Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship (or Professorship) of Mineralogy/Petrology</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Department of Earth Sciences, South Parks Road, Oxford OX1 3AN</td>
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<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
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<tr>
<td>College</td>
<td>University College</td>
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<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<tr>
<td>Salary</td>
<td>Combined University and College salary from £47,263 p.a. plus additional College pensionable benefits, including a housing allowance (currently £11,246 p.a., provided the Fellow does not occupy residential accommodation wholly provided by the College) and a one-off settling-in allowance of £8,435. The College also offers a joint equity scheme to assist with house purchase (as an alternative to the housing allowance) and access to private health insurance. An allowance of £2,754 p.a. would be payable upon award of Full Professor title.</td>
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<tr>
<td>Vacancy number</td>
<td>138601</td>
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<tr>
<td>Additional Information</td>
<td>Interviews will take place late April/early May 2019</td>
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</tbody>
</table>

Overview of the post

Applications are invited for the post of Associate Professor in Mineralogy/Petrology. The Department of Earth Sciences is a world-leading department conducting research at the forefront of the field in a dynamic and stimulating multi-disciplinary environment at the heart of science at Oxford. We are seeking to appoint a scientist with a proven ability to conduct excellent research within this broad area of the Earth Sciences. The department is seeking to appoint a scientist whose research expertise complements the existing strength in the area of earth materials and processes and that will maintain and strengthen the Department’s position in the field. The successful candidate may come from across a broad range of disciplines related to mineralogy, petrology and earth materials.

Applications from candidates with research interests that complement those in the Department of Earth Sciences or in other Oxford departments are particularly encouraged. The successful candidate must have a doctorate in Earth Sciences or a closely related subject.

The start date for the post would be 1 September 2019 and the successful candidate will be appointed to a Tutorial Fellowship at University College.
The successful candidate will be required to carry out research that will contribute to the Department’s research reputation; to make applications to secure outside funding to maintain a research group; to teach, supervise and examine undergraduate and postgraduate research students, and to contribute to and participate in the administration of the Department. As a College Fellow, the appointee will also participate in the administration and governance of the College.

Queries about the post should be addressed to Professor Chris Ballentine at chris.ballentine@earth.ox.ac.uk

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The Department of Earth Sciences is a member of the Athena SWAN Charter and holds a departmental Bronze Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women. Information about Athena Swan in MPLS can be found at http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan

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 or faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments 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.

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 the University the post-holder will be expected:

Research

- to engage in high level original research in mineralogy and petrology and related areas and thus to contribute to the Department’s research reputation;
- to secure research funding and engage in the management of research projects;
- to disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.
Teaching
• to carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
• to supervise research students;

Examining
• to take part in University examining as and when requested to do so.

Administration
• to participate in the administration of the department as and when requested by the Head of Department.
• to take part in the administration and governance of the College by participation in the Governing Body and other committees.

The main duties of the College post are as follows:
• to engage in advanced study and research;
• to give six weighted hours per week of tutorials during the eight weeks of full term, averaged over the year (see below for a definition of ‘weighted’ hours).
• to assume responsibility for the teaching of Earth Science/Geology within the College. This responsibility includes relevant administration and undergraduate admissions.
• to have responsibility for academic and pastoral care for undergraduate students;
• to share responsibility for College graduate admissions in Earth Sciences and related subjects and to act as College Adviser for graduate students in Earth Sciences or cognate subjects.
• to take part in the governance and administration of the College by participation in the Governing Body and other committees and by acting as a Trustee of the College.

Hazard-specific / Safety-critical duties
www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

This post includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before you will be allowed to start work:
• Working at heights
• Night working (11pm-6am)
• Lone Working
• Work in hot or cold environments
• Driving on University business
• Working with Ionising Radiation
• Travel outside of Europe or North America on University Business

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 is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.
If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

The successful candidate will demonstrate the following.

**Essential**

(a) A doctorate in the field of Earth Sciences or a closely related subject;

(b) Proven research record of high quality at international level in the areas of Mineralogy and Petrology;

(c) Ability to attract research funding and develop an independent programme of research;

(d) Evidence of a substantial and realisable research plan, able to contribute to the international reputation of the department and to the state of the art in the candidate’s field;

(e) Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of Earth Sciences;

(f) Ability to supervise graduate students;

(g) Ability and willingness to undertake the full range of administrative duties both within the department and the College.

**Desirable**

(h) Excellent track record of obtaining research grants;

(i) Experience of research collaborations at national and international level;

(j) Experience of supervising research students.

**How to apply**

To apply, visit [www.ox.ac.uk/about/jobs/academic/index/](http://www.ox.ac.uk/about/jobs/academic/index/), click on the relevant post title, 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.

You will be asked to upload a full CV with publications list, a supporting statement and a research proposal. The research proposal should set out your plans and priorities for research over the next five years. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment.

You will also be asked to provide details of three referees and indicate whether the University may contact them now. The **University will assume that it is free to approach your referees at any stage unless your application specifies otherwise.** You should contact all three of your referees to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

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/](http://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/](http://www.admin.ox.ac.uk/access/).

Teaching commitments are mainly concentrated into Oxford’s three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave ...

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

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 [www.ox.ac.uk/about_the_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

### The Department of Earth Sciences

The Department of Earth Sciences has a national and international reputation for research excellence. It ranked top in the UK for Earth and Environmental Sciences during the 2014 REF exercise, based both on overall grade and on the amount of research judged to be 4* (i.e. world leading).

The Department comprises 26 Faculty and 50 other researchers, supported by some 30 technical, administrative and support staff. The Department conducts research across a broad range of disciplines, loosely grouped into the following themes:

- Geophysics and geodynamics
- Planetary evolution and materials
- Oceanography, climate and palaeoenvironment
- Palaeobiology and evolution
- Geodesy, tectonics, volcanology and related hazards
- Earth resources

The Department has a close relationship with other departments across the university, including the Departments of Physics, Mathematics, and Materials. These links allow cross-over between techniques and approaches and lead to innovative interdisciplinary research. Links between Earth Sciences and Physics have been successful in fostering Oxford’s leading position on oceanography and are similarly leading to a growth in cryospheric research. These two departments are also committed to growth in research into planetary science while this post is not formally joint between two departments, informal or formal links to other departments beneficial to the successful candidate’s research can readily be made.

Interactions through the NERC-funded Environmental Research Doctoral Training Partnership ([http://www.environmental-research.ox.ac.uk/](http://www.environmental-research.ox.ac.uk/)) help to cement such inter-departmental links through funding and teaching of graduate students.

About 35 undergraduate students are admitted each year to read for a 4-year Master’s degree in Earth Sciences which provides a broad grounding in the application of the basic physical sciences to the understanding of the processes that have shaped, and continue to shape, the evolution of the planet on which we live. The undergraduate course builds on a firm foundation of rigorous science encompassing mathematics, physics, chemistry, biology and geology via a mixture of lectures, laboratory classes, small-group tutorials, and field courses. It attracts students of a very high calibre, requiring A-levels (or equivalent) in maths, and either physics or chemistry at grades of at least AAA*. Some students leave at the end of the third year with a BA Geology degree, but the majority
go on to a final year which includes a substantial research project during which students are embedded in Departmental research groups.

Between 15 and 20 graduate students join the Department every year to study for a 3-4 year research DPhil (PhD) programme covering an extensive range of specialisations. About one third of each year’s intake will be admitted directly to the Department, while the remainder enter through the cross-University NERC Doctoral Training Programme.

The Department is housed in a custom-built Earth Sciences building completed in late 2010 and is situated in the University’s main science area in central Oxford. All Department staff work in this single building in which all laboratory research and teaching activities (except field trips) are carried out. The building features a wing with four floors of dedicated serviced laboratories which contain a wide range of state-of-the-art analytical equipment housed in specialist laboratories. There are strong links to other departments with complementary analytical capabilities, and the University’s Advanced Research Computing facilities (http://www.arc.ox.ac.uk/) and proximity to the DIAMOND synchrotron provide world-leading facilities to support cutting-edge research in a broad range of Earth Science disciplines.

For more information about the department please visit: www.earth.ox.ac.uk

The Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world’s leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in world rankings, with Oxford’s Mathematical, physical and life sciences research judged best in the country according to the 2014 REF assessment exercise carried out by the Higher Education Funding Council for England (HEFCE).

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large
variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

University College

There are 38 self-governing and independent colleges within the University of 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 1249, University College (Univ) is the oldest of the 38 colleges of the University of Oxford. Like all the colleges, it is an independent, self-governing establishment which functions both as an academic institution and as a social and residential centre for its members. The College currently has approximately 370 undergraduates and 230 graduate students. Most of the core subjects on offer at the University of Oxford can be studied at Univ.

The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the Master (the Head of the College) together with most of the Fellows. The current Master is Sir Ivor Crewe, former Vice-Chancellor of Essex University and a distinguished social scientist. There are some 49 Fellows of the College, as well as up to ten Junior Research Fellows at any one time. These categories of academics are all members of the Senior Common Room (SCR), which provides intellectual, dining and social benefits.

Univ contains one of the largest Earth Sciences communities of any Oxford college. It hosts one of the University Chairs in the subject, held by Professor Philip England FRS, who is a geophysicist with particular interests in continental tectonics. A previous tutorial fellow, Professor Gideon Henderson is now a Research Professor and is a geochemist with research interests in climate change, oceanography and the environment. Univ also hosts Professor Tamsin Mather as a Supernumerary Fellow who has research interests in volcanology and atmospheric chemistry. The College admits 4-5 undergraduates as well as about 2-3 postgraduates each year.

Much of the Earth Sciences course is taught within the department but tutorial teaching at college level plays an important role in bringing the lecture, practical and field material together to form an overview of the subject.

Earth Scientists contribute in many ways (and for a small group, substantially) to the diverse life of the college. At the same time (some say as a result of the time together on field trips) they form an identifiable, self-supporting group. They have their own society – the Sollas Society – named after a former Professor of Geology and Fellow of the college.

College Teaching Environment

University College is committed to maintaining a vibrant and internationally excellent teaching and research environment. It accordingly expects its Fellows to have, or show clear promise of, an active and internationally excellent record in research and to contribute to a high-quality teaching and learning experience for its student body. The College wishes to foster interdisciplinarity and cross-divisional teaching and research. Whilst attaching the greatest importance to the quality of
undergraduate teaching, through the tutorial system, the College strongly supports its Fellows’ research.

The quality of Univ’s undergraduate students in Earth Sciences is very high, and results in university examinations are excellent. The College offers a free pre-sessional mathematics course for all students in the Mathematical and Physical Sciences and most in the Medical Sciences. With generous support from the College’s Old Members, Univ is increasing the research funding it can offer its Fellows and the number of graduate studentships it can support.

The tutorial system is a unique feature of Oxford’s teaching and learning experience, and is the major attraction for high-achieving undergraduates. Tutorial Fellows select their own undergraduates in accordance with subject-specific criteria, monitor their work and provide pastoral care. A strong commitment to the tutorial system is an essential requirement for the tutorial Fellowship.

The College is seeking a candidate with a firm commitment to undergraduate teaching in the College. The appointee will provide tutorial teaching to undergraduates for six weighted hours per week during full term (averaged over the twenty-four week academic year), have primary responsibility for the organisation of teaching in Earth Sciences and the welfare of undergraduates in the subject, and participate in the undergraduate and graduate admissions processes. He or she will also be responsible as a College adviser for overseeing the academic welfare of graduates in the College reading for graduate degrees in Earth Sciences.

He or she will be a member of the Governing Body and a Trustee of University College and will be expected to attend Governing Body and tutorial meetings and to participate in the administration of the College.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College’s efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background.

For more information on University College, please visit: www.univ.ox.ac.uk.

About the University of Oxford

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-
outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation

University Benefits, Terms and Conditions

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

Those appointed below the top of this salary range will receive annual increments to the University component of the salary until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the Departmental 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 may be eligible for additional payments.

Pension
The University offers 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
You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Outside commitments
You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/.

Guidance is also 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/

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/](http://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/](http://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/](http://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/](http://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](http://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/](http://www.admin.ox.ac.uk/eop/) for details.

**Other benefits and discounts for University employees**

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

- [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/)
- [www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/)

**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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

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

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+](http://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+](http://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/](http://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/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**College Benefits, Terms and Conditions**

An Official Fellow and Tutor at University College is entitled to the following additional benefits from University College:

- Housing Allowance (currently £11,246 pa), provided the Fellow does not occupy residential accommodation wholly provided by the College. The College also runs, as an alternative, a Joint Equity Scheme up to £550,000 College investment to assist with house purchase;

- A one-off settling-in allowance in the first year of £8,435 for appointees from outside Oxford;

- Academic allowance (currently up to £2,801 pa, with a double allowance in the first year);

- Entertainment allowance (£771 pa) that allows relevant expenses to be reclaimed from the College;

- Lunch and dinner in College (Common Table), except when the kitchens are closed;

- A teaching room in College;

- Private health insurance which can include family (taxable benefit), for as long as the College remains in the scheme;

- Senior Common Room membership;

- Nursery fees Salary Sacrifice arrangement;

- Generous sickness, maternity, and paternity leave schemes;

- An entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).
The election to the Fellowship will be subject to confirmation at the end of the fifth year conditional upon a satisfactory report on the performance of the specified University and College duties. The appointment will be subject to the Statutes of the College which embody the relevant provisions concerning academic tenure of the Education Reform Act (1988).

Further details of the full range of duties and expectations of a Tutorial Fellow can be found in the Appendix below.

For more information on University College, please visit: www.univ.ox.ac.uk

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Earth Sciences and University College. 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 Mathematical, Physical and Life Sciences Divisional Board and the governing body of University College 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 divisional board and the governing body, and a formal contractual offer has been made.

**Appendix: The Tutorial Fellowship**

**General Template of Duties for Tutorial Fellows in Oxford Colleges**

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

2: Research

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a
Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, under the general oversight of each College’s Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline.

Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students’ education:

(a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
(b) monitoring students’ progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
(c) pastoral support of undergraduates reading the subject in question;
(d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
(e) writing references for students, and directing them to appropriate careers advice;
(f) recommending and selecting books and online materials for their subject area in the College Library;
(g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as ‘College Adviser’ in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly
from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).
## PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U) ASSOCIATED WITH UNIVERSITY COLLEGE*

(with effect from 1 August 2018)

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* University College operates an accelerated scale, with the top of the scale reached at Scale Point 6.