



**MATHEMATICAL  
INSTITUTE**  
ANDREW WILES BUILDING

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

<b>Post</b>	Associate Professorship (or Professorship) of Complex Systems
<b>Department</b>	Mathematical Institute
<b>Division</b>	Mathematical, Physical and Life Sciences
<b>College</b>	Lincoln 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 £48,835 to £65,574 p.a. plus substantial additional benefits including a College housing allowance of £9,850 p.a. and an additional discretionary variable allowance of £ 5,745 p.a. An allowance of £2,846 p.a. would be payable upon award of Full Professor title.
<b>Vacancy number</b>	154463

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

Applications are invited for the post of Associate Professor (or Professor) of Complex Systems to be held in the Mathematical Institute (as the University’s Department of Mathematics is known), from 1 September 2022 or as soon as possible thereafter.

This is a joint appointment between the University and Lincoln College and the successful candidate will be appointed to a Tutorial Fellowship at Lincoln 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 currently a minimum point of £48,835 per annum. In addition, the College pays substantial allowances as detailed in Section 6.3 below.

The successful candidate must have a PhD in mathematics or physics and a record of outstanding research in the mathematical theory of Complex Systems, including Random Matrix Theory and its Applications, and Statistical Mechanics, interpreted broadly. They will complement, enhance and diversify existing strengths within the Mathematical Physics Research Group, as well as other related groups in the Mathematical Institute. Members of the Mathematical Institute are often associated with several Research Groups.



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

In addition, to assist the department in its strategic goal of improving the diversity of its undergraduate and postgraduate students and faculty, in particular the gender balance, the successful candidate is expected to show a commitment towards engaging with outreach and/or mentoring activities aimed at increasing diversity in mathematics. The department is proud to have held an Athena SWAN Silver Award since 2016.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Jon Keating ([jon.keating@maths.ox.ac.uk](mailto:jon.keating@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 mathematical theory of Complex Systems, including Random Matrix Theory and its Applications, and Statistical Mechanics, interpreted broadly;
- 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 build collaborations across the global research community;
- 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 engage with activities to support the department in achieving its strategic aim to improve the diversity of its undergraduate and postgraduate student body, and in particular its gender diversity;
- to participate in the administration of the department as and when requested by the Head of Department.

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

#### **Academic**

- To engage in advanced study and research;
- To give six weighted<sup>1</sup> hours per week of tutorials during the eight weeks of full term, averaged over the year; whilst most teaching will be for Lincoln students, undergraduates from other Colleges may be taught on an exchange basis, in third and fourth- year inter-collegiate options classes, or on another basis to the advantage of the College;

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<sup>1</sup> The College allows Tutorial Fellows to weight their hours up to a factor of 1.5 for groups of 3 or more and to a maximum of two-thirds of stint. In practice then the post-holder's contact hours will be between 4 and 6 hours per week in term-time.

- 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 applied mathematics part of our undergraduate courses, which currently include courses on Geometry, Multivariable Calculus, Fourier Series, PDEs, Calculus of Variations, Differential Equations and Integral Transforms
- To contribute the teaching of undergraduate Physicists through the teaching of Mathematical Methods and Differential Equations.
- To oversee the academic progress of undergraduate students in Mathematics at Lincoln College, through regular meetings and termly reports, and to share in the responsibility for their academic welfare;
- To participate in and, as required, to oversee undergraduate admissions, as well as to undertake outreach and access work on behalf of the College;

#### **Pastoral**

- To share in the responsibility for the personal welfare of undergraduates reading Mathematics;
- To act as College Adviser to some of the graduate members of the College reading for higher degrees in Mathematics and other subjects.

#### **Administrative**

- To take on the role of a Trustee of Lincoln College, serve on its Governing Body and participate in the administrative work of the College as directed by the Governing Body. The General Template of Duties for Tutorial Fellows is attached as Appendix A to 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 selection panel for this process will comprise;

Professor Jon Keating FRS, Chair

Professor Mike Giles, Mathematical Institute

Professor Yuji Nakatsukasa, Mathematical Institute

Professor John Chalker, divisional representative (Department of Physics)

Professor Dominic Vella, Lincoln College

Dr Lydia Matthews, Lincoln College

Professor Tamara Grava, external representative (University of Bristol)

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, parental leave 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, physics or a closely related subject;
- (b) The ability and/or potential to carry out high-quality independent research at an international level in the mathematical theory of Complex Systems, including Random Matrix Theory and its Applications, and Statistical Mechanics, interpreted broadly. This should be evidenced by publications in leading international journals and international research collaborations;
- (c) The ability and/or potential to attract research funding, with evidence (commensurate with career stage) of an excellent track record in obtaining research fellowships and 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 and experience necessary for tutorial teaching and the pastoral care of students;
- (h) A commitment to improving diversity in mathematics;
- (i) 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 statement 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 dependents).

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/>.

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 Tuesday 4<sup>th</sup> January 2022.**

Shortlisted candidates will be invited to a two-day selection process, which is anticipated to take place in the week commencing **Monday 14<sup>th</sup> February 2022.**

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.

**Candidates who will need visas to travel to the UK if they are invited to interview should make contingency arrangements immediately. If the interview date is likely to cause severe problems,**

**please raise this matter immediately; you need not wait until your application is ready for submission.**

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 with teaching relief, offer flexible working arrangements, and the department sponsors University nursery places to support the priority allocation of childcare to our staff. Further information about family support can

be found below under University Benefits, Terms and Conditions. Our [Equality, Diversity & Inclusion Committee](#)<sup>2</sup> contributes to many aspects of our work.

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.

We have a number of family-friendly policies, such as the right to apply for flexible working, hybrid working, and support for staff returning from periods of extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional care costs (for a dependent child or adult) incurred as a result of attending an interview for this position, which may not be applicable if the interviews are held remotely.

## 5.2 Mathematical Physics in Oxford

The Mathematical Physics Group at the Institute has flourished under successive Rouse Ball Professors. This chair was first held by the astrophysicist A E H Milne (1928-1950), and then by Charles Coulson, when the focus was on theoretical chemistry. Sir Roger Penrose held the chair from 1973. Under his influence, there were creative interactions with Sir Michael Atiyah's Geometry Group, particularly in the connections between twistor theory and four-dimensional geometry. Philip Candelas, elected in 1999, brought new expertise in string theory. From 2020 the chair is held by Fernando Alday, whose expertise in conformal field theories and quantum field theories strengthens the links to theoretical physics.

The group also includes Jon Keating, who holds the Sedleian Chair in Natural Philosophy, and whose research interests include the mathematical theory of Complex Systems, Random Matrix Theory and its Applications, Quantum Chaos, Statistical Mechanics, and connections between these fields and Number Theory.

Other faculty members of the group include Chris Beem, Francis Brown, Xenia de la Ossa, Artur Ekert, Lionel Mason, Sakura Schafer-Nameki and James Sparks with several emeriti including Philip Candelas, Nick Woodhouse and Roger Penrose. In addition, there is a large and vibrant group of postdocs and graduate students.

The group has a wide range of interests that include string theory, broadly understood, conformal field theories, supersymmetric quantum field theory, twistor theory, and general relativity, together with the mathematical theory of complex systems, random matrix theory, quantum chaos, statistical mechanics, and quantum computation. More details can be found at <https://www.maths.ox.ac.uk/groups/mathematical-physics>. There are also close links with Theoretical Physics at Oxford, with whom we run a Masters degree in Mathematical and Theoretical Physics (<https://mmathphys.physics.ox.ac.uk/>), and with other Research Groups in the Mathematical Institute. In particular, there is interest in random matrix theory in several other Groups. Members of the Mathematical Institute are often associated with several Research Groups.

Please see <https://www.maths.ox.ac.uk/research> for more information on the research groups in the Mathematical Institute and <https://www-thphys.physics.ox.ac.uk/research> for those in Theoretical Physics.

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<sup>2</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 Silver since 2016



### 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 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 Lincoln 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.

Founded in 1427, Lincoln is one of the oldest Oxford Colleges and is housed in fine historic buildings located in the centre of the City, close to the Bodleian Library and other University libraries and buildings. The College has a strong sense of collegiality with a reputation for integrating its Fellows, graduates, and undergraduate students in a highly successful traditional community. There are currently fifty-three fellows in College, of whom twenty-nine are responsible for teaching and the welfare of students. About 90 undergraduate and 120 graduate students, in a wide range of subjects, are admitted to Lincoln each year and about 600 students are in residence at any one time. Further information about the College can be obtained from [www.lincoln.ox.ac.uk](http://www.lincoln.ox.ac.uk).

Lincoln currently admits approximately eight undergraduates each year to read for the 4-year undergraduate degrees in Mathematics and Mathematics and Statistics. The College has traditionally had two Tutorial Fellows in Mathematics – Professor Dominic Vella, who specialises in Applied Mathematics, and Dr Qian Wang, who specialises in Pure Mathematics. Lincoln is also home to the Darby Fellowship in Mathematics. This fellowship provides a career development opportunity to early-career Mathematicians. Professor Dominic Joyce is also a Fellow of the College, but does not have a tutorial role. The teaching of Mathematics and Physics are closely tied in the College and the Fellow will contribute to the teaching of undergraduate Physicists at Lincoln. The College admits up to six undergraduates each year to read Physics each year and has two Tutorial Fellows in Physics – Professor Radu Coldea and Dr Kimberly Palladino.

The Fellow will be required to share with the other Tutorial Fellows in Maths the overall responsibility for the progress of undergraduate Mathematics students in the College. Amongst the duties that the Fellow will be expected to perform, they will be expected to undertake tutorial teaching of undergraduates of the College up to six (weighted) hours per week averaged over the three terms of the academic year; to set and mark College examinations; to monitor the progress of the College's Mathematics students; to participate in the undergraduate admissions process; to undertake outreach and access work on behalf of the College; to act as a pastoral adviser to students; to participate in the governance of the College; and to engage in research. The successful applicant will be expected to teach topics from the undergraduate Mathematics syllabus and mathematical topics from the undergraduate Physics syllabus.

The College admits a small number of MSc and DPhil students each year in Mathematics and related programmes, including the MSc in Mathematics and Foundations of Computer Science. A full list is available at [www.ox.ac.uk/admissions/graduate/colleges/lincoln-college?wssl=1](http://www.ox.ac.uk/admissions/graduate/colleges/lincoln-college?wssl=1). The Fellow will be expected to act as adviser for some of these students and to students in other areas. The adviser acts as an additional source of support and guidance, but is not expected to provide supervision. A small additional payment is made for each student advised.

The Fellows of the College form a lively multi-disciplinary and international community. Weekday lunches in particular are a popular and good time for Fellows to talk to their immediate colleagues and those in other disciplines. Guest Nights on Wednesdays and Sundays during term offer very pleasant occasions for Fellows to entertain professional and personal guests, and a chance to meet a wide range of interesting people. Fellows can make use of the College's well-equipped seminar and other rooms for meetings, entertainment, conferences, etc., and can book accommodation for guests in dedicated Fellows' guest rooms. Fellows regularly use College facilities to host seminars, colloquia, and conferences of several days' duration. Lunches and dinners of a high standard may also, on occasion, be hosted by Fellows for professional or personal purposes.

## **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.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

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](https://welcome.ox.ac.uk).

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

### ***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**

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

The successful candidate will hold two contracts: one with Lincoln College and one with the University of Oxford, each of which shall stipulate the duties, remuneration, and terms of appointment specific to that element of the post. It is a condition of the appointment as Tutorial Fellow and Associate Professor that the person appointed continues to hold both the associated posts as advertised. In the event of the termination, for whatever reason, of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Tutorial Fellowship shall itself terminate on the same date as the Associate Professorship.

This is intended to be a permanent post, subject to the satisfactory completion of an initial probationary year in College and a subsequent review of the initial period of office undertaken, not later than the fifth year of appointment, by both College and University. The review process is constructive and non-competitive. Evidence of teaching competence, of satisfactory performance of College and University duties, and of substantial progress in research will be required for confirmation of appointment.

On completion of the initial period of office, a Tutorial Fellow is eligible for reappointment to the retiring age. Under the Statutes of Lincoln College, Fellowships are formally renewed every seven years until retirement age. The College has adopted a retirement age for academic post-holders, including those holding joint appointments with the University. The retirement age is set as the 30th September immediately preceding the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>.

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

As a Fellow of Lincoln College, the post-holder would be entitled to the following College benefits in addition to their stipend:

- Pension: Tutorial Fellows are enrolled automatically in the USS Pension scheme.
- Housing Allowance, Housing Loan: A Tutorial Fellow may be offered single-occupancy accommodation in College at a modest rent. If the Fellow lives out of College, access to a teaching room will be provided. A Fellow living out of College property is entitled to an additional housing allowance, currently £9,850 *per annum* as part of their taxable and pensionable stipend and may apply to the College for a loan up to a maximum of £133,723 and charged at a beneficial rate of interest, to assist with house purchase. Entitlement to a housing loan is discretionary and not a contractual right.
- An additional discretionary variable allowance. The amount of this allowance is £5,745 in the current year.

- **Common Room Rights:** A Tutorial Fellow has full common room rights, including free lunches and dinners whenever the College kitchens are open and is entitled to a hospitality credit, currently £537 *per annum*, for the entertainment of his or her students and professional guests. Fellows may also book rooms in College for meetings and for the accommodation of guests.
- **Research Allowances:** A Tutorial Fellow is entitled to draw upon the Fellows' Research and Equipment allowance (which includes the purchase of books) up to the value of £1,914 *per annum*, and is eligible to submit bids to a discretionary research fund administered by the College.
- **Sabbatical Leave:** Tutorial Fellows are entitled to sabbatical leave from College teaching at the rate of one term's paid leave in respect of each completed six terms' service, subject to the making of satisfactory arrangements for the teaching of their students.
- **Medical Insurance:** Any tutorial Fellow who wishes to may join the College's group health insurance scheme at the College's expense. This is a taxable benefit.
- Fellows who take on certain administrative roles within Lincoln College may be eligible for additional payments and/or remission of some other duties.

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

Applications for this post will be considered by a selection committee containing representatives from both the Mathematical Institute and Lincoln 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 Lincoln 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 A

### The Tutorial Fellowship: General Template of Duties

#### 1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship<sup>3</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

#### 2: Research

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

#### 3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the

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<sup>3</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

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 2021)

<b>Grade (30S)</b>				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£54,997	£10,577	£65,574
10	51	£53,398	£10,270	£63,668
9	50	£51,847	£9,971	£61,818
8	49	£50,340	£9,682	£60,022
7	48	£48,879	£9,400	£58,279
6	47	£47,460	£9,127	£56,587
5	46	£46,081	£8,862	£54,943
4	45	£44,743	£8,605	£53,348
3	44	£43,444	£8,355	£51,799
2	43	£42,183	£8,113	£50,296
1	42	£40,958	£7,877	£48,835