



## Job Description and Selection Criteria

<b>Post</b>	<b>Associate Professorship (or Professorship) of Ancient History (Greek)</b>
<b>Department/Faculty</b>	The Faculty of Classics
<b>Division</b>	Humanities
<b>College</b>	University College
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement upon completion of a successful review</b>
<b>Salary</b>	Combined salary in the range £ £48,835 - £65,574 plus additional benefits as detailed below including a housing allowance of £11,246 (plus additional salary of £2,846 p.a. if awarded the title of Professor)

## Overview of the post

University College and the Faculty of Classics are recruiting an Associate Professor of Ancient History (Greek) to start on 1 September 2022 or as soon as possible thereafter.

This is a joint appointment: the person appointed to the Associate Professorship or Professorship will be appointed to a Tutorial Fellowship at University College. The most recent previous post-holders were Prof Lisa Kallet and Prof George Cawkwell. The combined University and College salary will be on a scale from £ £48,835 - £65,574 per annum (as at December 2021). Additional allowances, including a housing allowance of £11,246, are provided by the College, details of which can be found below.

The area of specialisation for this post is Ancient Greek History. The successful candidate must have teaching competence across the whole range of Ancient History (Greek) papers as required by the three undergraduate degrees of Classics, Classical Archaeology and Ancient History (CAAH), and Ancient and Modern History (AMH). Examples of the most popular papers include:

Prelims Year 1): AMH/CAAH	Mods (Year 2): Classics [NB these papers currently under review]	Finals: AMH, CAAH, Classics
Greek History 650 – 479	Texts and Contexts	Greek History 478-404
World of Homer and Hesiod	Thucydides and the West	Greek History 650– 479
Thucydides and the West	Aristophanes’ political comedy	Greek History 403 – 336
Aristophanes’ political comedy		Athenian Democracy



		Alexander the Great & his Early Successors
		Hellenistic World
		Sex and Gender

Further details of these courses are available at <http://www.classics.ox.ac.uk/>.

The successful candidate will have the potential to enhance the high reputation of the Faculty of Classics in research, will have a proven record of internationally recognised scholarship and research appropriate to their career stage, and will provide a high standard of research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students. The post-holder will deliver 16 hours of lectures per year, participate in examining and play a full and active role in Faculty administration.

For the College, the post-holder will be required to give eight hours of tutorial teaching each week during term time (averaged over the year); to share with the other Classics tutors organisation of the tuition and pastoral care of students studying Classics; to share with the History tutors organisation of the tuition and pastoral care of students studying Ancient & Modern History; and to take sole responsibility for organising the tuition and pastoral care of students studying Classical Archaeology and Ancient History. The post-holder will also be expected to participate in the administrative work of the College.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact either the Classics Faculty Chair, Dr Neil McLynn at [neil.mclynn@classics.ox.ac.uk](mailto:neil.mclynn@classics.ox.ac.uk) or the Senior Tutor of University College, Dr Andrew Bell at [andrew.bell@univ.ox.ac.uk](mailto:andrew.bell@univ.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.

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:

- i. To engage in research at an internationally competitive level in Ancient Greek History.
- ii. To provide eight weighted tutorial hours of teaching per week for the College (see below for more details) over the three 8-week terms which constitute the academic teaching year. Tutorial teaching is teaching in very small groups, usually of 2 or 3 students.
- iii. To undertake a reasonable share of college administrative duties including attendance at Governing Body and to take an appropriate share in other committee and administrative work.
- iv. To share pastoral duties and participate in the organisation of teaching Classics, Ancient & Modern History and Classical Archaeology and Ancient History in the College and to act as College adviser to some of the graduate members of the College reading for higher degrees in Ancient History and related subjects;
- v. To participate in the annual admissions process for the selection of undergraduates who wish to read Classics, Ancient & Modern History and Classical Archaeology and Ancient History at the College.
- vi. Under the direction of the Faculty Board of Classics, to give 16 lectures or the equivalent in smaller class teaching as specified from time to time by the Sub-Faculty in each academic year, including participation, where appropriate, in the MSt degree programme.
- vii. To make an appropriate contribution to the supervision and teaching of graduate students.
- viii. To act as an assessor or examiner to graduate and undergraduate students, as requested.
- ix. To co-operate in the administrative work of the Faculty of Classics in both term and vacation under the direction of the Chair of the Faculty Board.

The college teaching obligation will be 8 hours per week. No formal limitation is placed on examining or other work, but it is expected that associate professors will limit their total commitments, and college their demands on them, so that time will be available for research.

## **Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

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.

- i. The completion of a doctorate in a relevant field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
- ii. Evidence of distinguished research in any aspect of the history of the Ancient Greek world, and a research record of international standing appropriate to the present stage of the candidate's career;
- iii. Evidence of successful research grant applications or of the potential to make successful applications;
- iv. Ability to carry out excellent undergraduate tutorial teaching in the topics described above, as appropriate to the present stage in the candidate's career;
- v. Ability to lecture to undergraduates and graduates at the highest level in Ancient History;

- vi. Ability or potential to act as an examiner;
- vii. Ability or potential to act as a graduate supervisor at the highest level;
- viii. Ability or potential to undertake College and University administration and to co-operate in College and University affairs; applicants should demonstrate sympathy for the nature and aims of the College and a willingness to participate and assist in collegiate life and government;
- ix. Ability or potential to undertake pastoral responsibilities for both undergraduate and graduate students;
- x. a willingness to forge links with schools and to participate in access initiatives with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

The selection 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 needs of the College and the Faculty as outlined above. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

## How to apply

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

- Your full contact details including email and full postal addresses, a telephone number and the names and contact details (postal and e-mail addresses and telephone number) of **three** referees who between them are qualified to comment on your research and teaching;
- A covering letter or statement explaining how you meet the selection criteria set out above
- A full CV and publications list
- An indication of where you first heard about this post

Applications should be sent by email (as pdfs) to [recruitment@univ.ox.ac.uk](mailto:recruitment@univ.ox.ac.uk)

The deadline for applications is **noon on Monday 24 January 2022**. It is anticipated that interviews will take place in early March (date to be confirmed).

Should you have any queries about how to apply, please contact

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

*The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form. Forms should be returned to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk).*

## Referees

Candidates should ask their referees to write directly to Univ's Academic Registrar, Dr Ian Boutle at [recruitment@univ.ox.ac.uk](mailto:recruitment@univ.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 Monday 24 January 2022**. If you would prefer a referee or referees to only submit a reference if you are being called for interview, 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 provide a reference at the time of application.

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 interview, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings [www.admin.ox.ac.uk/access/](http://www.admin.ox.ac.uk/access/)

Written work will be requested of those who are short-listed for interview.

All shortlisted candidates will be invited for interview in Oxford. Candidates invited for interview will be asked to give a short teaching presentation (aimed at first-year undergraduate students) to the committee as part of the interview. The audience will comprise the members of the selection committee; students of University College will be invited to attend. Further details of the nature of this presentation, and about all other aspects of the selection process, will be sent to short-listed candidates in advance of the interviews.

## University College

University College, commonly known as Univ, was established in 1249 and has a claim to be the oldest college in Oxford. Today, the College is at the forefront of promoting diversity and excellence in Oxford, fostering a friendly and inclusive community based around its historic town-centre quadrangles. The College is particularly proud of its record in establishing fully-funded postgraduate scholarships, of which more than 30 are available each year, and of its programmes to challenge under-representation in the student body, the Univ Opportunity Programme and the Univ Beacon Programme. You can read more about the College at [www.univ.ox.ac.uk](http://www.univ.ox.ac.uk)

The College comprises approximately 450 undergraduates, 220 postgraduates, and 100 members of academic staff, including Statutory Professors, Tutorial Fellows, and Postdoctoral Research Fellows. The Master of the College is Baroness Valerie Amos, former United Nations Under-Secretary-General for Humanitarian Affairs. The College has two Tutorial Fellowships in Classics, one of which is held by Professor William Allan, whose expertise lies in the literature and intellectual history of archaic and classical Greece. Other Fellows of the College include Dr Richard Ashdowne, who works on the history of Latin and French, Professor Catherine Holmes, who works on the Mediterranean world, including Byzantium, and Dr Ine Jacobs, who works on Byzantine archaeology. The College admits 10 – 12 undergraduate students per year to read either Classics, CAAH, or AMH, and 2 – 4 postgraduates per year in related fields.

## The Faculty of Classics

### OVERVIEW OF THE FACULTY

The Faculty of Classics is the faculty of the University which exists to promote the study of ancient Greek and Roman culture, civilisation, and history. The chronological boundaries of what the Faculty principally studies are ca. 1100 B.C. and A.D. 600. Particular subjects include the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages as a mother-tongue or as a principal mode of discourse, together with the histories, cultures and societies of those with whom such groups are closely historically or archaeologically associated, within the period above mentioned, including the peoples of Europe outside the Greek-speaking world or the Roman Empire, of Africa north of the Sahara desert, and of western Asia as far east as the Hindu Kush mountains.

The Classics Faculty comprises the two Sub-faculties of Classical Languages and Literature and of Ancient History and Classical Archaeology and currently has 55 permanent academic postholders on the University payroll; it is thus believed to be the largest Classics Faculty in the world. The Colleges employ a number of other people in this subject area on fixed-term or permanent contracts, and these are members of the Faculty likewise. Details of the Faculty's postholders and its other members are given under 'Faculty' at: <http://www.classics.ox.ac.uk>

In 2007, the Faculty entered its splendid new Ioannou Centre for Classical and Byzantine Studies at 66 St Giles', which combines harmoniously three listed Victorian shops with a very imaginative and spacious modern addition on the back. This houses the Administrative Office, the Classical Art Research Centre, the Centre for Study of Ancient Documents, a number of other research projects, Byzantine Studies, and some members of the academic staff; it also includes a common room, facilities for graduates, a lecture theatre and a number of seminar and teaching rooms. It stands conveniently next to the recent Sackler Library and the newly refurbished and spectacularly extended Ashmolean Museum, and a mere five minutes' walk from the Bodleian Library. It now acts as the focus for the Faculty's many lectures, seminars, outreach activities etc.

Like other Humanities Faculties in Oxford, the Classics Faculty is not departmentally organised at the undergraduate level. The colleges control and run undergraduate admissions, tutorial teaching and welfare. They admit about 120 undergraduates each year to read for Classical Honour Moderations and the Honour School of Literae Humaniores ('Mods and Greats', a four year course), 24 each year for Classical Archaeology and Ancient History, about 25 each year for Ancient & Modern History, and a combined total of about 25 each year for Classics & English, Classics & Modern Languages and Classics and Oriental Studies. The Sub-Faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the tutorials: lecture-list committees oversee these and try to marry lecturing needs with lecturers' expertise. The Sub-Faculties meet separately at least once a term in order to discuss issues of common concern, such as syllabus reform; these meetings are regularly followed by joint meetings with members of both Sub-Faculties present together.

### **GRADUATE TEACHING AND SUPERVISION**

The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees, though each graduate will also be a member of a college. There are currently about 75 graduate students in Ancient History and about 75 in Classical Archaeology (the latter are admitted though the Graduate Studies Committee of the School of Archaeology) reading for higher degrees (the DPhil by thesis; the MSt and MPhil which are normally a mixture of thesis and taught course). An outline of the taught courses is available on the Faculty's website at <http://www.classics.ox.ac.uk> follow the links for Admissions: graduate: courses. The postholder will be expected to supervise graduate students for both taught courses and the doctorate where appropriate.

### **RESEARCH ACTIVITY**

Research in Classics covers a wide range of different topics and approaches. The primary goal is to foster first-class research (supported by excellent library and IT resources) over the whole range of literature, history, archaeology, and art in antiquity: research and research strategy is considered by a Research Committee, which reports to the Faculty Board. Publications by members of the Classics Faculty include editions of literary, historical, papyrological and epigraphical texts, primary archaeological publication, monographs on authors and genres or historical periods, work on the constitutional, political and socio-economic history of antiquity, cultural history, reception and performance studies, and the history of religion and art.

The Faculty is notable for the number of research projects which it houses. It has four Centres, the Archive of Performances of Greek and Roman Drama, the Classical Art Research Centre and Beazley Archive, The Centre for Study of Ancient Documents and The Oxford Centre for Byzantine Research. In addition, it has some twenty current Research Projects (<http://www.classics.ox.ac.uk/projects.html>), most of which are externally funded by bodies such as the British Academy, the Arts and Humanities Research Council, the Leverhulme Trust and the Mellon Foundation. The postholder will be expected to contribute to the University's research activities, by publishing and actively seeking research grants. The policy of the Humanities Division on progress in research and reappointment after the probationary period is appended to these particulars (Appendix C).

The Board of the Faculty of Classics, advised by its Research Committee, offers a range of support for research, including:

- a) a mentoring scheme in which a more established member of the Faculty gives guidance on teaching and research;
- b) research leave on a regular basis (see further below);
- c) financial support for research expenses and conference attendance;
- d) accommodation and equipment for research staff;
- e) IT equipment and resources.

In addition the University has funds which can be used to support pilot projects and other limited research schemes. The Humanities Division supports a team of research facilitators whose role is to assist academic staff in developing projects and applying for external funding.

All academic appointments at Oxford have a sabbatical leave entitlement that equates to one term of leave for every six terms of service. The Faculty Board welcomes externally funded research leave and research fellowships, and generally puts no restrictions on postholders wishing to apply to the AHRC, Leverhulme, and other outside bodies. Aside from periods of leave, opportunities for research are also enhanced by the grants for research trips and assistance and conference attendance offered by the Faculty Board.

For more information please visit: <http://www.classics.ox.ac.uk/>

## **Humanities Division**

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

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: [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/about/organisation/finance-and-funding](http://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](http://www.ox.ac.uk/about/organisation)

## Benefits, Terms and Conditions

### ***Salary***

The combined University and College salary will be on a scale from £48,835 - £65,574 per annum (as at December 2021).

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/](http://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.

### ***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 for holding outside commitments may be found at

[www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://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](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and

managing conflicts of interest [www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://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](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://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/).

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

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

## **Relocation**

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

## **Promoting diversity**

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, 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/discountsforstaff/services/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/)  
[www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/)

## **College-specific benefits**

The following additional College benefits are provided:

- Housing Allowance (currently £11,246 p.a., taxable as salary, currently under review), provided the Fellow does not occupy residential accommodation wholly provided by the College;
- The College also offers as an alternative residential accommodation (taxable benefit, currently under review) subject to availability;
- The College also runs, as a third alternative, a Joint Equity Scheme up to £550,000 College investment (taxable benefit, currently under review) 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 p.a., with a double allowance in the first year);
- Entertainment allowance (£771 p.a.) 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;
- Tutorial Fellows may apply to the College for sabbatical leave on full stipend and allowances on the basis of one term's leave for every six terms of qualifying service;
- An entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Classics 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 Humanities 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.

## **Pre-employment screening**

The appointment of the successful candidate will be subject to appropriate pre-employment screening by the University and the college. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at [www.ox.ac.uk/about/jobs/preemploymentscreening/](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 the 30 September immediately preceding the 68th birthday.

The justification for this may be found at

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/)

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at

<https://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/>

## **Data Protection**

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

The policy may be viewed at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml).