Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship (or Professorship) of Numerical Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
</tr>
<tr>
<td>College</td>
<td>Christ Church</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
</tr>
<tr>
<td>Salary</td>
<td>Combined University and College salary from £46,336 p.a. plus substantial additional benefits including; a housing allowance of £14,466 p.a.; other allowances including £2,200 p.a. for research support; membership of a medical insurance scheme; free meals entitlement when the kitchens are open. An additional allowance of £2,700 p.a. would be payable upon award of Full Professor title.</td>
</tr>
<tr>
<td>Vacancy number</td>
<td>135491</td>
</tr>
</tbody>
</table>

1. Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Numerical Analysis to be held in the Mathematical Institute, as the University’s Department of Mathematics is known, with effect from 1 January 2019 or as soon as possible thereafter. The successful candidate will also be appointed to an Official Studentship (Tutorial Fellowship) at Christ Church.

This is a joint appointment between the University and Christ Church: although there are separate employment contracts they combine to make a single appointment with the duties split as described below. This level of appointment is the standard faculty position in the Mathematical Institute; it is held by a large majority of the permanent staff, many of whom bear the title of full professor. The combined University and College salary scale has a minimum point of £46,336 per annum. In addition the College pays substantial allowances as detailed in Section 5.4 below.

The successful candidate must have a doctorate in mathematics or a closely related subject and a record of outstanding research in Numerical Analysis.
The appointee will be expected to have the ability to teach effectively over a wide range of topics in the undergraduate mathematics syllabus at Oxford, in both tutorials and lectures.

Queries about the post should be addressed to the Recruitment Administrator at vacancies@maths.ox.ac.uk or telephone: +44 (0) 1865 273518.

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

As part of the department’s commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and minority ethnic candidates, who are under-represented in academic posts at Oxford. More information about our commitments to good practice and equality of opportunities is below in section 5.1 and 5.4.

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.

2. Duties of the post

For the University the post-holder will be expected:

Research
• to engage in original research in the field of Numerical Analysis;
• 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, and project supervision, under the direction of the Head of Department. The requirement will normally be:
  - to give not fewer than thirty-two lectures in each academic year;
  - to contribute not less than one set of classes per annum to the Inter-Collegiate Class Scheme (this scheme delivers the teaching in the third and fourth years of the undergraduate courses), or to make an equivalent contribution elsewhere.
- 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.

For the College the post-holder will be expected:

- to engage in advanced study and research;
- to give six weighted hours per week of tuition during the eight weeks of full term, averaged over the year. This may be through tutorials, small classes, or intercollegiate classes;
- to share responsibility with the other Mathematics Tutors for the teaching of Mathematics within the College, including relevant administration and admissions;
- to have responsibility of pastoral care for undergraduate students;
- to act as college adviser for graduate students;
- to take part in the administration of the College by participation in the Governing Body and other committees.

3. 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 mathematics or a closely related subject;
(b) The proven ability and/or potential to carry out high-quality independent research at an international level in mathematics as evidenced by, for example, publications in leading international journals and international research collaborations;

(c) The ability to attract research funding, with evidence (commensurate with career stage) of an excellent track record in obtaining research grants;

(d) The ability to communicate and disseminate research, as evidenced, for example, by invitation to and participation in conferences, seminars and research workshops;

(e) A demonstrated ability to teach effectively, in particular:
   - in undergraduate and graduate lectures, not exclusively in the area of their research expertise;
   - in problem classes or small groups on a broad range of topics in the undergraduate mathematics syllabus;

(f) The ability to supervise graduate students;

(g) The interpersonal skills necessary for tutorial teaching and the pastoral care of students;

(h) The ability and willingness to undertake a full range of administrative duties both within the department and the College.

4. How to apply

To apply, visit 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 also be asked to upload a full CV and publications list, a statement of research interests, a description of teaching experience and a covering letter or statement. The supporting statement should explain how you meet the selection criteria, set out above using examples of your skills and experience. This may include experience gained in education or employment.

Please also give details of the names and contact details (postal and e-mail addresses and telephone number) of three referees (not more than two of whom should be from the same institution and at least one of whom should be from outside Oxford University).

Reference letters form an important part of your application and it is your responsibility to ask all three of your referees to send their reference to vacancies@maths.ox.ac.uk by the closing date. The University will also assume that it is free to approach your referees at any stage unless your application specifies otherwise, but the onus is on you to have the letters sent.

Exceptionally, 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 must provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

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/.

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, for example Smith_CV.pdf. You should upload

1. Your full CV
2. List of Publications
3. Statement of Research Interests
4. Statement of Teaching experience
5. Supporting Statement

All applications must be received by **12.00 noon on 31 August 2018**. Shortlisted candidates will be invited to a two-day selection process, which will take place on 17 and 18 October 2018.

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/. To return to the online application at any stage, please go to: 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.

Queries about the post should be addressed to the Recruitment Administrator at vacancies@maths.ox.ac.uk or telephone: +44 (0) 1865 273518.

**Candidates who will need visas to travel to the UK if they are invited for interview should make contingency arrangements immediately. If the interview date is likely to cause severe problems, please raise this matter immediately; you need not wait until your application is ready for submission.**

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview. The shortlisted candidates will also undertake a teaching presentation to current mathematics students.
5.1 The Mathematical Institute

The Mathematical Institute, as Oxford's Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news/awards-and-prizes.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University’s Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small laboratory for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.

Teaching is central to the life of the Mathematical Institute and we have an annual intake of approximately 300 undergraduates, some on courses taught jointly with other departments. We admit 100 students each year across five taught masters’ degree courses and have over 250 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme. Our provision expanded in 2014 following the award of two EPSRC-funded Centres for Doctoral Training.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women’s careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Good Practice Committee\(^1\) contributes to many aspects of our work, see www.maths.ox.ac.uk/members/good-practice. As part of the department’s commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

\(^1\) The Mathematical Institute was a founding supporter of the London Mathematical Society’s Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme). We have held an Athena SWAN Bronze Award since 2013, upgraded to Silver in 2017.
5.2 Numerical Analysis in Oxford

Oxford’s Numerical Analysis Group has been a leader in UK and international numerical analysis and scientific computing since the 1960s. Current faculty include: Professors Nick Trefethen FRS (head of group), Coralia Cartis, Patrick Farrell, Mike Giles, Raphael Hauser, Endre Suli, Jared Tanner, Andy Wathen, Drs Kathryn Gillow, Ricardo Ruiz Baier, Alberto Paganini and Andrew Thompson, and Visiting Professor Nick Gould. The group has around 12 DPhil students, 4 postdoctoral researchers and 25 students on the one-year MSc in Mathematical Modelling and Scientific Computing. The group is a key partner in the EPSRC Centre for Doctoral Training in Industrially Focused Mathematical Modelling (www.maths.ox.ac.uk/infomm), and is also involved in the EPSRC Centre for Doctoral Training in Partial Differential Equations: Analysis and Applications (www.maths.ox.ac.uk/study-here/postgraduate-study/partial-differential-equations-epsrc-cdt). Members of the group also have leadership roles in the Alan Turing Institute.

Research in the group spans the range from theory to applications and there are major activities in partial differential equations, numerical linear algebra, optimisation, applied approximation theory and applications in fluid and solid mechanics.

Further details can be found at www.maths.ox.ac.uk/groups/numerical-analysis.

5.3 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. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and Mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its 10 academic departments 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.

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 (including Nobel prizes and prestigious titles such as FRS and FREng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of ten Athena Swan Awards (3 Silver and 7 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 full and part-time students (including approximately 2000 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 major 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.oxfor dsparks.net) 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 endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire 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

5.4 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.
Christ Church is one of the largest of the Oxford Colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. More general information about the College may be obtained at www.chch.ox.ac.uk. Information about undergraduate and graduate provision in the college is detailed in the Admissions section of the website. The College teaching staff are listed under Academic and Research Staff in the ‘College’ section of the website. In addition, we give a college base to several senior University Professors, and sponsor research by the appointment (each year in open competition for a period of 3 or 4 years) of two Junior Research Fellows (JRFs) in the Sciences and two in the Humanities and Social Sciences.

MATHEMATICS AT CHRIST CHURCH

Christ Church admits six undergraduates per year to read Mathematics, Mathematics and Statistics and Mathematics and Philosophy. The college also admits six per year in Computer Science, Mathematics and Computer Science and Computer Science and Philosophy; these students are taught for some of their mathematics courses by the Mathematics tutors.

The college also admits four to six graduate students per year (not including part-time students) reading for Masters’ courses or doctorates in Mathematical Sciences including Computer Science. The college has a thriving Mathematical Sciences Society which brings together the whole college community of those working in our fields.

In the first year and the first term of the second year, the undergraduate students study compulsory courses in Algebra, Analysis, Differential Equations, Calculus, Geometry, Dynamics, Probability and Statistics, and Constructive and Computational Mathematics. In the second year the students choose from various pure and applied options. College teaching in the first and second year is delivered through paired tutorials and cohort-wide classes.

In cooperation with other Christ Church Mathematics tutors, the appointee will provide tutorial teaching for the first and second year of the undergraduate degree, and provide intercollegiate classes to third and fourth years in topics of their expertise. College teaching also includes marking students’ work. The number of contact hours is determined through a system of ‘weighted hours’ in which one contact hour counts as one or more weighted hours, depending on the group size; it is the total of weighted hours that should average to six per term during the 24 weeks of full term.

There are two other permanent Tutorial Fellows ('Official Students') in Mathematics: Professor Sam Howison [Applied Mathematics and Mathematical Finance] and Professor Kevin McGerty [Algebra and Geometry]. There is also a long-standing Stipendiary Lecturer, Professor Chris Breward [Mathematical Modelling]. We currently have two JRFs, three other College lecturers covering sabbatical leave, and two further senior members.

Further details about the teaching and administrative responsibilities of Tutorial Fellows can be found below, together with the College Terms & Conditions.
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 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.

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/benefits/
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**

**TERMS OF APPOINTMENT AT CHRIST CHURCH**

1. The person appointed will be elected in the first instance for a period of five years. For its academic staff (as defined by the College’s Statute XIV and associated Bylaws) the College has adopted a retirement age of 30 September immediately preceding the 68th birthday: following the recent change in the University’s retirement age to 30 September immediately preceding the 69th birthday, the College’s retirement age is under review. There is a procedure for requesting an extension of employment beyond that date. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in Law shall itself terminate on the same date as the Associate Professorship.

Each appointment (that by the College and that by the University) will be at an appropriate point on the scale at the attached Annexe (the figure in the ‘Total Salary’ column gives the total when the College and University salary are at the same point on the scale, which may not always be the case):
2. As an Official Student (Tutorial Fellow) of Christ Church, the person appointed will receive the following additional benefits from the College:

- Subject to availability, the postholder may have free single accommodation in College (in this case, no housing allowance will be paid) or, if he or she does not reside in College, to a taxable and pensionable housing allowance (currently £14,466 per annum) together with a study/teaching room in College. Christ Church also has a Shared Equity Scheme to assist with house purchase. Participation in the Scheme involves a reduction in the housing allowance payable. Details of the Scheme are available from the Treasurer.

- Payment of an Official Studentship Allowance of £1,000 p.a.

- Senior Common Room lunch and Common Table dinner (free of charge) in College. However, meals are not available for certain periods in the vacations.

- The Official Student will be eligible to participate in the College’s private medical scheme. The terms of the scheme may be amended from time to time, but the current provider is Permanent Health Company. Cover is available during the period of full-time employment at Christ Church and currently extends to the Official Student’s immediate family (defined within the rules of the scheme as up to two adults and two children): full details are available from the Treasurer.

- The Official Student will be entitled to take one term’s sabbatical leave for every six completed terms of teaching in Christ Church. Such leave may be taken as soon as it is due or may be postponed or accumulated, except that whenever an Official Student is entitled to three terms of leave no subsequent term before he or she has taken the first term of such leave shall count towards any further entitlement. The postholder is eligible to apply for dispensation from University lecturing obligations in conjunction with sabbatical or other leave granted by the college.

- There is a scheme for the purchase of books for the personal use of the Official Student (up to a current maximum of £1,140 p.a.), and a College entertainment allowance (up to £450 p.a.).

- Grants are available from the College, at the discretion of the Governing Body, towards certain research and conference expenses, up to a maximum of £2,200 p.a.

- The College has maternity provisions similar to those offered by the University (see http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/informationforparents/). Provided that they have at least 26 weeks’ service with the College at the fifteenth week before the expected date of birth, or have at any time been eligible to receive full-rate Statutory Maternity Pay or were at any stage entitled to the benefits of a previous employer’s paid maternity leave scheme, women may choose between two schemes offering combinations of maternity leave on full and half pay: both schemes also offer periods of unpaid leave. Arrangements are available for the flexible use of untaken unpaid leave to enable a phased return to full duties; for women to return to work on a part-time basis after the birth of their child; and for paternity leave. The University’s maternity leave arrangements are similar. Eligible women may take up to 26 weeks leave on full pay, plus 13 weeks SMP, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties, and for paternity leave. (University maternity leave will be taken in conjunction with college leave, colleges having their own provisions.) The University would consider applications from existing female staff wishing to return to work on a part-time basis after the
birth of their child, and requests for flexible working arrangements, in consultation with the college concerned (which is the major employer).

- The University and certain colleges including Christ Church have (limited) nursery places at University-run nurseries. The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. In addition, staff have access to a child-minding network. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries or placed with child-minders through the network whereby a saving is made on national insurance contributions. There is also a holiday play scheme for school-age children.

Further information may be obtained from the childcare website (www.admin.ox.ac.uk/eop/parentsandcarersinformation/) or by emailing childcare@admin.ox.ac.uk, or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

2. The appointee will be involved in student admissions, and will administer (with the other Mathematics Tutors) termly undergraduate Collections (college examinations) and end-of-term report readings. They will offer pastoral academic care to undergraduates. As well as formal tutorial and class teaching, occasional informal evening seminars and meetings with undergraduates and graduates in college will be held.

3. The successful candidate will be expected to take part in the general administration of Christ Church. They will become a member of the Governing Body, which normally meets 9 times a year. As such, they will be a trustee of the charity.

4. Governing Body members are also expected to serve on committees and, from time to time, hold college offices (such as Tutor for Graduates, Tutor for Admissions, etc.), for which additional remuneration and/or teaching remission is available.

**Offer of Employment**

Applications for this post will be considered by a selection committee containing representatives from both the Mathematical Institute and Christ Church. 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 Christ Church 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 further particulars, 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).
### ANNEXE

**PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)**

*(with effect from 1 August 2017)*

<table>
<thead>
<tr>
<th>Grade (30S)</th>
<th>Scale point</th>
<th>National Pay spine</th>
<th>University Salary</th>
<th>College Salary</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>52</td>
<td>£52,183</td>
<td>£10,036</td>
<td>£62,219</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>51</td>
<td>£50,666</td>
<td>£9,744</td>
<td>£60,410</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>50</td>
<td>£49,194</td>
<td>£9,461</td>
<td>£58,655</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>49</td>
<td>£47,764</td>
<td>£9,186</td>
<td>£56,950</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>48</td>
<td>£46,378</td>
<td>£8,919</td>
<td>£55,297</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>47</td>
<td>£45,031</td>
<td>£8,660</td>
<td>£53,691</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>46</td>
<td>£43,723</td>
<td>£8,409</td>
<td>£52,132</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>£42,453</td>
<td>£8,165</td>
<td>£50,618</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>44</td>
<td>£41,221</td>
<td>£7,928</td>
<td>£49,149</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>43</td>
<td>£40,024</td>
<td>£7,698</td>
<td>£47,722</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>42</td>
<td>£38,862</td>
<td>£7,474</td>
<td>£46,336</td>
<td></td>
</tr>
</tbody>
</table>