Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship or Professorship of Philosophy in the Philosophy of Mind</th>
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<tr>
<td>Department/Faculty</td>
<td>Faculty of Philosophy</td>
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<td>Division</td>
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<td>College</td>
<td>St Hilda’s College</td>
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<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<tr>
<td>Salary</td>
<td>Combined University and College salary: £47,263 – £63,463 per annum. An additional allowance of £2,754 per annum would be made upon award of the title of Professor. College provides substantial additional benefits including £8,421 housing allowance effective August 2018.</td>
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Overview of the post

St Hilda’s College and the Faculty of Philosophy are seeking to recruit an Associate Professor or Professor of Philosophy, with a Tutorial Fellowship, to start from 1 September 2019, or as soon as possible thereafter.

The Associate Professor/Professor will have an area of specialisation in the Philosophy of Mind. The successful candidate (henceforth ‘postholder’) will have the potential to enhance the high reputation of the Faculty of Philosophy, and of the College, in research, will have a proven record of internationally recognised scholarship and research appropriate to their career stage, and will be expected to provide a high standard of research-led teaching (both undergraduate and graduate) for the Faculty and for the College. As a Tutorial Fellow of the College they will share in the oversight of the provision of philosophy teaching to students at St Hilda’s, they will share in the admission and pastoral care of students studying for degrees involving philosophy, and they will contribute to the good running and general oversight of the College as a member of the Governing Body.

For St Hilda’s, the postholder will be expected to deliver 8 contact hours of teaching per week during term time, with associated tutorial fellow duties, including organising tutorials by other tutors, and preparing and marking collections (termly college tests). The postholder will be required to give tutorials in at least two elements of the “Introduction to Philosophy” course taken by first-year philosophy
students (the three elements of the first-year course being: Logic, General Philosophy, and Moral Philosophy. See here http://www.philosophy.ox.ac.uk/course-descriptions-first-public-examination-fpe for more detail of these courses.) In addition a good range of advanced papers in Philosophy (i.e., those taken by students in the second year and beyond), including, in addition to Philosophy of Mind (104) at least two from the other three core papers, namely Early Modern Philosophy (101), Knowledge and Reality (102), or Ethics (103). Ability to teach further papers will be an advantage. (See http://www.philosophy.ox.ac.uk/course-descriptions-finals for more details of papers on the Oxford syllabus.)

For the Faculty, the postholder will deliver 16 lectures or classes per year, supervise graduate students, participate in examining, and play a full and active role in Faculty administration, in addition to pursuing their research.

Informal enquiries about the post should be directed in the first instance to the Chair of the Philosophy Faculty Board, Prof. Chris Timpson (christopher.timpson@bnc.ox.ac.uk), or to the Senior Tutor at St Hilda’s College, Dr Sarah Norman (sarah.norman@st-hildas.ox.ac.uk). All enquiries will be treated in strict confidence, and will not be taken into account in 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 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 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.

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.

Philosophy Teaching and Examining in Oxford

Undergraduate teaching and examination in Oxford involves a separation of powers: College tutorial teaching takes place in very small groups (usually no more than two students per tutorial) and prepares a college’s students to sit examinations in ‘papers’ from a prescribed list, whose broad syllabus is set by Faculty committees rather than by individual college tutors. The Faculty also appoints various of its members each year to set and to mark the examination for each paper. The Faculty further arranges lectures to support students’ study, the content of which is guided by the published syllabus and informed by past examination papers, whilst also by the lecturer’s own research and learning in the relevant area. However, the roles of examiner and of lecturer for a given paper are logically distinct, and (by design)
typically different individuals will occupy these distinct roles at any given time, whilst the role of college tutor is distinct again. As an Associate Professor/Professor and college Tutorial Fellow, the postholder will occupy each of these different roles (tutor, lecturer, examiner) at various times and for various papers from the undergraduate philosophy syllabus.

Duties of the post

The main duties of the post are as follows:
1. To undertake and to disseminate advanced research in philosophy.
2. To provide 8 hours per week during term of undergraduate tutorial or class teaching for St Hilda’s averaged across the three eight-week teaching terms of the year. (See above for further details of the College teaching requirements.)
3. To take a lead in the organisation of undergraduate teaching in philosophy at St Hilda’s in collaboration with colleagues, which includes, coordinating, setting and marking Collections (College termly exams), monitoring student progress and writing termly reports on students’ work, and organising, where necessary, teaching by specialist colleagues in other colleges.
4. To take responsibility for pastoral care of undergraduates reading Philosophy in the College.
5. To take a lead role in the annual undergraduate admissions process for philosophy at St Hilda’s in liaison with Fellows in cognate subjects; and to be involved in undergraduate access and outreach activity as appropriate.
6. Under the direction of the Philosophy Faculty Board, to design and deliver up to 16 lectures or classes over the year during term time to undergraduates and/or graduates; and to produce lecture notes, course materials, and reading lists as required.
7. To supervise and to teach graduate students for the Faculty, to participate as requested in the annual Faculty graduate admissions processes, and to act as College Advisor to graduate students in philosophy at St Hilda’s.
8. To participate in University examining, both undergraduate and graduate, as required.
9. To undertake an appropriate share of other Faculty administrative duties, dependent on career-stage, including service on committees or holding Faculty Offices.
10. To participate in the governance of the College, which includes exercising the duties of a Trustee as a member of the Governing Body, serving on College committees, and periodically taking on College offices (leadership roles).

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.

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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 Criteria:**

1. A completed doctorate, or a completed doctoral dissertation submitted for examination by the advertised closing date for this position, in Philosophy or a closely related field.

2. A research record in the Philosophy of Mind of international standing appropriate to the candidate’s career stage, with evidence of potential for producing further research distinguished in its originality, significance, and rigour.

3. Experience of teaching, and evidence of the ability to teach philosophy effectively, both at undergraduate and graduate level, and in the various formats of lectures, classes and very small-group tutorials. Evidence of the personal qualities needed to encourage a high level of achievement in students.

4. Ability to teach the Philosophy of Mind in lectures, and in tutorials or classes; ability to provide tutorials or classes across a range of topics (as described under ‘College teaching requirements’ above) within the field of philosophy taught at undergraduate level at Oxford.

5. The ability to provide graduate supervision of high quality.

6. Evidence of the ability and willingness to undertake pastoral responsibilities for both undergraduate and graduate students in the College setting.

7. Evidence of the ability and willingness to work collaboratively with a range of colleagues from different disciplines and to promote the study of Philosophy at St Hilda’s College.

8. Ability and commitment to undertake a range of administrative duties both within the Faculty and the College.

9. Ability and willingness to participate in the governance, academic activities and intellectual life of the College.

**Desirable Criteria:**

1. Experience of supervising graduate students.

2. A track record of successful research grant applications or evidence of the potential to make successful applications.

**How to apply**

There is no separate application form for this post. Applications should include:

- Your full contact details including, email address, full postal address and at least one contact telephone number
• A covering letter or statement explaining how you meet the selection criteria set out above, and explicitly including a statement of which papers on the Oxford undergraduate philosophy syllabus you are able to teach, whether a) in lectures, or b) in tutorials.
• A full CV and publications list
• Details of three referees (see below)
• An indication of where you first heard about this post

In addition, each candidate should submit a sample or samples of written work, up to a maximum of 20,000 words, published or unpublished (co-authored pieces should be identified as such). In the case of pieces of written work exceeding 20,000 words, candidates should indicate which part or parts they wish to draw to the attention of the selection committee.

All applications, including references and written work, must be received by 12.00pm (noon) GMT on 7 March 2019.

Referees
Candidates should ask their referees to write directly to the St Hilda’s College Academic Registrar, Rebekah Unwin (rebekah.unwin@st-hildas.ox.ac.uk), and should supply each referee with a copy of these further particulars. It is the responsibility of the applicant to ensure that references are submitted promptly and by noon on 7 March 2019. If you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

The College and the Faculty of Philosophy wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University’s disability advisor can provide support to applicants with a disability, please 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 invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/

Applications should be sent by email (as pdfs) to St Hilda’s College Academic Registrar, Rebekah Unwin (rebekah.unwin@st-hildas.ox.ac.uk)

The deadline for applications is 12 noon on 7 March 2019. It is anticipated that interviews will take place during April.

Should you have any queries about how to apply, please contact Rebekah Unwin (rebekah.unwin@st-hildas.ox.ac.uk, +44 (0)1865 276889).

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

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.

St Hilda's is one of the constituent Colleges of Oxford University, founded in 1893 originally as a hall for women; it remained an all-women's college until 2008. The college now has equal numbers of men and women students, and maintains a commitment to equality of opportunity with a diversity community at all levels of students and fellows. The College has 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. Spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge, the College promotes a thriving culture of research and intellectual engagement. Weekday lunches provide a popular time for Fellows to talk to colleagues in their own and other disciplines. During term-time, College Guest Nights are pleasant occasions to which Fellows may bring guests, and at which they may meet a wide range of interesting people. 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 College has a very generous group of alumnae who are donors to development projects within the College. Many of them attend various College Societies and other events, and have funded studentships and similar initiatives for students and the College. Research clusters are supported by the College’s new Research Support Scheme which provides seed funding for innovative interdisciplinary research and research events held by Fellows.

The College Library has extensive holdings in the sciences, which boasts seven reading rooms over three floors, with seating for 158 readers. The galleried main reading room, dating from 1935, looks out over the River Cherwell and the 'dreaming spires' of central Oxford. The Library also has an unusually large collection of autobiographies, diaries and memoirs, and excellent holdings in both philosophy journals and books.

The Principal of St Hilda’s is Professor Sir Gordon Duff, MA PhD MD FRCP FFPM FRCPE FMedSci FRSE. The College has a Vice Principal, and 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. Additional material 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.

Philosophy at St Hilda’s

Philosophy is a well established and well supported subject at St Hilda’s with a strong cohort of students admitted for the following undergraduate degrees involving Philosophy: Classics; Politics, Philosophy, and Economics (PPE); Philosophy and Modern Languages; Physics and Philosophy; Mathematics and Philosophy; Psychology, Philosophy, and Linguistics. St Hilda’s is a college committed to “vertical integration” between the undergraduate students, graduate students and the fellowship, who contribute to the vibrant termly Philosophy Symposium and Mind and Brain events (http://www.st-hildas.ox.ac.uk/content/brain-and-mind-concrete-abstract-events).

St Hilda’s has two Tutorial Fellows in Philosophy. The current Tutorial Fellow in Philosophy is Dr Anita Avramides, who has published work in the Philosophy of Mind (with a special interest in the problem of our knowledge of other minds), and in Philosophy of Language (Grice, Davidson, and Dummett). The present post is a replacement for the second Tutorial Fellow. Philosophy at St Hilda’s is supported by College Lecturers, including Dr Roger Teichmann; he has published work in philosophical logic, the philosophy of Elizabeth Anscombe, and in Moral Philosophy. St Hilda’s also has Fellows in all the subjects involved in joint degrees with Philosophy, namely Classics, Linguistics, Mathematics, Medieval and Modern Languages (French and German), Physics, and Psychology. For further details of these Fellows and their research interests, please see http://www.st-hildas.ox.ac.uk/content/academic-staff.

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Teaching Philosophy at Oxford

There are over one thousand students studying Philosophy at undergraduate level at Oxford, always in combination with at least one other subject. While Philosophy at Oxford does not form a single-honours course, it is a component of eight joint courses.

Undergraduates are taught in two ways: through tutorials (arranged and usually given by College Fellows) and through lectures and seminars (organized by the Philosophy Faculty).

The tutorial system is distinctive of Oxford. It consists of teaching very small groups, typically two students, for one hour each week. Discussion normally focuses on essays written by the students for the tutorial. The small group size allows the tutor to respond directly to students’ ideas, to analyse arguments in depth, and to tailor teaching to the interests and enthusiasms of different students.

For the Philosophy Faculty, the post-holder will normally give undergraduate lectures in areas close to their area of research specialisation.

At postgraduate level, Oxford has over 100 students studying Philosophy. About half are studying for the BPhil (Oxford’s flagship two-year Master’s degree) or the specialist one-year MSt degrees in Ancient Philosophy and Philosophy of Physics. The rest are studying for the doctorate (the DPhil). Associate Professors supervise BPhil, MSt, and DPhil students, and give graduate classes in areas close to their research interests.

St Hilda’s College has a vibrant graduate community, with students reading for both the BPhil and the DPhil. The post-holder will share responsibility for the guidance and pastoral support of their College’s graduate students in Philosophy, but will not necessarily teach graduate students from their own College.

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, around 60 hold permanent posts within the Faculty or the colleges; 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: Oxford’s Faculty of Philosophy 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. 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, and around 100 graduate students, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy and Philosophy of Physics, and the rest for the DPhil. 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/faculty-members.

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 and the administrative offices of the Humanities Division. The move – which amongst other things enhances the quality and quantity of space available for the Faculty’s graduate students – means that Philosophy became the first academic unit to be located within the Radcliffe Observatory Quarter, the site on which the integrated Humanities Centre (including new space for the Faculty) may be established in due course. Further information about the Faculty can be found on its website at:
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, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums, including the famous Bodleian Library, with its 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.

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: [http://www.humanities.ox.ac.uk/](http://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/aboutorganisation/finance-and-funding](http://www.ox.ac.uk/aboutorganisation/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

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors (£18,782 - £25,220). The combined College and University salary will be on a scale up to £63,463 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/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.

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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/.

**Welcome for International Staff**

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

If you require a visa, 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.

**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/acrelretire8+/.

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/acrelretire8+/

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

St Hilda’s College Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe. 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.

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 68th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at: http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/

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

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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): £8,421, *per annum* (effective August 2018);
- 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. The procedure governing right to work is described above.

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both St Hilda’s 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 St Hilda’s College and the Humanities divisional board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the governing body and the divisional board, and a formal contractual offer has been made.