



DEPARTMENT OF  
SOCIOLOGY



## Job Description and Person Specification

<b>Post</b>	Associate Professorship of Social Demography
<b>Department/Faculty</b>	Department of Sociology and School of Anthropology and Museum Ethnography (SAME)
<b>Division</b>	Social Sciences
<b>College</b>	Nuffield College
<b>Contract type</b>	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
<b>Salary</b>	Grade 10a (36S) Salary from £45,562 per annum plus additional benefits (including the College's Academic Responsibility Allowance of £21,915 per annum as detailed below. Associate Professors who are awarded the title of full professor may receive from the University an additional salary payment of £2,655 per annum)

### Overview of the post

The Department of Sociology and the School of Anthropology and Museum Ethnography (SAME) seek to make a joint appointment to an Associate Professor of Social Demography in association with a Professorial (non-tutorial) Fellowship at Nuffield College. The successful candidate will be expected to undertake advanced, internationally excellent research in social demography; to teach and to supervise at the undergraduate and graduate levels; to contribute to admissions, examining, and assessment, and to contribute fully to academic administration in both University units and the College. The post-holder will be based in the Department of Sociology and Nuffield College, and will also have access to teaching facilities at both units and the College.

This position is full-time and, subject to successful completion of the probationary period, permanent.

The post is tenable from the start of 2017/18 academic year or as soon as possible thereafter and applications from those at an early, mid, or advanced career stage are welcomed.



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.

Queries about the post should be addressed to Professor Melinda Mills, Head of Sociology, at [melinda.mills@sociology.ox.ac.uk](mailto:melinda.mills@sociology.ox.ac.uk) or telephone: +44 (0) 1865 286181, Professor David Gellner, Head of SAME, at [david.gellner@anthro.ox.ac.uk](mailto:david.gellner@anthro.ox.ac.uk) or telephone: +44 (0) 1865 274674, or to Sir Andrew Dilnot, Warden of Nuffield College, at [andrew.dilnot@nuffield.ox.ac.uk](mailto:andrew.dilnot@nuffield.ox.ac.uk).

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

## 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 running of Nuffield College as a member of the Governing Body and a trustee of the College.

The main duties of the post are as follows:

### University Duties

- To engage in advanced study and internationally excellent research and to collaborate in research programmes of the Department and the School and contribute to their international reputation for research excellence;
- To disseminate research through publication in high impact journals, participation in international conferences and seminars, and through other media;
- To contribute to the Department and the School curricula, both graduate and undergraduate, in the area of Demography;
- To participate in the teaching and supervision of undergraduate and graduate students in Demography under the direction of the Head of Department/School, the Directors of Graduate Studies and the relevant Course Directors;
- To co-operate in the administrative work of the Department/School in both term and vacation under the direction of the Head of the Department/School;
- To engage in University examining;
- To secure research funding to support the Department's and the School's research activities;
- To identify new areas of research, preparing proposals and raising funds for major new research projects;
- To engage in knowledge exchange with a wide range of policy makers, practitioners and other non-academic stakeholders.

Teaching and supervising will include specifically:

### *In the School of Anthropology and Museum Ethnography*

- Demography teaching and examining for the BA in Human Sciences, as well as administration both for the demography element and more generally
- Contributions towards teaching and supervision, as appropriate, at Master's and DPhil levels within SAME.

### *In the Department of Sociology*

- Contributing towards the teaching in the MPhil of Sociology and Demography, including the Demographic Analysis Course
- MSc, MPhil and DPhil supervision

### **Teaching duties**

The Department and the School use 'stint units' to measure teaching and supervision contributions up to a maximum of 288 teaching units per year. The amount of teaching normally must not exceed an average of 288 teaching units<sup>1</sup> per year without approval by the divisional board.

### **College Duties**

In addition to the duties relating to the University side of the post, the appointee will also be required to perform the College duties outlined below:

- To play an active part in the academic and research life of the College, for example by organising seminars, workshops and other academic activities and events;
- To contribute to the recruitment, admission, and training of high calibre graduate students;
- To act as College supervisor for Nuffield students and mentor for postdocs and incoming academic staff as requested; College supervisors are expected to meet with their supervisees during the course of each term and to write progress reports at the end of each term;
- To contribute to the governance and academic strategy of the College through membership of the College's Governing Body as a charity trustee and other committees, as appropriate.

### **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 both male and female committee members wherever possible.

The successful candidate will demonstrate the following:

#### ***Essential Criteria***

- The attainment of a doctorate in a relevant subject area; candidates must have received the doctorate before 1 October 2017, or at least have submitted a completed doctoral dissertation for examination by that date;
- A record of research achievement at an internationally excellent level in social demography, as evidenced by world-class publications and innovative research projects; and a proven ability to contribute to the Department and the School's research culture and output;
- Excellence, or the potential for excellence, in teaching in the required areas;

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<sup>1</sup> One hour paired tutorial, 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally. This tariff is subject to local variation.

For the Department of Sociology:

- . Demographic Analysis; Life Course Research
- . Advanced Quantitative Methods
- . Any substantive topic of research

For the Department of Anthropology:

- . Population problems and processes
- . Demographic methods
- . Comparative demographic systems
- . Quantitative methods

- The ability to relate well and appropriately to high-achieving and challenging students in tutorial teaching, in graduate supervision and in pastoral situations;
- The ability to supervise advanced research students in demography as well as in other areas of the post-holder's fields of expertise;
- Good oral communication skills; evidence of communication, interpersonal, time management and organisational skills necessary to undertake Department, School, University and College administration, and to co-operate in Department, School, University and College affairs;
- The skills and commitment to contribute effectively to the administration and management of the Department and the School as leading centres of teaching and research.

### ***Desirable Criteria***

- A record of success in obtaining research funding;
- A record of success in leading research teams.

## **How to apply**

To apply, click on the **Apply Now** button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

- You're CV, including a full list of publications, details of teaching experience and a statement of research interests (maximum 6 pages).
- A covering letter or statement of research interest explaining how you meet the criteria set out above (maximum 2 pages).
- The names and contact details (postal and e-mail addresses and telephone number) of three referees whom you have asked to submit confidential reference letters. **Please ensure that your referees send their letters by the stated deadline for applications. References should be sent to Jane Greig ([jane.greig@sociology.ox.ac.uk](mailto:jane.greig@sociology.ox.ac.uk)).**

If you would prefer a referee or referees to supply their reference 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.

Candidates are advised that any material exceeding the requirements set out here will not be seen by the committee.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications and references must be received by **12.00 noon on Thursday, 13 April 2017**. 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.

All shortlisted candidates will be interviewed and asked to make a short presentation of some aspect of their research to an audience of committee, Department, School and College members as part of the interview. They will also be asked to give a teaching presentation and to submit writing samples that are illustrative of their research that is relevant to this position. **Further materials may be requested from candidates who are short-listed.** Interviews are planned for Tuesday, 23 May 2017.

Applications for this post will be considered by a selection committee containing representatives from the School of Anthropology and Museum Ethnography, the Department of Sociology, the Social Sciences Division and Nuffield 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 Social Sciences divisional board and the Governing Body of Nuffield 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.

Reasonable interview expenses will be reimbursed.

Should you have any queries about how to apply, please contact Jane Greig, Personnel Administrator, at the Department of Sociology ([jane.greig@sociology.ox.ac.uk](mailto:jane.greig@sociology.ox.ac.uk)).

## Essential Information for Applicants for the Associate Professorship of Social Demography

### 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 [www.ox.ac.uk/about/organisation/strategic-plan](http://www.ox.ac.uk/about/organisation/strategic-plan).

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 over 10,000, over 45% of 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 Social Sciences Division**

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.



The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

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

## **The Department of Sociology**

Sociology at Oxford has a strong analytical, empirical and comparative orientation. Focus is on developing and testing theories that engage with real world problems. Particular strengths include the statistical analysis of social surveys, social demography, collection, management and analysis of complex datasets, the development of rational choice theory, microsocial experiments and simulation studies. The Department of Sociology was established in 1999 to provide a renewed focus for sociological research and teaching in the University.

The international reputation of Oxford Sociology remains widely recognised. Sociology is currently ranked fourth in the world (and first in Europe) according to QS Rankings by Subject 2015 and 2016. It has five Fellows of the British Academy and has been highly successful, given its size, in generating external research income. Oxford has a long and distinguished history of sociological research.

As well as undertaking cutting-edge research, the Department carries out the full range of postgraduate teaching and research, provides teaching and support for undergraduate courses administered by other departments, and has about 60 staff and around 100 graduate students and academic visitors.

The Department offers two taught courses: a one-year MSc in Sociology and a two-year MPhil in Sociology and Demography, which together have an intake of about 30 students per year. In addition, about 15 doctoral students are admitted each year. The Department of Sociology also offers teaching for the undergraduate degree programmes in Human Sciences, and Philosophy, Politics and Economics (PPE).

Academic staff have access to the Social Sciences library, which is housed with the department in the Manor Road Building and also to the library in Nuffield College. The College also maintains a data library, a key resource with dedicated specialist staffing. There is a very strong research culture within the Department, with two weekly Sociology seminar series running during term.

For more information, please visit our web-site at [www.sociology.ox.ac.uk](http://www.sociology.ox.ac.uk)

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award.

## **The School of Anthropology and Museum Ethnography**

SAME is renowned for its contributions to anthropological theory, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. Home to over sixty members of academic staff and researchers, over a

hundred doctoral students, nine Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most vibrant centres for teaching and research in the discipline. In recent years it has also become known as a centre for medical anthropology, for migration studies, and for cognitive and evolutionary anthropology.

Academically and organizationally the School of Anthropology and Museum Ethnography comprises the Institute of Social and Cultural Anthropology (ISCA), the Centre on Migration Policy and Society (COMPAS), the Institute of Human Sciences (IHS), the Institute of Cognitive and Evolutionary Anthropology (ICEA), the Institute for Science, Innovation and Society (InSIS) and also aspects of the academic side of the Pitt Rivers Museum (PRM, which is governed through the University's Academic Services and University Collections Group). ICEA includes the Centre for Anthropology and Mind (CAM).

The Human Sciences BA degree course considers humans as a biological, social and cultural species, and provides a challenging alternative to some of the more traditional courses offered at Oxford. The degree offers an inter-disciplinary academic training that enables students to study humans from the contrasting perspectives of the biological and social sciences and to make connections between them. Underlying Human Sciences is a recognition that it is important to build bridges between the various human sciences at a time when advances in genetics, evolutionary biology and the social sciences need to be applied to the problems of a rapidly changing world.

More information about the School can be found at [www.anthro.ox.ac.uk](http://www.anthro.ox.ac.uk).

## **Nuffield College**

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

Nuffield College is a graduate college within the University of Oxford which was founded in 1937 and specialises in the Social Sciences, particularly Economics and Economic History; Politics and International Relations; and Sociology, including Social Policy and Social History. It aims to be one of the world's outstanding social science institutions, providing a stimulating research-orientated environment for postgraduate students, research fellows, and senior academics and promoting, according to its Charter, "the study by co-operation between academic and non-academic persons of social (including economic and political) problems". About 30 students are admitted each year with a total student body of about 100, for many of whom the College provides financial support in the form of studentships. In addition in 2016/17 the College has 41 Research Fellows (of whom 22 are College-funded Prize Postdoctoral Fellows), 36 permanent academic Fellows (of whom 8 are College-funded Official Fellows), 25 non-academic Visiting Fellows drawn from the world of business, industry, politics and administration; and a number of Research Officers working on research projects run by the College's Fellows.

Nuffield College has been – and continues to be – the source of some of the major research developments in social science. These include the British Election Studies and the major programme of research on Social Mobility in Britain. It was the birthplace of the "Oxford School" of Industrial Relations; it pioneered the development of cost benefit analysis for developing countries; and it has made a major contribution to the methodology of econometrics. At the moment the College hosts three research centres: the Centre for Experimental Social Sciences (CESS); the Centre for Social Investigation (CSI); and the Gwilym Gibbon Unit for Public Policy Research (see further information below).



### *Sociology at Nuffield College*

The College has the largest number of sociologists in any college in Oxford, including the two University Chairs in Sociology. The principal research expertise of the Nuffield sociologists lies in the areas of family and life course sociology, demography, political sociology, sociology of education, social networks, social stratification, the sociology of labour markets, pro-social behaviour, sociology of religion, and medical sociology. The group is particularly strong in quantitative sociology and the development and empirical testing of middle-range social-science theories.

### *Professorial Fellowships at Nuffield College*

The Associate Professor of Social Demography will be elected to a Professorial (non-tutorial) Fellowship at Nuffield College. Professorial Fellowships are typically linked with tenure-track academic positions within the University of Oxford (joint appointments), at the level of either associate or full professor. The postholders are expected to engage in advanced study and research in their field of expertise, falling within the research areas of the College; to provide supervision and academic support for graduate students; to participate actively in the intellectual life of the College; and to take part in College governance. Professorial Fellows are expected to be members of the College's Governing Body (subject to appointment as a charity trustee). Governing Body Fellows are ex officio trustees of the charity which is "The Warden and Fellows of Nuffield College in the University of Oxford".

### *College benefits*

The successful candidate will receive the following benefits that are normally associated with Professorial Fellowships at Nuffield College (2016/17 rates):

- Academic Responsibility Allowance: £21,915 per annum (pensionable and taxable, paid directly to the Fellow; the rate is reviewed each August).
- Research Allowance: Up to £12,629 per annum, refunded against specific, approved research-related expenditure, and therefore not taxable.
- Entertainment Allowance: £599 per annum.
- Start-up allowance: Up to £5,258 available in the Fellow's first year to assist with set-up costs, such as IT and other office equipment.
- Option to join the College's private health insurance scheme. Further details about the scheme are available on request.
- Option to join the College's Housing Scheme for Fellows, designed to assist with the purchase of a dwelling in the Oxford area. Further details about the scheme are available on request.

Professorial Fellows are provided with a room in College and relevant IT equipment and software for the duration of the Fellowship; they are entitled to Common Table meals (i.e. free lunches and dinners in College, including High Table) and are members of the College's Senior Common Room (subscription fees payable).

### *Research Facilities in College*

The size and specialised nature of the College enable its members to work closely with one another in a stimulating and research-orientated environment. A 'critical mass' of students and Fellows working in the social sciences and related disciplines is helpful both in terms of facilities and of intellectual activity, such as the active seminar and conference programme.

The College Library is one of the finest in the social sciences and functions as a research library, reflecting the academic interests of the Fellows. The Library is open shelf and accessible 24 hours

a day. Fellows also have access to all the facilities of the Bodleian Library, including full-text access to nearly all journals in the social sciences.

The College has an Information Systems Department to serve the computing needs of Fellows.

The College provides facilities and grants for Fellows to invite academic visitors to the College to enable them to carry out collaborative work.

### *Research Centres in Nuffield College*

The College currently hosts three research centres, focusing on different aspects of and approaches to the study of social sciences:

The Centre for Experimental Social Sciences (CESS) was established to promote and facilitate experimental research by social scientists in Oxford. The CESS offers an on-site laboratory with 25 computer stations, and maintains a large subject pool. The facilities are designed to support a wide range of experiments. The CESS also maintains an online panel of UK residents, and provides supports for fielding online survey experiments. Fellows are eligible to conduct lab and online experiments at a discounted rate subsidised by the College and the Social Science Division. The CESS has a regular seminar series that highlights the work of renowned scholars employing experimental methods. Periodic workshops held by the CESS provide training for researchers in experimental research design, experimental data analysis, and programming languages (including ztree and Qualtrics). More information on CESS is available at <http://cess-web.nuff.ox.ac.uk>.

The Centre for Social Investigation (CSI) is an interdisciplinary research programme; in keeping with the College's Charter which emphasizes "the study by co-operation between academic and non-academic persons of social (including economic and political) problems", the Centre aims to address contemporary social issues of public interest and to engage with policy-makers and the public more generally, carrying out authoritative, non-partisan research on central social issues which draws upon expertise in economics, politics and sociology and related disciplines such as social policy. The Centre seeks to establish itself as an independent and rigorous source of information and analysis of contemporary social issues, communicated in an accessible way to nontechnical audiences, in addition to publishing technical work for academic audiences. Professor Anthony Heath serves as Director for the CSI, assisted by post-doctoral researchers. The Centre also hopes to attract a body of non-stipendiary associates to participate in its activities, and, once the Centre is fully established, to offer secondments from government or business.

The Gwilym Gibbon Unit for Public Policy Research has been established with the aim of bridging academia and public affairs through the provision of rigorous academic analysis of public policy issues (mainly in the UK). The Unit is directed by Professor Iain McLean and undertakes research in response to calls for evidence from parliamentary bodies and government or as part of externally funded research projects. The Unit currently undertakes research in resource allocation in policing in Great Britain, funded by the Chartered Institute of Public Finance and Accountancy.

**These further particulars relating to Nuffield College do not constitute a contract.**

# Standard Terms and Conditions

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

The successful candidate will be appointed on the Oxford scale for associate professors with non-tutorial college fellowships (from £45,562).

Those appointed below the top of this 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 £2,655 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 £3,466 to £79,080 (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.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/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 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.

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/).

## ***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 [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/). Guidance on ownership of intellectual property ([www.admin.ox.ac.uk/statutes/regulations/182-](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/)) is also available on the university website.

### **Membership of Congregation**

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at [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).

### **Relocation expenses**

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

### **Family support**

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

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 [www.admin.ox.ac.uk/eop/childcare/](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 [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

Information for parents and carers is available at [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/).

### **Facilities and services**

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

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/).

The University of Oxford Newcomers Club [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/) is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and meet people in Oxford.

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

### **BUPA-Eduhealth**

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families; see [eduhealth.co.uk/mini-site/](http://eduhealth.co.uk/mini-site/).

### **Transport Schemes**

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

## ***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.

## ***Right to work in the UK***

The appointment will be subject to 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 [www.gov.uk/tier-2-general/overview](http://www.gov.uk/tier-2-general/overview).

## ***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.

## ***Pre-employment screening***

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## ***Data Protection***

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>2</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 [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

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<sup>2</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 six months after the employer has ceased sponsoring the migrant.