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DEPARTMENT OF PHYSIOLOGY, ANATOMY AND GENETICS, UNIVERSITY OF OXFORD

## Job description, selection criteria and further particulars

<b>Job title</b>	<b>Associate Professorship of Physiology in association with a Tutorial Fellowship in Pre-clinical Medicine with Brasenose College</b>
<b>Division</b>	<b>Medical Sciences</b>
<b>Department</b>	<b>Physiology, Anatomy and Genetics</b>
<b>College</b>	<b>Brasenose College</b>
<b>Location</b>	<b>Department of Physiology, Anatomy and Genetics, Sherrington Building, Parks Road, Oxford OX1 3PT and Brasenose College, Radcliffe Square, Oxford OX1 4AJ</b>
<b>Salary</b>	<b>Grade10a: £43,745 - £58,739 a year + £7,585 taxable and pensionable college housing allowance per year</b>
<b>Contract type</b>	<b>Five years in the first instance, then with reappointment to the retiring age upon completion of a successful review.</b>
<b>Reporting to</b>	<b>The Head of Department (Professor Peter Robbins)</b>
<b>Vacancy Ref:</b>	<b>AV13058</b>
<b>Closing date</b>	<b>27 January 2014</b>
<b>Interview date</b>	<b>21 February 2014</b>

### Overview of the post

Applications are invited for the post of Associate Professor of Physiology, with effect from 1 October 2014 or as soon as possible thereafter. The successful candidate will also be appointed to a Tutorial Fellowship in Pre-clinical medicine at Brasenose College.

The successful candidate will conduct an independent research programme complementary to the Department's research which will be capable of attracting significant external research funding.

S/he will organise and deliver high-quality teaching in epithelial physiology to pre-clinical medical and biomedical students, provide supervision and research training for graduate students, and contribute to the examining and admission processes as necessary.

Informal enquiries about the post should be addressed to Professor Peter Robbins, Head of Department, by emailing [peter.robbins@dpag.ox.ac.uk](mailto:peter.robbins@dpag.ox.ac.uk), or telephoning 01865 272471.

## Duties of the post

The Associate Professor will be a member of both the University and the College community. He or she 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.

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.
- 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 help the Department provide the teaching of epithelial physiology to the pre-clinical students studying for the 1<sup>st</sup> BM and FHS Medical Sciences, and of non-medical students studying Biomedical Sciences. Candidates should also note that all staff are expected to contribute teaching beyond their specific area of expertise.

The Departmental 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 help with the organisation of the teaching, to teach undergraduates in tutorials and small classes and to share in the responsibility for their academic welfare. To cooperate in the undergraduate admissions work of the College relevant to candidates in Medicine and Biomedical Sciences, including attendance at open days and the selection of candidates.

**Pastoral:** to share in the responsibility for the personal welfare of undergraduates reading Medicine and to act as College Advisor to some of the graduate members of the College reading for higher degrees.

**Administrative:** to be a member of the Governing Body of Brasenose College, to attend Governing Body and Tutors' 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, or the potential for 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
- current research funding, and/or a research record likely to attracting research funding
- excellent interpersonal skills necessary for undertaking teaching 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 epithelial physiology at an advanced level
- management experience

## How to apply

There is no application form. Applications must include:

- your full CV, including email and postal addresses and telephone number/s
- a covering letter explaining how you meet the selection criteria for the post
- a statement of not more than 2 pages outlining how your future research strategy would build on current research and how it would complement existing research in the Department of Physiology, Anatomy and Genetics
- 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 Selection Panel may access them easily
- a list of research grants received to date
- the names and contact details (postal and e-mail addresses and telephone number) of **three** referees (not more than two from one department, and at least one from outside Oxford).

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 HR Manager, Department of Physiology, Anatomy and Genetics: [hr@dpag.ox.ac.uk](mailto:hr@dpag.ox.ac.uk)**

**The deadline for applications is 12:00 noon on 27 January 2014.**

**Interviews will be held on 21 February 2014.**

Should you have any queries about how to apply, please contact the HR Manager, Department of Physiology, Anatomy and Genetics: [julia.allen@dpag.ox.ac.uk](mailto:julia.allen@dpag.ox.ac.uk), or call 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 comprising representatives from both the Department of Physiology, Anatomy and Genetics and Brasenose 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 Brasenose 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.

# Essential Information for Applicants for the Associate Professorship of 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 university 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 2008-12, can be found at <http://www.admin.ox.ac.uk/prs/planningcycle/stratplan.shtml>.

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 about 7,000, well over a third 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](http://www.ox.ac.uk)

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 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](http://www.medsci.ox.ac.uk)

## **The Department of Physiology, Anatomy and Genetics (DPAG)**

DPAG is the largest pre-clinical department within the Division of Medical Sciences of the University of Oxford, with nearly 400 staff and students. It has a world-class reputation in both its research and teaching. In the 2008 RAE, the Department, together with the Department of Pharmacology, was rated the top pre-clinical department in the country. Its distinctive, forward-looking and integrative biomedical research programme has strengths in neuroscience, cardiovascular science, ion channels and transporters, development, endocrinology and reproduction, 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 multidisciplinary 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: <http://www.dpag.ox.ac.uk/>

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

### **Research support facilities**

The Department has state-of-the-art shared and laboratory-specific facilities, and equipment for tissue culture, histology, biochemistry and cellular and molecular biology. There are also TaqMan systems for real-time PCR analysis and facilities for transgenesis and single cell injection. Expertise in, and equipment for, DNA microarray analyses is also available. A new central vector and gene transfer laboratory has been set up recently for general use. The Department has extensive facilities for microscopy and imaging. Shared equipment includes electron microscopy, confocal laser scanning microscopy, computerised image analysis systems, computer-controlled time-lapse video microscopy, multi photon laser microscopy and several microscopes for fluorescence, phase contrast and Nomarski interference optics. There are extensive Magnetic Resonance Imaging and Spectroscopy facilities for *in vivo* investigations, and opportunities to collaborate in human MRI and fMRI studies are available. State-of-the-art facilities for carrying out animal experiments, including magnetic imaging, are available in the adjacent Biomedical Services building. In addition, the Department provides central support in photography and digital imaging, computing, and mechanical workshops.

### **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 Chair of Development and Reproduction (Professor Paul Riley). Other appointments include the Royal Society GlaxoSmithKline Research Professor (Professor Frances Ashcroft FRS), a Wellcome Principal Research Fellow (Professor

Andrew King), 26 Associate Professors (of whom 9 are Titular Professors), and 27 Research Fellows. There are approximately 140 academic-related research staff supported by external grants and over 100 graduate students are registered for higher degrees in the Department. Both the teaching and 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 new BA course in Biomedical Sciences. There are also contributions to teaching in Biochemistry, Biological Sciences, Human Sciences, Physics, and a graduate Neuroscience M.Sc. 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 1<sup>st</sup> BM qualification), including some topographical anatomy (the bulk of clinical anatomy is taught in a special course at the end of the 3rd year, before students proceed to their clinical studies). The remaining four terms are occupied by the Final Honour School (FHS) of Medical Sciences, in which each undergraduate studies, in depth, three or four themes from one of a choice of advanced options. These comprise Neuroscience; Molecular Medicine; Myocardial, Vascular & Respiratory Biology; Infection & Immunity; and Signalling in Health and Disease. Pre-clinical and biomedical sciences undergraduates also undertake an experimental or library-based dissertation which forms one paper in their Final examination; these projects are supervised by members of the academic staff.

Further information on teaching is available on: <http://www.medsci.ox.ac.uk/>

## **Brasenose College**

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

Brasenose was founded in 1509, making it one of the longest-established colleges in the University of Oxford. Across all years, there are approximately 360 undergraduates and 240 graduates. The College places academic excellence above all other considerations and is concerned to foster research as well as high-quality teaching. The Governing Body comprises the Principal and 42 Fellows, including 3 Professorial Fellows, 33 Official Fellows, of whom 31 are engaged in teaching and research, and 5 Supernumerary Fellows.

Further information can be found on the College website at [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk)

## **Medicine at Brasenose**

Science subjects allied to Medicine are very strongly established in the College. The other Tutorial Fellowship is held by Professor William James, whose research interests lie in the field of molecular pathogenesis of AIDS and neurodegenerative disease. Professor James is currently on secondment as Pro Vice Chancellor (Planning and Resources). At present, Medicine teaching is organised by Dr Paul Dennis, a Supernumerary Fellow in Pharmacology). There is also a

collaborative ('swap') arrangement with the medical tutor (Dr Jeremy Taylor) at Pembroke College for all three years of the undergraduate Medical course. In addition, Professor Paul Klenerman (Professor of Immunology and Clinical Tutor in Medicine) and Professor Philip Goulder (Director of the HIV Infection and Immune Control Group) look after the College's clinical medical students, with the help of three Honorary Lectures, who are former medical students at the College. There are two Tutorial Fellows in Chemistry, Dr Jeremy Robertson (Organic Chemistry, natural product synthesis and synthetic methodology) and Dr Mark Wilson (Physical Chemistry, development and application of potential models). The College's Tutorial Fellowship in Biology is held by Dr Owen Lewis, who specialises in biodiversity and tropical forest ecosystems. Professor Elspeth Garman is the College's Tutor for Graduates and Director of the Systems Biology Programme at the Doctoral Training Centre; and Professor Russell Foster is Supernumerary Fellow and Head of the Department of Ophthalmology. In addition, Professor Peter Somogyi, FRS, is a Senior Kurti Fellow and Director of the MRC Anatomical Neuropharmacology Unit; Professor Peter Brown is a Senior Kurti Fellow and leads Oxford's Experimental Neurology Group; and Professor Christopher Kennard is Senior Kurti Fellow and Head of the Department of Clinical Neurology. Undergraduate teaching in these Science subjects is further supported by Stipendiary Lecturers. Biochemistry teaching is provided by Dr Steve Johnson, Inorganic Chemistry teaching by Dr Vladimir Kuznetsov, Biology teaching by Dr Ada Grabowska-Zhang, and Medicine teaching by Dr Kenny Moore.

The College currently admits six undergraduates each year to read Medicine as part of the Preclinical/FHS Medical Sciences (3 year) undergraduate medical course. A decision will be made about admitting undergraduates for the (new) non-medical Biomedical Sciences course once the post under review is filled. There are currently 18 students reading Clinical Medicine, 15 graduates reading for the 2<sup>nd</sup> BM, 16 reading Biochemistry, and 13 reading Biology,. In addition there are almost 50 graduate students reading for doctorates or Masters degrees in Medical Sciences and allied disciplines.

Brasenose has a thriving Brasenose Medical Society at which both pre-clinical and clinical students mix and host an external speaker and research clusters and families in the areas of Biology, Physiology and Medicine.

The College has a strong record of results in the Final Honour School of Medical Sciences.

## **College Duties**

Please see under Duties of the post on page 2.

## **Allowances**

In addition to the College stipend, the post holder would be entitled to College accommodation (if available) or a taxable and pensionable housing allowance (currently £7,585 per annum). The College also offers a house purchase loan of up to £116,000. Tutorial Fellows receive a research allowance of £1,400 and a hospitality allowance of £266 per annum. The College also offers annual private medical insurance, which is a taxable benefit.

Brasenose operates a sabbatical leave policy whereby one Term of sabbatical leave may be taken for every six of service (up to three Terms' entitlement can be carried forward). The College is currently reviewing arrangements for funded buyouts and other forms of leave. At present, up to 50% of a College stint can be bought out for up to three years, but in the case of prestigious awards the College is prepared to consider more generous buyout terms. Further details are available from the Senior Tutor ([simon.smith@bnc.ox.ac.uk](mailto:simon.smith@bnc.ox.ac.uk)).

# **The Tutorial Fellowship: General Template of Duties**

## **Introduction**

Tutorial Fellowships represent the college side of CUF (college and University funded) and most University Lecturerships/Associate Professorships. Both forms of posts are joint appointments i.e. appointees are selected and funded jointly by the college(s) concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular colleges, where they are members of an interdisciplinary community of moderate size. In those colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds 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 key features of this unusual role, and the general expectations that colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by colleges.

## **Research and academic standing**

The colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the colleges normally provide an appropriate research environment; for all joint appointments colleges and the University jointly fund regular sabbatical research leave. The colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both an Associate Professor and a college Tutorial Fellow, and all need to be taken into account in making joint appointments.

## **Teaching and tutorial responsibility**

Those appointed to Tutorial Fellowships are obliged to perform for the college or for the benefit of the college the stint of 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 in them 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). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); 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 human qualities required to relate effectively to students and their academic and personal needs. Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their college. This normally covers the following duties:

- arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
- pastoral care of undergraduates reading the subject in question;
- monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;

- organisation of the admissions procedure for candidates applying to read the subject at the college, including interviewing and selecting students;
- writing references for students, and dispensing careers advice;
- appropriate liaison with college officers;
- recommending and selecting books for their subject area in the college library;
- delegation of responsibilities 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, and should be easily contactable through their colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods normally require consultation with and agreement from colleges.

### **Pastoral care of students**

The Oxford colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for the pastoral care of a defined group of undergraduates, and also act as college advisers to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other college officers and by professionals such as medical advisers, a counsellor or chaplain. At Brasenose College there is a well-developed system of student peer support and tutor support.

### **College administration**

Oxford colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of college Governing Bodies, the sovereign bodies of colleges. As such they are trustees as well as employees. Non-academic managerial and administrative roles are commonly performed by appropriate professionals; in Brasenose the role of Senior Tutor is held full-time, and the roles of Tutor for Graduates and Dean are performed by Tutorial Fellows for agreed limited periods (usually of several years) in return for additional stipend or partial remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the government of the college but also to take a fair turn in performing such key academic administrative offices when asked to do by their colleges. The normal expectation would be that every Tutorial Fellow would be willing to take on one of the key administrative roles at some stage in their career, but not normally in their probationary period of the first five years.

### **The wider university**

The duties of a Tutorial Fellow, whether a CUF or a University Lecturer/Associate Professor, are not confined to the college. All have an obligation to give University lectures, nearly all can expect to supervise graduate students, and all have a role in contributing to the research environment in their Faculty or Department. Furthermore, they have an obligation to contribute both to discussion and to the exercise of functions at Faculty, Sub-faculty and Departmental level: to participate in debates, for instance, on the syllabus in the light of their tutorial experience, and to revise their tutorial practice in the light of discussion with colleagues in other subjects. University examining is an important part of a tutorial fellow's duties. 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.

## **Standard Terms and Conditions**

All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.

### **Salary, benefits and pension**

The successful candidate will be appointed on the Oxford scale for Associate Professors (grade 30S: see the table on page 14 for details, including the breakdown of salary between the University and the College). Associate Professors appointed below the top of this range will receive annual increments until they reach the top point.

Additional remuneration is currently paid to those undertaking examining and graduate supervision.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>

### **Length of appointment**

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retiring age, 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 the retiring age.

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.

### **Sabbatical leave and outside commitments**

All associate professors may apply for sabbatical leave to allow them to focus on their 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.

Associate Professors may also 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. See <http://www.admin.ox.ac.uk/ps/staff/codes/outsidecov.shtml>. 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. See <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

### **Family support**

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Details are available on the website at <http://www.admin.ox.ac.uk/ps/staff/family/> and <http://www.admin.ox.ac.uk/ps/staff/academic/matleave.shtml>.

All staff are eligible to apply to use the University nurseries (although there is a long 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/ps/staff/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/ps/staff/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.

See also: <http://www.ind.homeoffice.gov.uk/workingintheuk/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 post<sup>1</sup> 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>).

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<sup>1</sup> 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).

<b>Associate Professors Salary Scale Grade 10a (30S)</b>				
<b>National Spine Point</b>	<b>Associate Professor Scale Point</b>	<b>University Salary</b>	<b>Notional College Contribution</b>	<b>Model Combined Annual Salary</b>
52	11	£49,264	£9,475	£58,739
51	10	£47,832	£9,199	£57,031
50	9	£46,443	£8,932	£55,375
49	8	£45,093	£8,672	£53,765
48	7	£43,783	£8,421	£52,204
47	6	£42,512	£8,176	£50,688
46	5	£41,277	£7,939	£49,216
45	4	£40,079	£7,708	£47,787
44	3	£38,916	£7,484	£46,400
43	2	£37,786	£7,267	£45,053
42	1	£36,689	£7,056	£43,745