



Job Description and Person Specification

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| Post | Associate Professorship of Cell Physiology and Tutorship and Official Fellowship in Pre-clinical Medicine at Lady Margaret Hall |
| Department/Faculty | Department of Physiology, Anatomy and Genetics (DPAG), Parks Road, Oxford, OX1 3PT |
| Division | Medical Sciences Division |
| College | Lady Margaret Hall, Oxford, OX2 6QA |
| Contract type | Five years in the first instance, then reappointment to retirement upon completion of a successful review. |
| Salary | Combined University and College salary: £45,066 - £60,513 per annum + College housing allowance of £7,800 and other benefits |

Overview of the post

Applications are invited for the post of Associate Professor of Cell Physiology to be held in the Department of Physiology, Anatomy and Genetics (DPAG), with effect from 1 September 2016 or as soon as possible thereafter. This is a joint appointment with Lady Margaret Hall (LMH), where the successful candidate will be appointed to a Tutorship and Official Fellowship in Pre-clinical Medicine.

The University of Oxford uses the grade of Associate Professor for most of its senior academic appointments. Associate Professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The Times Higher Education ranks Oxford University as the world number one for its clinical, preclinical and health-related disciplines, and DPAG was part of the University's Biological Sciences submission to the Research Excellence Framework that was rated top for its world leading research.

DPAG has a long and distinguished history in the fields of Cell Physiology and intracellular signalling in health and disease. Cell Physiology underpins research in multiple disciplines within both the University and the department. The theme is headed by Anant Parekh and 16 groups within DPAG list it as the primary research interest. Topics studied in DPAG include ion channels, transporters and pumps, intracellular calcium signalling, pH regulation, mitochondrial regulation of cell signalling, oxygen sensing, vesicle trafficking, secretion, and how these impact on cardio-vascular disease, allergy, diabetes and various cancers. Theme members meet regularly to discuss research and teaching and there is an active seminar programme within the area.

We are seeking to appoint a candidate with a strong research profile who would complement existing research strengths in the Department.

You will receive financial assistance in setting up new research activities, and have access to University research support funds (which must be bid for). The Department has a research administration team to help in seeking and applying for grants.

The Department of Physiology, Anatomy and Genetics holds its own Athena SWAN silver award in recognition of its efforts to introduce organisational and cultural practices which promote gender equality and create a better working environment for both women and men. The Department promotes a thriving, family based community environment. We will be happy to provide you with information about nurseries and schools in Oxford – please feel free to email Damian.tyler@dpag.ox.ac.uk and/or Julia.allen@dpag.ox.ac.uk for further information.

For more information about the University's family friendly benefits, please also see <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family>

As a Tutor and Official Fellow of Lady Margaret Hall, we are seeking to appoint a candidate who will be an excellent teacher, in the tutorial context, for medical students in the College.

Duties of the post

The Associate Professor will be a member of both the University and the College community. She or he 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. She or he will have a role to play in the governance of the College as a member of its Governing Body and as a trustee of the College as a charity, in addition to tutorial teaching.

The main duties of the post are as follows:

For the Department

- To engage in high level original and independent research in an area complementary to the Department's research strategy in Cell Physiology
- To secure significant external funding and to engage in the management of research projects
- To disseminate his/her research through publication in scholarly journals, participation in international conferences and seminars, and through other media
- To contribute to the Department's teaching of Physiology to the pre-clinical students studying for the 1st BM and FHS Medical Sciences, and of non-medical students studying Biomedical Sciences. Candidates should also note that all staff are expected to be able to contribute teaching beyond their specific area of expertise. The Department teaching load for the Associate Professor may amount to 15-20 lectures and 6-10 3-hour practical classes a year. The Department has a policy of reducing the teaching load for newly appointed staff. All members of the academic staff are expected to undertake committee work and examining, and the load is therefore widely spread.
- To train and supervise graduate students in research.

- To take part in the formal University examining of undergraduates throughout their courses. (This requirement would be reduced during the early part of the appointment.)
- To participate in the administration of the Department as and when requested by the Head of Department.

For the College

- Academic: to teach undergraduates in tutorials and to share in the responsibility for organising the teaching of all undergraduates reading Medicine. To participate in the undergraduate admissions work of the College relevant to candidates in Medicine, including attendance at open days and the selection of candidates. In particular, the successful candidate should be able to offer tutorial teaching in at least two subjects of the BM preclinical course for years 1 and 2 and to contribute to FHS tutorial teaching. To set and mark Collections (College examinations) and to complete reports on tutorial teaching using the OxCORT system.
- Pastoral: to be responsible, as the first point of contact, for the personal welfare of some of the undergraduates reading Medicine and to act as College Advisor to some of the graduate members of the College reading for higher degrees in related areas.
- Administrative: to be a member of the Governing Body of Lady Margaret Hall, to attend Governing Body and Education Committee Meetings, and to take an appropriate share in the other committee and administrative work of the College.

Person specification

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

The successful candidate will demonstrate the following, taking account of the particular stage reached in the candidate's career:

Essential

- A higher degree (DPhil/PhD) in basic science
- Evidence of excellence in undergraduate and graduate teaching, supervision and research training, and a strong demonstrable commitment to the organisation and delivery of teaching in both Department and College
- Evidence of substantial research accomplishment and a strong publication record
- Evidence of a substantial and realisable research plan which will complement the Department's research strategy
- Independent research funding
- Excellent interpersonal skills necessary for undertaking teaching in the tutorial context and the pastoral care of students
- Ability and willingness to undertake the full range of administrative duties within the Department and the College

Desirable

- A track record of success in the award of peer-reviewed research grants
- A record of research prizes and honours
- Evidence of an ability to collaborate in research
- Experience of relevant teaching of cell physiology at an advanced level
- Management experience
- An interest in engaging in access and widening participation activities for the College.

How to apply

There is no application form. Applications must include:

- Your full CV including email and full postal addresses and telephone number/s
- A covering letter or statement explaining how you meet the criteria for the post
- A statement of not more than two pages outlining how your future research strategy would complement existing research in the department, and how it would build on current research
- A statement of teaching experience and objectives
- A full list of publications. The five considered the most important should be starred and links provided so that the Appointments Panel may access them easily
- A list of research grants received to date
- An indication of where you first heard about this post
- The name and contact details (postal and email addresses and telephone number) of **three** referees.

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

Applications should be sent to the Operations Manager, HR for the Department of Physiology, Anatomy and Genetics by email to hr@dpag.ox.ac.uk

The deadline for applications is 12 noon (UK time) on Wednesday, 30 March.

For those shortlisted for interview, there will be the opportunity to spend time in DPAG before the formal interviews, to tour the Department, meet potential colleagues and visit the College.

Should you have any queries about how to apply, please contact Julia Allen (Operations Manager, HR at the Department of Physiology, Anatomy and Genetics) by email: Julia.allen@dpag.ox.ac.uk or telephone: 01865 272468.

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.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Physiology, Anatomy and Genetics and Lady Margaret Hall. 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 Lady Margaret Hall 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.

Essential Information for Applicants for the Associate Professor of Cell Physiology

The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at <http://www.admin.ox.ac.uk/pras/planning/>.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and 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 nearly 10,000, nearly 45% of the full-time students. 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

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: www.medsci.ox.ac.uk

The Department of Physiology, Anatomy and Genetics

DPAG is the largest pre-clinical department within the Division of Medical Sciences, with nearly 400 staff and students. It has a world-class reputation in both its research and teaching. The Department was part of the University of Oxford's Biological Sciences submission to the Research Excellence Framework that was rated top for its world-leading research. Its distinctive, forward-looking and integrative biomedical research programme has strengths in cardiac science, functional genomics, development and reproduction, ion channels, transporters and signalling, metabolism and endocrinology, and neuroscience; and brings together researchers who address a range of fundamental issues in the biosciences at molecular, cellular and systems levels. Its mission is to build on its strong programmes of multi-disciplinary biomedical research, interfacing between the basic physical and life sciences and clinical/translational medicine, while creating an adaptable and forward-looking environment to provide outstanding training to the clinicians and biomedical scientists of the future.

For more information please visit www.dpag.ox.ac.uk

The Department of Physiology, Anatomy and Genetics holds a Departmental Athena SWAN silver award.

Research support facilities

The Department has shared state-of-the-art facilities for a wide range of applications, such as a histology service, DNA/RNA services (rapid and supportive access to microRNA, RNASeq, CHIPSeq, etc), confocal and other high resolution imaging equipment as well as a Transmission Electron Microscope. Proteomics facilities include a MALDI-TOF/TOF and Ion Trap LC-MS/MS systems, and there are extensive magnetic resonance spectroscopy (MRS) and Imaging (MRI) facilities for in vivo rodent and clinical investigations, including hyperpolarised technologies. The Department also provides central support in photography, digital imaging and poster printing as well as a high quality mechanical workshop. A dedicated research support team helps with grant applications and awards, and data storage and computation facilities and support is provided by a dedicated IT team.

Information about staff in the Department

Professor Peter Robbins is the Head of Department. There are three Statutory Professors: the Dr Lee's Professor of Anatomy (Professor Dame Kay Davies CBE FRS), the Waynflete Professor of Physiology (Professor Gero Miesenböck) and the BHF Professor of Regenerative Medicine and Professor of Development and Reproduction (Professor Paul Riley). Other appointments include the Royal Society GlaxoSmithKline Research Professor (Professor Frances Ashcroft FRS), a Wellcome Trust Principal Research Fellow (Professor Andrew King), 13 full professors and 20 associate professors. There are approximately 175 academic-related research staff supported by external grants and over 100 graduate students registered for higher degrees in the Department. Both the teaching and the research activities of the Department are supported by teams of technical, clerical and administrative staff.

Teaching

The main teaching responsibility of the Department is for pre-clinical medical students. The Department also contributes to the teaching of non-medical undergraduates, including those who will be reading for the BA course in Biomedical Sciences. There are also contributions to teaching in Biochemistry, Biological Sciences, Human Sciences, Physics and a graduate Neuroscience MSc programme. In Oxford, medical students normally take a three-year pre-clinical course before going on to clinical training (a further three years). The first five terms of the three-year pre-clinical course provide broad training in all aspects of medical science (leading to the 1st BM qualification). The remaining four terms are occupied by the Final Honour School (FHS) of Medical Sciences, in which each undergraduate studies three or four themes, in depth, from one of a choice of advanced options. These comprise Cardiovascular, Renal and Respiratory Physiology; Neuroscience; Molecular Medicine; Infection and Immunity; and Cellular Physiology and Pharmacology. Pre-clinical and Biomedical Sciences undergraduates also undertake an experimental dissertation which forms one paper in their Final examination; these projects are supervised by members of the academic staff.

Further information about teaching is available at www.medsci.ox.ac.uk/

Lady Margaret Hall

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.

Lady Margaret Hall (LMH) was founded in 1878, originally as a women's college; it became co-educational in 1979. The current Governing Body comprises some 47 Fellows, predominantly Tutors of the college from a wide range of subjects. There are approximately 390 undergraduates and 170 graduate students in residence, across a broad range of subjects. The College values excellence, diversity and community in the context of developing knowledge and understanding and it is proud to be the only College in Oxford to have achieved a silver 'Investors in People' award. The College is situated about a mile from the centre of the city in 13 acres of grounds on the banks of the river Cherwell. The College is close to the science area of University, with only the University Parks in between (for further information please see the College website www.lmh.ox.ac.uk).

The College admits 6 undergraduates per year to read Pre-Clinical Medicine and the appointee, along with our other Tutor in Medicine, Professor Jo Begbie, would be responsible for selecting these students, and for organising and monitoring the teaching for these students. We encourage our Pre-clinical students to remain in the College for their Clinical work and Prof Nigel Arden (Reader in Musculoskeletal Sciences) and Dr Adam Briggs (non-stipendiary Junior Research Fellow) support these students. In addition we admit some doctoral students, and our Professorial Fellow (Prof Antony Galione, Prof of Pharmacology) also shares in the College Advisory capacity, for some of these. The appointee will take a share of the responsibility for decisions on admissions and oversight of all these students on course. For further details about the college side of the post please contact the Senior Tutor, Dr Fiona Spensley (senior.tutor@lmh.ox.ac.uk).

College Duties

Academic:

The Tutor will be required by the College to engage in advanced study or research. He or she will be responsible, along with our other Tutor in Medicine (Professor Jo Begbie), for tutorial teaching in Pre-Clinical Medicine in the College. The person appointed will normally be required to undertake six notional hours of tutorial teaching per week for the College, averaged over the three eight-week terms. The Tutor is responsible, along with the other Tutor in Medicine, for organising all teaching of Medicine for undergraduate students in LMH.

The Tutor will be expected to set and mark Collections (that is, internal college examinations) and return them to students within a reasonable time. At the end of each term reports on all students taught are required to be submitted electronically *via* the OxCORT system (training can be provided).

It is hoped that the successful candidate will make a positive contribution to the intellectual life of the College through interactions with colleagues in other disciplines.

Pastoral

The Tutor will be required to act as Personal Tutor for up to 12 undergraduates reading Medicine or related subjects, which involves providing pastoral care and directing their studies. The Tutor is required to assess applications and interview in the annual Admissions exercise for the selection of undergraduates (training is required and will be provided) and to undertake other duties such as ordering books for the library and acting as College Adviser to graduates reading for further degrees in Medical Sciences (a pastoral role distinct from graduate supervision). The Fellow should be prepared to take some part in initiatives promoting the study of Medicine, and encouraging applications to Oxford and to LMH.

Administrative

As a Tutor & Official Fellow, the appointee will be a member of Governing Body and the Education Committee at LMH, and will be expected to play a full part in the general life of the College. Trustees are required to attend all meetings of Governing Body (normally two per term). The successful candidate is expected to take a share of such other duties as are customarily undertaken by Tutors. During the first five years of the appointment for an early career academic, the College administrative duties will be kept to a minimum.

College Terms of Appointment

The Fellowship will be for five years in the first instance, and renewable thereafter by the Governing Body of Lady Margaret Hall for seven-year periods, as provided by the College Statutes, for so long as the Fellow continues to hold the Associate Professorship in Physiology.

A Fellow of LMH is a member of the College's Governing Body and a Trustee of the College, which is a registered charity regulated by the Charity Commission. It is essential that the successful candidate is eligible to serve as the Trustee of a charity. All members of Governing Body are required to complete the 'Trustee details and Declaration form' from the Charity Commission – form OC-1181. Please contact Richard Sommers (LMH Treasurer) for further details of the role and responsibilities of a charity trustee (email: treasurer@lmh.ox.ac.uk).

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors (£37,797-£50,752 per annum). The combined college and university salary will be on a scale up to £60,513 per annum.

Those appointed below the top of the scale range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. Departments may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors 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 £2,600 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 £3,428 to £78,220 (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.

The appointee will be enrolled in the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

College Benefits

In addition to the salary, as a Fellow of Lady Margaret Hall, the successful candidate would be entitled to the following (at 2014/15 rates):

To one bedroom, self-contained residential accommodation in college, or if living out, a housing allowance of £7800 *per annum*, or participation in a shared equity housing scheme (for details please contact the Treasurer at LMH: treasurer@lmh.ox.ac.uk). Where a Fellow lives out of college, a college room will be provided for teaching and study.

A research and book allowance, currently £1400 per annum, repayable on submission of receipts to the Senior Tutor.

Allowance against expenditure on the entertainment of students, currently £25 per student per year.

Common Table, that is, all meals at Lady Margaret Hall's expense throughout the year whenever the kitchens are open (all drinks and formal desserts are payable by the Fellow).

Membership of the Oxford Colleges Health scheme (at her/his own expense).

An allowance of £1,000 towards the purchase of a computer (for new fellows, on appointment only).

Sabbatical leave from the College for research purposes, subject to satisfactory replacement teaching and pastoral arrangements at the rate of one term's sabbatical for every six terms' teaching.

Length of appointment

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th 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/>.

Sabbatical leave and outside commitments

The appointee may apply for sabbatical leave to allow her or him to focus on 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.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>.

Guidance on ownership of intellectual property

(<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml>) and managing conflicts of interest (<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>) is also available on the university website.

Relocation expenses

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

Family support

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

All staff are eligible to apply to use the University nurseries (although there is a waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <http://www.admin.ox.ac.uk/eop/disab/>.

Equality of opportunity

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University 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.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

¹ But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.

Salary scale for Associate Professors with Tutorial Fellowships

Each appointment (that by the University and that by the College) will be at an appropriate point on the following scale (the figure in the final column gives the total when the University and College salary are at the same point on the scale, which may not always be the case).

| Salary Scale for Associate Professors with College Tutorial Fellowships | | | | |
|--|---------------------------------|---------------------------------------|-----------------------------|------------------------------|
| National Spine Point | Associate Professor Scale Point | University Salary: Grade 10a (30S) | College Salary ² | Model Combined Annual Salary |
| 52 | 11 | £50,752 | £9,761 | £60,513 |
| 51 | 10 | £49,277 | £9,477 | £58,754 |
| 50 | 9 | £47,845 | £9,202 | £57,047 |
| 49 | 8 | £46,455 | £8,934 | £55,389 |
| 48 | 7 | £45,106 | £8,675 | £53,781 |
| 47 | 6 | £43,796 | £8,423 | £52,219 |
| 46 | 5 | £42,524 | £8,178 | £50,702 |
| 45 | 4 | £41,289 | £7,941 | £49,230 |
| 44 | 3 | £40,091 | £7,710 | £47,801 |
| 43 | 2 | £38,927 | £7,487 | £46,414 |
| 42 | 1 | £37,797 | £7,269 | £45,066 |

² It is the policy of LMH to move all Tutors (who are appointed below the maximum scale point) to the maximum point on the college salary scale on successful completion of the probationary period

General Description of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

A Tutorial Fellowship³ 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 one of three forms of Associate Professorship: an Associate Professorship (with or without a Tutorial Fellowship), an Associate Professorship (Common University Fund) or an Associate Professorship (Faculty Lecturer). 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 Appendix 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 obliged to perform for the College or for the benefit of the College the amount of undergraduate tutorial teaching specified in their contract or further particulars, under the supervision 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 (e.g. intercollegiate teaching exchanges).

³ 'Tutorial Fellowship' is the generic term for the College side of a joint appointment. In the LMH statutes this is called a Tutorship and Official Fellowship.

Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (normally the solutions to problem sheets); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. 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, and this will normally cover the following areas:

- (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) organising the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) working with College Officers (see Section 4);
- (g) recommending and selecting books and online materials for their subject area in the College Library;
- (h) delegating responsibilities (a)-(g) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

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 for the periods of the 8-week teaching term, although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods of time during this time.

Oxford Colleges offer strong pastoral support to their undergraduate and graduate students. Here Tutorial Fellows play a key role. They will normally have responsibility for the oversight of the academic and general welfare of a group of undergraduate students in their subject area in their College, and will act as a 'personal tutor' or equivalent for these students. They will also act as 'College Adviser' for a number of graduate students in their College. While Tutorial Fellows are not expected to take responsibility for the medical and pastoral care of their students, they will often act as the first point of contact for students who are having difficulties. 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 where 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. College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates) may be taken by Fellows who hold them on a full-time basis, or by Tutorial Fellows who hold them on a full-time or part-time basis for agreed limited periods in return for additional payment and/or a specified remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the governance of the College but also to take a fair turn in performing College Officerships, although it is accepted that Tutorial Fellows will not normally be asked to take on these roles in their probationary period (i.e. in the first five years).