



## Job Description and Selection Criteria

<b>Post</b>	<b>Associate Professorship of Molecular and Cellular Biochemistry</b>
<b>Department/Faculty</b>	<b>Department of Biochemistry, South Parks Road, Oxford, OX1 3QU</b>
<b>Division</b>	<b>Medical Sciences Division</b>
<b>College</b>	<b>St Anne's College, Woodstock Road, Oxford, OX2 6HS</b>
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	<b>Combined University and College salary: £47,263 - £63,463 per annum, plus a College Housing Allowance of £9,848 per annum (if applicable) plus other benefits. An allowance of £2,754 p.a. would be made upon award of the title of Full Professor.</b>

### Overview of the post

The Department of Biochemistry and St Anne's College are recruiting an Associate Professor of Molecular and Cellular Biochemistry to engage in both research and undergraduate teaching on our successful 4-year degree course. Research within the Department of Biochemistry addresses a wide range of questions relating to the fundamental basis of all cellular life from complex multicellular eukaryotes to single cell microbial organisms and viruses. We apply state of the art approaches in structural, cellular and molecular biology to explain the structures and functions of proteins and nucleic acids, and thereby explore the mechanisms of fundamental cellular and physiological processes and many human diseases. Our current researchers are grouped into 5 main themes focused on: (i) Cell Biology, Development and Genetics, (ii) Chromosomal and RNA Biology, (iii) Infection and Disease Processes, (iv) Microbiology and Systems Biology, (v) Structural Biology and Molecular Biophysics. We are seeking a Molecular and Cellular Biochemist working in any of these areas to join the vibrant research and teaching community within the Department of Biochemistry. Although applications from candidates working in any area of eukaryotic and prokaryotic molecular and cellular Biochemistry are most welcome, we are keen to recruit an Associate Professor with expertise in bacterial biochemistry, cell metabolism, or in biological NMR.



Queries about the post should be addressed to Professor Francis Barr at [head@bioch.ox.ac.uk](mailto:head@bioch.ox.ac.uk) or telephone: +44 (0) 1865 613212.

Candidates may also contact the Senior Tutor of the college, Dr Shannon McKellar Stephen [shannon.mckellarstephen@st-annes.ox.ac.uk](mailto:shannon.mckellarstephen@st-annes.ox.ac.uk), specifically about the college role.

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

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level. Contact [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford. The Department of Biochemistry holds a departmental Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

## The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with each employer.

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

The Associate Professor will be a member of both the University and the College communities. They will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. They will have a role to play in the running of the College as a member of the Governing Body and a trustee of the College.

The main duties of the **University** post are as follows:

## ***Research***

The Associate Professor will be expected to conduct independent research in their chosen area of biochemistry. The main criterion for appointment will be the strength and promise of their research programme with the expectation that it will be able to attract external research grant funding. Collaborative activities with other members of this and other Departments are expected to develop.

## ***Teaching***

At Oxford there is a strong emphasis on tutorial teaching of small groups of students by senior academics. The Department of Biochemistry contributes to teaching in courses for Honours degree students in Molecular and Cellular Biochemistry, Biomedical Sciences, Pre-Clinical Medicine and Biology and the appointee will be expected to contribute, in their area of expertise, to these courses through lectures and practical classes. The appointee will also be required to take part in examining undergraduates throughout their courses. The training of graduate students is also a central aspect of Departmental activities and the appointee will be expected to supervise and train graduate students in research.

## ***Administration***

The Associate Professor will be expected to share in some of the administrative duties of the department, under the direction of the Head of Department as described under "Organisation" below.

The main duties of the **College** post are as follows:

### ***Teaching***

Effective tutorial teaching is of central importance to the College's academic mission. The Fellow will normally be required to undertake an average of six hours equivalent of tutorial teaching per term-time week, for undergraduate students at St Anne's or via swap arrangements for students from other colleges.

In addition, the Fellow will be involved in College administration, including the admissions process, where the Fellow will take responsibility for admissions to Biochemistry, the coordination of students' curricula, the coordinating, setting and marking of college collections (College termly examinations), the writing of termly student progress reports, and as 'Personal Tutor': the review of students' progress and the pastoral care of students.

In addition, Fellows will be assigned, as 'College Advisor', a number of graduate students in the College .

### ***Other Duties***

All Governing Body Fellows are required to participate in College governance and community life, and to participate in the academic administration of the College.

### ***Participation in College governance***

Joint appointment holders in their probationary period will not normally be expected to accept major college offices or to serve on more than one committee aside from Governing Body.

This apart, all Fellows are expected:

- as Trustees, to attend Governing Body's regular 2 meetings per term and such additional extraordinary meetings as may be summoned;

- to serve on college committees (as elected or *ex officio* members);
- to accept, at the request of the Principal, reasonable service on review or disciplinary panels, ad hoc working groups, or appointment committees.

### ***Participation in the College community***

All Fellows will be expected to participate in the communal life of the College, for example by lunching and dining in College as their schedules and other commitments allow, attending College lectures and subject family events, and participating in fundraising and in access and outreach initiatives.

### **Hazard-specific / Safety-critical duties**

This job may include the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Night working (11pm-6am)
- Lone Working
- Working with Ionising Radiation
- Working with category 3b or 4 lasers (laser safety class)
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work with allergens, e.g. laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business

## Selection criteria

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

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

The successful candidate will demonstrate the following:

### ***Essential***

- A higher degree and postdoctoral experience in a relevant biologically-related science
- Experience of teaching, and the ability to contribute to the teaching, training and supervision of undergraduate and graduate students
- A strong and developing track record of research in an area of molecular and cellular biochemistry, supported by publications in a relevant field
- Current research funding or a research track record likely to attract research funding
- A track record of success in the award of peer-reviewed research grants
- An ability to manage, develop and fund a strong research programme
- Proven communication and interpersonal skills
- Ability and commitment to undertake a range of administrative duties within both the department and the College
- Ability and willingness to participate in the governance, academic activities, outreach, widening access, and intellectual life of the College.

### ***Desirable***

- A proven ability to collaborate
- Management experience

## How to apply

To apply, visit [www.ox.ac.uk/about/jobs/academic/index/](http://www.ox.ac.uk/about/jobs/academic/index/), click on the relevant post title, then click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV and a supporting statement listing publications and research grants held. 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 employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents as PDF files with your name and the document type in the filename. All applications must be received by 12.00 noon on Friday 19 July 2019.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about-the-university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

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

Interviews will take place in Oxford on 11<sup>th</sup> September 2019. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Biochemistry and St Anne'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 Medical Sciences divisional board and the governing body of St Anne'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 formal contractual offers by both parties have been made.

## The Department of Biochemistry

The Department of Biochemistry in Oxford is a community of scientists with a mission to teach and conduct world-class research on the molecular basis of life. The Department was established in 1920 and is now one of the largest in Europe. It is situated in the University Science Area, near to the centre of Oxford and immediately adjacent to the University Parks. The Biochemistry Department relocated to the RIBA award-winning purpose-built research building in 2008. The £100 Million second phase of this building is now being constructed and will open in 2021. This will house the interdisciplinary Dorothy Hodgkin Centre for research at the interface between Chemistry-Physics-Biology and provide exciting new opportunities for research in Biochemistry.



The Department maintains a wide range of research activity organised into Themes: Structural Biology and Molecular Biophysics; Chromosomal and RNA Biology; Cell Biology, Development and Genetics; Microbiology and Systems Biology; Infection and Disease Processes. It is exceptionally well equipped with a wide range of specialist state-of-the-art equipment and research services. It has approximately 50 group leaders, more than 200 postdoctoral workers and over 140 graduate students.

Details of the range of research interests can be found on the departmental website <http://www.bioch.ox.ac.uk/>. In addition to the research within the Department of Biochemistry, Oxford has many groups working in related areas of molecular and cellular biochemistry in other departments in the Medical Sciences Division. This structure enables the exchange of ideas and

expertise across the university, and makes Oxford one of the largest centres for biochemistry and biomedical research in Europe.

Oxford Biochemistry was the highest ranked Biochemistry Department to be individually rated in the 2008 RAE, and was part of the Biological Sciences unit of assessment in REF2014, achieving the largest volume of world leading and internationally excellent research (measured as 4\*x FTE) in the UK.

## Teaching

Members of the Biochemistry Department run a 4-year Final Honours School in Molecular and Cellular Biochemistry, and also contribute to teaching students in Physiological Sciences, Biological Sciences, Biomedical Sciences and Preclinical Medicine. The Department was awarded 100% (24/24) in the last QAA teaching quality assessment. Teaching involves lecturing, running practical classes and giving seminars and tutorials in the Department and in College. Further details of the course is available on the departmental website <http://www.bioch.ox.ac.uk/>

## Organisation

The Head of Department is assisted by 5 Associate Heads, who oversee the different Themes, by an Administrative team and by committees dealing with issues of strategy, safety, teaching, graduate studies and computing. Group leaders are budget-holders for their own funding, supplied by monthly cash flow statements detailing income and expenditure.

The majority of the Department is housed in the new Biochemistry building. The Department houses a range of underpinning technologies including a recently upgraded NMR suite alongside protein crystallisation facilities; a molecular biophysics suite for protein analysis with facilities for kinetic (SPR and stopped flow), spectroscopic (fluorescence, CD), thermodynamic (ITC, DSC) and chromatographic (SEC-MALS). The Department also hosts the MICRON advanced bioimaging unit <http://micronoxford.com/> with a wide range of state-of-the-art super-resolution, wide-field and confocal microscopes.

Cryoelectron microscopy is available via the recently created Oxford Structural Molecular Imaging Centre ([http://web.path.ox.ac.uk/~bioimaging/electronmicroscope/cryo\\_em.html](http://web.path.ox.ac.uk/~bioimaging/electronmicroscope/cryo_em.html)). The Department also houses powerful computing facilities and the Diamond synchrotron facility is within easy reach.

For more information please visit: <https://www.bioch.ox.ac.uk/>

## The Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

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

## St Anne's College

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

St Anne's is a modern College with the ambition to be a diverse and inclusive community contributing to the University's vision to lead the world in education and research. Its values are to be: forward looking and outward facing; diverse and multidisciplinary; ambitious and down-to-earth; independent and collaborative, and rigorous and supportive. It is one of the largest Colleges in the University. Known for the diversity of its student body, it is an energetic and friendly community of some 800 students plus tutors and staff. Helen King (PPE, 1983) started as the College's Principal in April 2017.

St Anne's has a radical tradition. It can trace its origins back to 1879 and the formation of the 'Association for the Education of Women in Oxford'. It became a college in 1952 and first admitted men in 1979. The College has always set its face outwards towards the world, driven by its commitment to making the opportunities of an Oxford education accessible to those of academic potential who otherwise might not envisage themselves in Oxford. The College has about 440 undergraduate students, 60 visiting, recognised and other students, and a graduate community of around 330 (taught and research). It also has a large and committed alumni base.

St Anne's Tutorial Fellows are supported in their teaching by a committed team of college lecturers and the College is also home to a lively group of Non-Tutorial Fellows, Research Fellows and Associates who contribute to the thriving academic life of the College. A dedicated support staff of over 90 provides administrative, library, maintenance, IT, accommodation and catering services. The College has an on-site children's nursery with preference for places being given to the children of College staff.

St Anne's has a large, international community of researchers. The collegiate nature of the University of Oxford provides a unique forum for collaborative working and interdisciplinary research. St Anne's is committed to developing this potential and to encouraging dialogue at all stages of academic life. Research activities at St Anne's are supported by a programme of workshops, seminars and lectures that bring together research fellows, lecturers and teaching fellows, and give graduate students the chance to share their research. As well as the Centre for Personalised Medicine, the College currently hosts two Science, Medicine and Culture projects and the Oxford Comparative Criticism and Translation project. The College website provides more information on these initiatives: [www.st-annes.ox.ac.uk/about/research-and-initiatives](http://www.st-annes.ox.ac.uk/about/research-and-initiatives)

As a Tutorial Fellow of St Anne's College, the person appointed to the Fellowship in Biochemistry will receive the following additional benefits from St Anne's College (2019/20 figures):

Housing Allowance of £9,848 per year

Research Allowance of £1,078 per year

Entertainment Allowance of at least £410 per year

USS contributory pension 8.8%/19.5% with proposed increase to 10.4%/22.5% from 01/10/19

Full SCR Membership at St Anne's and full Dining Rights



Fee reduction of 7.5% to the College's on site day nursery, and employee priority for allocation of places.

For more information on the College please visit [www.st-annes.ox.ac.uk](http://www.st-annes.ox.ac.uk)

### **About Biochemistry at St Anne's**

St Anne's has long had a strong commitment to Biochemistry and Medical Sciences. The College has an annual intake of sixteen undergraduates to the various Medical Sciences degree programmes, four of whom are Biochemistry students, and a significant cohort of doctoral students. St Anne's runs a relatively large Visiting Student programme, where undergraduate students join the College for up to nine months as visitors from their own universities. Biochemistry is a particular strength in the Visiting Student programme and an extended term and year are offered for 'Pre-Med' Visiting Students. St Anne's has one tutorial fellow in Biochemistry (this post), two tutorial fellows responsible for Pre-Clinical Medicine and Biomedical Sciences (Prof Helen Christian and Prof Francis Szele), one tutorial fellow in Experimental Psychology (Prof Kate Watkins), one tutorial fellow in Chemistry (currently vacant) and one tutorial fellow in Biology (Prof Sonya Clegg). The College is also home to Professorial Fellows in Statistical Science, Medical Sciences, and Biostatistics in Genomics, and Supernumerary Fellows in Bioinformatics, and Population Health. The Tutorial Fellow in Biochemistry is supported currently by two Stipendiary Lecturers.

The Centre for Personalised Medicine is an innovative partnership between the Wellcome Trust Centre for Human Genetics and St Anne's College. It provides an inter-disciplinary environment for the exchange of knowledge, driving forward a more integrated and personalist approach to medicine and healthcare. More information can be found at <http://www.st-annes.ox.ac.uk/about/research-and-initiatives/centre-for-personalised-medicine>

### **Sabbatical Leave**

A system of sabbatical leave operates both at College and at University level. It is available subject to satisfactory replacement teaching being in place. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms, without the express permission of the Governing Body).

### **About the University of Oxford**

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

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

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive

workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

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

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

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

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

## **University Benefits, Terms and Conditions**

### ***Salary***

The University component of the salary will be on the scale for Associate Professors, (£39,639-£53,226 per annum). The combined College and University salary will be on a scale up to £63,463 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point (Colleges to amend as appropriate). There is also an annual 'cost-of-living' review. In exceptional cases, the Department may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,754 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,596 to £82,032 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

### ***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/](http://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/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/).

Guidance is also available on: ownership of intellectual property [www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest [www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)

### ***Membership of Congregation***

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

See [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml) for further details.

### ***Family support***

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/). You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space. For more details, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/).

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities. For details, please see [www.careers.ox.ac.uk/](http://www.careers.ox.ac.uk/)

### ***Welcome for International Staff***

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

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

### ***Relocation***

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

### ***Promoting diversity***

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see [www.admin.ox.ac.uk/eop/](http://www.admin.ox.ac.uk/eop/) for details.

### ***Other benefits and discounts for University employees***

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

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

The appointment is subject to an initial probationary period of up to five 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 under the College statutes, currently at 30 September immediately preceding the 69<sup>th</sup> birthday, subject to legislation in place at the time. 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. If the Fellow should vacate the Associate Professorship, the fellowship must also be vacated.

As a Fellow of St Anne's College, the post-holder will, in addition to his/her stipend on the combined college and university salary scale, be entitled to full membership of the Senior Common Room and to a teaching room in College. Single living accommodation may also be available, but if the Fellow chooses not to live in College, a housing allowance is payable (currently £9,655 p.a.), which is taxable and pensionable.

Those holding significant administrative appointments within St Anne's College may be eligible for additional payments and/or remission of some other duties.

### ***Offer of employment***

Applications for this post will be considered by a selection committee containing representatives from both the Department of Biochemistry and St Anne'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 Medical Sciences Divisional Board and the governing body of St Anne'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.

# 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<sup>1</sup>. 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.

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<sup>1</sup> Associate Professorships (formerly known as University Lecturerships) come in different forms according to the balance of duties owed to the College and University, and they may or may not have an associated Tutorial Fellowship. The forms of Associate Professorship include Associate Professor with Tutorial Fellowship-University (APTF-U), Associate Professor with Tutorial Fellowship-College (APTF-C), Associate Professor with Tutorial Fellowship-Faculty (APTF-F) and Associate Professor without Tutorial Fellowship (AP-NTF).

### **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).