### Job Description and Selection Criteria

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<th>Post</th>
<th>Associate Professorship (or Professorship) of the Analysis of Nonlinear Partial Differential Equations</th>
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<tr>
<td>Department</td>
<td>Mathematics</td>
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<td>Division</td>
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<td>College</td>
<td>St Hilda’s College</td>
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<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<td>Salary</td>
<td>Combined University and College salary from £47,263 p.a. plus substantial additional benefits including a pensionable £8,421 accommodation allowance (if living outside the college); a research and travel allowance of up to £1300 per annum and an entertainment allowance of up to £235 per annum. An additional allowance of £2,754 p.a. would be payable upon award of Full Professor title.</td>
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### 1. Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of the Analysis of Nonlinear Partial Differential Equations to be held in the Mathematical Institute, as the University’s Department of Mathematics is known, with effect from 1 September 2019 or as soon as possible thereafter. The successful candidate will also be appointed to a Tutorial Fellowship at St Hilda’s College.

This is a joint appointment between the University and St Hilda’s College: 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 £47,263 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 the Analysis of Nonlinear Partial Differential Equations.

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 tutorials, classes 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 can be found below in sections 5.1 and 5.3.

**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 original research in the field of the Analysis of Nonlinear Partial Differential Equations;
• 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.

Examinining
• 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 hours per week of tutorials in pure mathematics during the eight weeks of full term, averaged over the year;
• to be responsible for the organisation of mathematics degrees for undergraduates of St Hilda’s College, and for overseeing their academic programmes and for monitoring their progress;
• to be responsible for the annual admissions exercise for the selection of new mathematics undergraduates and have responsibility of pastoral care for these undergraduate students;
• to act as college adviser for graduate students taking mathematics degrees;
• 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 this may have had an impact on your research output.
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 the Analysis of Nonlinear Partial Differential Equations 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 invitations 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 for the post 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 shortlist, 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 Thursday 7 February 2019. Shortlisted candidates will be invited to a two-day selection process, which will take place in early March.

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 around 150 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 Committee¹ 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 The Analysis of Nonlinear Partial Differential Equations in Oxford

The Oxford Centre for Nonlinear Partial Differential Equations (OxPDE) is a vibrant and stimulating research environment, providing leadership in the area of nonlinear partial differential equations (PDE) within the UK. Current faculty include: Professors Gui-Qiang Chen (Director), Jan Kristensen, Luc Nguyen, Melanie Rupflin, Gregory Seregin, Endre Süli, and Qian Wang; Professor Sir John Ball (Emeritus); Sylvester Research Fellow Dr Jan Sbierski; a number of Associate Faculty and PDRAs and over forty doctoral students based in the EPSRC Centre for Doctoral Training (CDT) in Partial Differential Equations: Analysis and Applications.

PDEs are ubiquitous in almost all applications of mathematics, where they provide a natural mathematical description of many phenomena. The behaviour of every material object, with length scales ranging from sub-atomic to astronomical and timescales ranging from picoseconds to millennia, can be modelled by PDE or by equations having similar features. Indeed, many scientific subjects revolve entirely around their underlying PDEs. The role of PDEs within mathematics and in other sciences is thus fundamental and is becoming increasingly significant. At the same time, the demands of applications have led to important developments in the analysis of PDEs, which have in turn proved valuable for further different applications. The Centre has focused on the fundamental analysis of nonlinear PDE and numerical algorithms for their solutions. Current areas of interest include the calculus of variations, nonlinear hyperbolic systems, free boundary problems, inverse problems, homogenization, infinite-dimensional dynamical systems, geometric analysis, and nonlinear PDEs arising in fluid and solid mechanics, materials science, liquid crystals, biology, and relativity. Amongst other initiatives, we run an active visitor programme, an events programme and a dedicated technical report series.

OxPDE runs a weekly PDE seminar in term time at 4pm on Mondays. There is also a lunchtime seminar series run by the CDT at midday on Thursdays.

Further details can be found at https://www.maths.ox.ac.uk/groups/oxpde.

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 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

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 interdisciplinary 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

5.5 St Hilda’s College

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

Founded in 1893, St. Hilda’s is one of the constituent Colleges of the University, and is spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College has an academic staff of over 80 Fellows and Lecturers. There are at present approximately 400 undergraduates and 200 graduate students, who study most of the subjects offered by the University. The College promotes a thriving culture of research and intellectual engagement. The Fellows of the College form a lively multi-disciplinary and international community. Weekday lunches provide a popular time for Fellows to talk to colleagues in their own and other disciplines. During term-time, College Guest Nights are pleasant occasions to which Fellows may bring guests, and at which they may meet a wide range of interesting people. They may also enjoy the amenities of the Jacqueline du Pré Music Building, and the musical events that take place there, including free term-time concerts organised by the Director of College Music.

The College has a very generous group of alumnae who are donors to development projects within the College. Many of them attend various College Societies and other events, and have funded studentships and similar initiatives for students and the College. Research clusters are supported by the College’s new Research Support Scheme which provides seed funding for innovative interdisciplinary research and research events held by Fellows.

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

The Principal of St Hilda’s is Professor Sir Gordon Duff, MA PhD MD FRCP FFPM FRCPE FMedSci FRSE. The College has a Vice Principal, and a full-time Senior Tutor, who is also Tutor for Admissions (Undergraduate and Postgraduate). The Tutor for Graduates is responsible for postgraduates already on course, with the help of the College Advisors assigned to each student. Additional material about
the College, including the research interests of Fellows and Lecturers, can be found at the St. Hilda's web site: www.st-hildas.ox.ac.uk.

*Mathematics and related fields at St Hilda's College*

The successful candidate will build upon existing strengths in related subjects that St Hilda's has a long and proud history of developing. Mathematics is a large and successful subject area at St Hilda's. Within its Fellowship, the College has Tutorial Fellows in both pure and applied mathematics. The appointee will share responsibility for the mathematics students with Professor Irene Moroz. Professor Moroz and the appointee will be ably supported by a College Lecturer and external tutors. St Hilda's admits 8 undergraduates in Mathematics, Mathematics and Statistics and Mathematics and Philosophy per year. There are also several graduate students studying the various branches of the subject.
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/.

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+/

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

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

College Benefits, Terms and Conditions

Salary, benefits and pension

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

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

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

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

Length of appointment

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

This is subject to change with legislation. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. There is an interim review of performance about halfway through the five year probationary period. If the Fellow
should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

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

- Accommodation allowance (if living outside of College): £8,421, per annum (effective August 2018);
- Research and travel allowance: up to £1300 per annum;
- Entertainment allowance: up to £235 per annum;
- Entitlement to lunch and dinner in College without charge when the kitchens are open (approx. value £1495 per annum);
- Membership of the Senior Common Room;

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

Sabbatical leave

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

Family support

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

Relocation expenses

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

Equality of opportunity

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

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. The procedure governing right to work is described above.
Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Mathematical Institute and St Hilda’s 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 St Hilda’s 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).
**ANNEXE**

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

(with effect from 1 August 2018)

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