reach the top point. There is also an annual ‘cost-of-living’ review. The College will have particular regard to the Fellow’s depth of experience in small group or tutorial teaching when determining the entry point on the scale. The University and the College may appoint at a different points on the scale.

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>
</tr>
<tr>
<td>10</td>
<td>51</td>
<td>£36,403</td>
<td>£24,007</td>
<td>£60,410</td>
</tr>
<tr>
<td>9</td>
<td>50</td>
<td>£35,346</td>
<td>£23,309</td>
<td>£58,655</td>
</tr>
<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>
<tr>
<td>5</td>
<td>46</td>
<td>£31,415</td>
<td>£20,717</td>
<td>£52,132</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>£30,502</td>
<td>£20,116</td>
<td>£50,618</td>
</tr>
<tr>
<td>3</td>
<td>44</td>
<td>£29,617</td>
<td>£19,532</td>
<td>£49,149</td>
</tr>
<tr>
<td>2</td>
<td>43</td>
<td>£28,757</td>
<td>£18,965</td>
<td>£47,722</td>
</tr>
<tr>
<td>1</td>
<td>42</td>
<td>£27,922</td>
<td>£18,414</td>
<td>£46,336</td>
</tr>
</tbody>
</table>

The person appointed will be entitled to be a member of the Universities Superannuation Scheme (USS), or she or he may arrange their own pension, in which case the College will make no contribution. Details are available on the website at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

The holding of any outside appointment must be approved by the Governing Body.

The Fellow will be entitled to be paid at her or his normal basic remuneration, less the amount of statutory sick pay (SSP) or Social Security Sickness Benefits (SSSB) to which she or he may be entitled for 3 months in any period of 12 months, including vacation. The College will require a medical certificate on a weekly basis during sick absence.

Length of appointment

The appointment is subject to an initial probationary period of 5 years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation
in College administration, will result in appointment to retiring age. For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+

This is subject to change with legislation. 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. There is an interim review of performance about halfway through the five year probationary period. If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

**The Fellow will be entitled to the following benefits and allowances:**

- Accommodation allowance (if living outside of College): £8,208, per annum (effective August 2017);
- Research and travel allowance: up to £1300 per annum;
- Entertainment allowance: up to £235 per annum;
- Entitlement to lunch and dinner in College without charge when the kitchens are open (approx. value £1495 per annum);
- Membership of the Senior Common Room;

Free accommodation may be available within the College for single occupancy (in lieu of accommodation allowance). For a non-residential Fellow, a teaching room will be provided in the College free of charge.

**Sabbatical leave**

The Fellow will be eligible for sabbatical leave from College duties, without deduction of stipend, at a rate of one term of leave for every six terms of service

**Family support**

The College provides maternity and paternity leave on the same basis as the University. Full details are on the website at: [http://www.admin.ox.ac.uk/ps/staff/academic/matleave.shtml](http://www.admin.ox.ac.uk/ps/staff/academic/matleave.shtml).

**Relocation expenses**

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

**Equality of opportunity**

The policy and practice of St Hilda’s College require that all staff are offered equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills ((evidenced by (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 dependents until they receive their first salary payment.

Further information is available at: www.gov.uk/tier-2-general/overview.

Further Information

For details of how to apply for the post, see above. The St Hilda’s College website, which contains details of current Fellows and Tutors as well as a variety of more general information, can be found at: www.st-hildas.ox.ac.uk. For further details about the college side of the post please contact the Senior Tutor, Dr Sarah Norman (sarah.norman@st-hildas.ox.ac.uk).