



**MATHEMATICAL INSTITUTE**  
ANDREW WILES BUILDING

### ***Job Description and Selection Criteria***

<b>Post</b>	Associate Professorship (or Professorship) of Number Theory
<b>Department</b>	Mathematics
<b>Division</b>	Mathematical, Physical and Life Sciences
<b>College</b>	Merton College
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Combined University and College salary from £48,114 p.a. plus substantial additional benefits including either a household allowance of £20,000 p.a. and access to a Joint Equity scheme, or single accommodation in College free of rent and a Residence Allowance of £1,256 p.a., or rent-free house or flat accommodation and household allowance of £2,512 p.a.; a research expenses allowance of up to £3,800 p.a.; a taxable entertainment allowance of £450 p.a.; private medical cover; and a tutorial allowance of £3,000 p.a. An additional allowance of £2,804 p.a. would be payable upon award of Full Professor title.
<b>Vacancy number</b>	146034

#### **1. Overview of the post**

Applications are invited for the post of Associate Professor of Number Theory to be held in the Mathematical Institute (as the University's Department of Mathematics is known), from 1 September 2021 or as soon as possible thereafter.

This is a joint appointment between the University and Merton College and the successful candidate will be appointed to a Tutorial Fellowship at Merton College. Although there are separate employment contracts, they combine to make a single appointment with the duties split as described below. This level of appointment is the standard faculty position in the Mathematical Institute and in the College; it is held by a large majority of the permanent staff, many of whom bear the title of full professor. The combined University and College salary scale has a minimum point of £48,114 per annum. In addition, the College pays substantial allowances as detailed in Section 6.3 below.

The successful candidate must have a doctorate in mathematics or a closely related subject and a record of outstanding research in Algebraic Number Theory. They will complement, enhance and diversify existing strengths in the Number Theory group as well as other nearby groups in the Mathematical Institute.

The appointee will be expected to have the ability to teach effectively over a wide range of topics in the undergraduate mathematics syllabus at Oxford, in tutorials, classes and lectures.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Ben Green (<mailto:ben.green@maths.ox.ac.uk>). All enquiries will be treated in strict confidence and will not form part of the selection decision.

As part of Oxford's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and minority ethnic candidates, who are under-represented in academic posts at Oxford. More information about our commitments to good practice and equality of opportunities can be found below in sections 5.1 and 5.3.

## 2. The role of Associate Professor at Oxford

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

Associate Professors are full members of University departments and college Governing Bodies, playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

## 3. Duties of the post

For the **University**, the post-holder will be expected:

### *Research*

- to engage in original research in the field of Algebraic Number Theory;
- to secure research funding and engage in the management of research projects;

- to disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.

#### *Teaching*

- to carry out teaching at undergraduate and graduate level including lectures, classes, and project supervision, under the direction of the Head of Department. The requirement will normally be:
  - to give not fewer than thirty-two lectures in each academic year;
  - to contribute not less than one set of classes per annum to the Inter-Collegiate Class Scheme (this scheme delivers the teaching in the third and fourth years of the undergraduate courses), or to make an equivalent contribution elsewhere.
- to supervise research students.

#### *Examining*

- to take part in University examining as and when requested to do so.

#### *Administration*

- to participate in the administration of the department as and when requested by the Head of Department.
- to take part in the administration and governance of the College by participation in the Governing Body and other committees.

For the **College**, the post-holder will be expected:

- to engage in advanced study and research;
- to give six hours per week of tutorials during the eight weeks of full term, averaged over the year;
- to share responsibility for the teaching and organisation of Mathematics within the College, including setting and marking internal college examinations, monitoring and reporting on student progress, and arranging specialist teaching where needed, with a focus on the algebraic part of our undergraduate courses, which currently include first-year courses on linear algebra, groups and group action, and second-year courses on linear algebra, rings and modules, topology, group theory, number theory and projective geometry;
  - to have responsibility for the pastoral care for undergraduate students;
  - to act as college adviser for graduate students;
  - to take part in the College's admissions procedures;
  - to take part in the administration of the College, to serve as a Trustee, and to participate fully in the Governing Body and other committee work of the College.
- to undertake Tutorial Responsibilities as further detailed in Section 5.4(2) of this document.

## **4. Selection criteria**

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

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

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

**The successful candidate will demonstrate the following.**

*Essential*

- (a) A doctorate in mathematics or a closely related subject;
- (b) The proven ability and/or potential to carry out high-quality independent research at an international level in some part of Algebraic Number Theory, broadly understood (to include, for instance, arithmetic geometry and the Langlands Programme). This should be evidenced by publications in leading international journals and international research collaborations;
- (c) The ability to attract research funding, with evidence (commensurate with career stage) of an excellent track record in obtaining research grants;
- (d) The ability to communicate and disseminate research, as evidenced, for example, by invitations to and participation in conferences, seminars and research workshops;
- (e) A demonstrated ability to teach effectively, in particular:
  - in undergraduate and graduate lectures, not exclusively in the area of their research expertise;
  - in problem classes or small groups on a broad range of topics in the undergraduate mathematics syllabus;
- (f) The ability to supervise graduate students;
- (g) The interpersonal and teaching skills necessary for tutorial teaching and the pastoral care of students;
- (h) The ability and willingness to undertake a full range of administrative duties both within the department and the College, and to work constructively with colleagues at all levels.

## **5. How to apply**

To apply, visit the academic vacancies page, click on the relevant post title, then click on the Apply Now button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them if required. Note that the University will only contact referees if references have not been received by the closing date, as requested in the further details below.

You will also be asked to upload a full CV and publications list, a statement of research interests, a description of teaching experience and a covering letter or statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please also give details of the names and contact details (postal, e-mail address and telephone number) of **three** referees (not more than two of whom should be from the same institution and at least one of whom should be from outside Oxford University).

**Reference letters form an important part of your application and it is your responsibility to ask all three of your referees to send their reference to [vacancies@maths.ox.ac.uk](mailto:vacancies@maths.ox.ac.uk) by the closing date. The University will also assume that it is free to approach your referees at any stage unless your application specifies otherwise, but the onus is on you to have the letters sent.**

Exceptionally, if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final shortlist, then you must state this in your application, alongside the details of the relevant referee(s). You must provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <http://edu.admin.ox.ac.uk/disability-support> for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <http://www.accessguide.ox.ac.uk/>.

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Please upload all documents **as PDF files** with your name and the document type in the filename, for example Smith\_CV.pdf. You should upload

1. Your full CV
2. List of Publications
3. Statement of Research Interests
4. Statement of Teaching experience
5. Supporting Statement

All applications must be received by **12.00 noon (UK time) on Friday 30 October 2020**. Shortlisted candidates will be invited to a three-day selection process, which is anticipated to take place week commencing Monday 30 November 2020 (see below for further information about the process).

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 <http://hrsystems.admin.ox.ac.uk/recruitment-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.

Queries about the post should be addressed to the Recruitment Coordinator at [vacancies@maths.ox.ac.uk](mailto:vacancies@maths.ox.ac.uk) or telephone: +44 (0) 1865 273518.

**Due to the prevailing circumstances and uncertainty surrounding COVID-19, we are planning for the selection process for this position to take place remotely via Microsoft Teams. The process will take place on Tuesday 1, Wednesday 2 and Thursday 3 December 2020, and candidates should make sure that they are available on all three days. Successful candidates will be contacted following the shortlisting process with further instructions and the links to virtual meeting rooms. Should you have any queries in the interim regarding how the selection process will be conducted, please contact the Recruitment Coordinator at [vacancies@maths.ox.ac.uk](mailto:vacancies@maths.ox.ac.uk).**

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview. The shortlisted candidates will also undertake a teaching-related exercise with current mathematics students.

## 5.1 The Mathematical Institute

The Mathematical Institute, as Oxford's Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages ([www.maths.ox.ac.uk](http://www.maths.ox.ac.uk)) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute ([www.maths.ox.ac.uk/research](http://www.maths.ox.ac.uk/research)). The range of our research interests is well reflected by the profile of our faculty as listed at [www.maths.ox.ac.uk/people](http://www.maths.ox.ac.uk/people). Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at [www.maths.ox.ac.uk/news/awards-and-prizes](http://www.maths.ox.ac.uk/news/awards-and-prizes).

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University's Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small laboratory for carrying out table-top experiments. For more information, see [www.maths.ox.ac.uk/about-us](http://www.maths.ox.ac.uk/about-us).

Teaching is central to the life of the Mathematical Institute and we have around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master's degree courses, and have over 250 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and

to advancing women's careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Good Practice Committee<sup>1</sup> contributes to many aspects of our work, see [www.maths.ox.ac.uk/members/good-practice](http://www.maths.ox.ac.uk/members/good-practice). As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

## 5.2 Number Theory in Oxford

The Number Theory group at the Institute consists of Victor Flynn, Francis Brown, Ben Green (Head of Group), Alan Lauder, James Maynard, Tom Sanders and Vicky Neale. Andrew Wiles joined the group in October 2011. Jon Keating, who joined the department in October 2019 has strong links to the Number Theory group, as does Jonathan Pila, who also has interests in Mathematical Logic. The group also includes Martin Taylor, formerly Warden of Merton College, and emeritus professors Roger Heath-Brown and Bryan Birch.

In addition to the faculty there are, at any one time, several DPhil students and post-docs. There is a weekly seminar, the topic of which is divided roughly equally between analytic and algebraic number theory. These seminars are frequently attended by members of other research groups including algebra, combinatorics, geometry, logic and mathematical physics.

See <http://www.maths.ox.ac.uk/research> for more details of research groups in the Mathematical Institute.

## 5.3 The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in world rankings, with Oxford's Mathematical, physical and life sciences research judged best in the country according to the 2014 REF assessment exercise carried out by the Higher Education Funding Council for England (HEFCE).

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career

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<sup>1</sup> The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme ([www.lms.ac.uk/women/good-practice-scheme](http://www.lms.ac.uk/women/good-practice-scheme)). We have held an Athena SWAN Bronze Award since 2013, upgraded to Silver in 2017.

researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal ([www.oxfordsparks.ox.ac.uk](http://www.oxfordsparks.ox.ac.uk)) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk)

## **5.4 Merton College**

Oxford has 38 self-governing and independent Colleges, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as 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.

Merton College was founded in 1264 and is one of the oldest colleges in Oxford. It has a strong commitment to excellence in research and teaching across a range of subjects in the Sciences, Humanities, and Social Sciences. The College community currently comprises around 580 students (300 undergraduate and 280 graduates), some 70 Fellows, 40 other academic staff, and over 100 members of support staff. The college strives to create a diverse, inclusive and supportive community in which its students can thrive.

Merton is firmly committed to supporting its Fellows' research by means of research funding and generous Visiting Research Fellow and Visiting Scholar schemes. Merton is also a family-friendly employer.

### **1. Mathematics at Merton**

Mathematics has a long and strong tradition at Merton which includes such figures as Thomas Bradwardine (c. 1321), Henry Savile (d. 1622) and Professor Sir Andrew Wiles, Regius Professor in Mathematics. Undergraduate performance in public examinations typically exceeds the University average. The post therefore offers the opportunity to teach some of the best mathematics students in Oxford.

Merton College admits undergraduates reading for the 3- and 4-year degrees in Mathematics, Mathematics and Computer Science, Mathematics and Statistics, and Mathematics and Philosophy.

The College typically takes 6 students per year for the single honours school of Mathematics and a further 2 in the Joint schools, resulting in approximately 30 undergraduates studying on course at any one time. Many of the College's students proceed to the optional fourth year of these degrees and Merton students have an outstanding record of performance in Finals, with undergraduates frequently being awarded university prizes in recognition of their excellence.

The post holder will join a team of three Tutors in Mathematics at Merton along with Radek Erban and Alex Scott. The College also employs a permanent Stipendiary Lecturer in Statistics (Mihai Cucuringu) and a Junior Research Fellow in Mathematics (Lukas Brantner). The successful candidate will also work closely with Tutors in the joint degrees: Computer Science (Luke Ong); Philosophy (Simon Saunders); and for the Mathematics & Theoretical Physics 4th year option (Simon Hooker, Alan Barr and Alex Schekochihin). Ulrike Tillmann and Ehud Hrushovski are Professorial Fellows of the College.

For information on Fellows of Merton, see: <https://www.merton.ox.ac.uk/fellows>.

Merton's mathematical community hosts a variety of academic and social events through the year, including talks, teas and a subject dinner organised by the active student-run Mathematical Society.

Merton College has a large cohort of around 17 postgraduate students studying Masters degrees and doctorates in mathematics and related subjects, including some taught through doctoral training centres. Many of Merton's postgraduates act as mentors to the undergraduates or otherwise get involved in teaching.

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

## **2. Tutorial Responsibilities of the Tutor in Mathematics at Merton**

The main responsibilities of the Tutor will be as follows:

- (a) To engage in advanced study and research;
- (b) To deliver high-quality tutorial teaching in Mathematics for up to an average of six hours per week in each week of full term, including the timely provision of feedback on students' work. Merton applies a weighted hours scheme so the contact hours may be lower than six, depending on tutorial group size;
- (c) To participate fully in College Admissions procedures, including having shared responsibility for undergraduate admission to degrees in Mathematics and the Joint Schools and to assist with access and outreach activities (including College Open Days) to attract high-quality candidates for Mathematics from a wide variety of schools;
- (d) To undertake the normal duties of a college Tutor, which include coordinating, setting and marking the College's internal examinations ('Collections'), monitoring student progress, writing termly reports on students' work, attending student progress meetings with the Warden, writing references, and organising, where necessary, teaching by specialist colleagues in other colleges;
- (e) To take responsibility for pastoral care of undergraduate students studying Mathematics and the Joint Schools in the College, including acting as Director of Studies to some;
- (f) To advise the College on the admission of graduates and to act as College Adviser for graduate students (a supporting role distinct from doctoral supervision);

- (g) To serve as a Trustee of Merton College, an education charity, and to participate fully in the administrative work of the College, including attendance at Governing Body meetings, service on College committees (including Warden and Tutors' Committee), and taking on College offices. Trustees have the duty to ensure that the charitable objects of the College are observed and fulfilled and to comply with charity law and regulation.
- (h) To attend and participate in certain college events and activities, including the Admissions Dinner and Shrove Tuesday Dinner.

### **Equality of Opportunity**

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

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

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

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

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

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

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

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

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

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

More information on benefits available to all University staff is available on page 16.

### ***Salary***

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe.

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

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department may be eligible for additional payments.

### ***Pension***

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <http://finance.web.ox.ac.uk/uss>

### ***Sabbatical leave***

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

### ***Outside commitments***

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <http://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and managing conflicts of interest  
<http://researchsupport.admin.ox.ac.uk/governance/integrity>

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

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

See [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance)

and <http://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

### ***Family support***

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

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

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>

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

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

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

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

### ***Relocation***

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

### ***Promoting diversity***

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

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

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

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

<https://hr.admin.ox.ac.uk/staff-benefits>

<https://hr.admin.ox.ac.uk/discounts>

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

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://www.jobs.ox.ac.uk/pre-employment-checks>

### ***Length of appointment***

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>

### ***Data Privacy***

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## **6.3 College Benefits, Terms and Conditions**

The College component of the salary will be on the scale for Associate Professors, as detailed in the Further Particulars. Tutors appointed below the top of this range will receive annual increments to their College stipend until they reach the top point.

(i) Every Fellow has the right to free meals at the Common Table of the College when the kitchens are open;

(ii) A Tutor who wishes to live in College may be provided with single accommodation in College free of rent, and will receive a Residence Allowance of £1,256 p.a.;

(iii) A Tutor who does not live in any accommodation provided by the College will receive a Household Allowance of £20,000 p.a.;

(iv) The College has some houses of its own which are designated as 'Tutors' Houses' but there is no guarantee that such a house will be available. However, the College will provide a flat or small house near the College on a temporary basis, i.e. for up to the first five years of appointment, if that is desired. Both categories of accommodation are provided rent-free and the Tutor will receive a household allowance of £2,512 p.a.;

(v) The College operates a joint equity scheme limited to 50% of the value of the property or £500,000, whichever is the smaller;

- (vi) A Tutor will be provided with a teaching room in College;
- (vii) A Tutor will be enrolled as a member of the Universities Superannuation Scheme but may opt out;
- (viii) The College insures Fellows, cohabiting partners, and dependent children under the age of 21, with a Medical Insurance Company free of charge (the premium is assessable as a taxable benefit);
- (ix) The Tutor may apply for up to £3,800 p.a. of qualifying research expenses;
- (x) The Tutor receives a Tutorial Allowance of £3,000 p.a.;
- (xi) A Tutor receives a taxable entertainment allowance of £450 p.a.;
- (xii) The Tutor will be eligible for sabbatical and other leave in accordance with the College Bylaws applying from time to time. The College's sabbatical leave scheme normally allows for leave of absence on full pay for one term in every seven terms of qualifying service provided that satisfactory alternative teaching arrangements are made, and also that, if the Tutor holds any office of profit during the period of his or her leave, the Governing Body shall have power to revise or discontinue his or her stipend as Tutor for that period;
- (xiii) The College provides for sick leave and maternity and parental leave on the same basis as the University (see above);
- (xiv) The College pays relocation expenses on the same basis as the University, with any allowable relocation expenses shared between the University and the College in proportion to the stipend paid by each;
- (xv) The appointment will be for five years initially. The first five-year period will be probationary. At the expiration of the initial five-year period, a Tutor may be appointed until retirement, having met the criteria for re-appointment in accordance with College Bylaws. The procedure, which is complementary to, but separate from, that described in the University's Further Particulars, is that a Tutor shall submit to the Senior Tutor a report on his or her activities since appointment under the three headings of teaching; research and publication; and College and University administration. The College shall ask for a report from the Department concerned. Re-election to a Fellowship is subsequently reviewed by the College every seven years in accordance with the College's Statutes and Bylaws.
- (xvi) The College is aligned with the University on EJRA.
- (xvii) The appointment is conditional on verification of the successful candidate's availability for employment in the United Kingdom.
- (xviii) A notice period of at least three months, to include one complete Full Term is required. Sundry other information concerning both academic facilities is contained in a Handbook for new Fellows, available from the Senior Tutor, Dr Jane Gover, [senior.tutor@merton.ox.ac.uk](mailto:senior.tutor@merton.ox.ac.uk) (01865 286505).

## **6.4 Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Mathematics and Merton College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Mathematical, Physical and Life Sciences Divisional Board and the governing body of Merton 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.

## Benefits of working at the University

### Employee benefits

University employees enjoy generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <http://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <http://www.sport.ox.ac.uk/home>

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <http://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <http://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care through The Work + Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <http://hr.admin.ox.ac.uk/my-family-care>

### Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <http://childcare.admin.ox.ac.uk/home>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <http://edu.admin.ox.ac.uk/disability-support>.

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <http://edu.admin.ox.ac.uk/networks>.

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## **Appendix: The Tutorial Fellowship at Oxford**

### **General Template of Duties for Tutorial Fellows in Oxford Colleges**

#### **1: Introduction**

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

#### **2: Research**

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

#### **3: Teaching and support**

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

#### **4: College Governance**

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

## ANNEXE

### PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U) (with effect from 1 August 2019)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£54,184	£10,421	£64,605
10	51	£52,609	£10,118	£62,727
9	50	£51,081	£9,824	£60,905
8	49	£49,597	£9,538	£59,135
7	48	£48,156	£9,262	£57,418
6	47	£46,758	£8,992	£55,750
5	46	£45,400	£8,731	£54,131
4	45	£44,082	£8,478	£52,560
3	44	£42,802	£8,232	£51,034
2	43	£41,560	£7,993	£49,553
1	42	£40,353	£7,761	£48,114