



MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Pure Mathematics (with a preference for areas relating to Geometry)
Department	Mathematical Institute
Division	Mathematical, Physical and Life Sciences
College	St Peter's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	<p>Combined University and College salary from £55,755 per annum, plus substantial additional benefits including a College housing allowance of £11,635 per annum, plus other benefits.</p> <p>An allowance of £3,155 per annum would be payable upon award of Full Professor title with eligibility for consideration in subsequent exercises for professorial merit pay. These awards do not result in any change to the duties of the post-holder.</p>
Recruitment contacts	recruitment@maths.ox.ac.uk ; james.sparks@maths.ox.ac.uk ; dominic.joyce@maths.ox.ac.uk
Vacancy number	173841

Overview of the post

Applications are invited for an Associate Professor (or Professor) of Pure Mathematics position, to be held in the Mathematical Institute, as the University's Department of Mathematics is known, with effect from 1 September 2025 or as soon as possible thereafter. The post will be held in association with St Peter's College. The successful candidates will be appointed to a Tutorial Fellowship at St Peter's College, and will be a trustee and member of its Governing Body.

The successful candidates must have a doctorate in mathematics or a closely related subject and a record of outstanding research in Pure Mathematics, with a preference that the appointee will hold a primary affiliation with the Geometry Research Group.

Appointees will have the ability to teach effectively over a wide range of topics in the undergraduate mathematics syllabus at Oxford, in both tutorials 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 engage 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, and the department's current activities in this regard may be discussed with Professor Ian Hewitt (Associate Head of Department (People)).

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 minority ethnic candidates, who are under-represented in academic posts at Oxford. More information about our commitments to good practice and equality of opportunities is presented below in the section on the Mathematical Institute below.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact one of Professor James Sparks (james.sparks@maths.ox.ac.uk) or Professor Dominic Joyce (dominic.joyce@maths.ox.ac.uk). Informal enquiries regarding the application process should be directed to the Recruitment Coordinator at recruitment@maths.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

This is a joint appointment between the University and St Peter's 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; 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 £54,395 per annum. In addition, the College pays substantial allowances as detailed in below.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford. Associate Professors have responsibility for developing the careers of people in their group, department, and the wider environment by leading a successful programme of research, being an enthusiastic and engaging teacher and by promoting equality, diversity, and inclusion across all facets of the Collegiate University. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both. Further information about the College Tutorial Fellowship is found [here](#).

Associate Professors are full members of University departments/faculties 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.

We would expect the post-holder to spend, on average, approximately 10-30% of their time on teaching, 50-70% on research and 10-20% on administrative and pastoral responsibilities, noting that the relative fraction may vary within these ranges during their time in Oxford.

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.

Duties of the post

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

Research

- to engage in original research in the field of Pure mathematics with a preference for areas relating to Geometry;
- 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 postgraduate 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 postgraduate research students.

Examining

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

Administration

- to engage with outreach 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.

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

- to share with the other Maths Tutors responsibility for the organisation, oversight and teaching of Maths at St Peter's College, which includes arranging teaching and termly college exams for undergraduate studying Mathematics and its joint schools, monitoring students' progress, and writing termly reports on their work;
- to give six weighted hours per week of tuition per week, averaged over the three terms (24 weeks) over the academic year. This may be through tutorials, small classes, or intercollegiate classes;¹
- to take responsibility, with the other Maths Tutors, for all student admissions to the subject, which for undergraduates will include interviewing in the December admissions period (training is required and will be provided) and involvement in outreach and recruitment activities including Open Days;
- to provide pastoral care for St Peter's College undergraduate students reading Maths (and related joint courses);
- to act as College advisor for some of the College's graduate students in Mathematics and related subjects (a pastoral role distinct from the supervision of postgraduates which is organised by the Department);
- to engage in advanced study and research and to contribute to the intellectual life and academic activities of the College;
- to participate in the governance of the College, as a Trustee of the College as a Charity, which includes attendance at Governing Body meetings (three per term) and taking an appropriate share in the other committee and administrative work of the College.

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 demonstrates its support for [DORA](#) (San Francisco Declaration on Research Assessment) to which the University became a signatory in 2018.

The Selection Panellists involved for this process (as appropriate to the post in question) will include

- Professor James Sparks (Chair and Head of Department, Mathematical Institute)
- Professor Dominic Joyce
- Professor Sakura Schafer-Nameki
- Professor Jason Lotay
- Dr Huw Dorkins, Senior Tutor of St Peter's College
- Professor Lionel Mason, Fellow of St Peter's College
- Professor Konstanze Rietsch (King's College London, External)

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.

If, for any reason, you have taken a career break, suffered with a long-term illness or debilitating condition (e.g. long-COVID), or have had an atypical career and wish to disclose this in your application,

¹ The College uses a weighting system whereby hours spent teaching groups larger than one person count for more than one hour: a singleton tutorial has a weighting of 1.00; a paired tutorial has a weighting of 1.25 a trio, 1.5, with the weighting rising to around 2 for a class of 8 or 9 students.

the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

Selection criteria

The successful candidate will demonstrate the following:

Essential

- (a) A doctorate in mathematics or a closely related subject;
- (b) The ability and/or potential to carry out high quality independent research at an international level in Pure Mathematics (with a preference for areas relating to Geometry) as evidenced by, for example, publications in leading international journals and international research collaborations;
- (c) The ability and/or potential to attract research funding, with evidence of an excellent track record in obtaining research fellowships and grants (commensurate with career stage);
- (d) The ability to communicate and disseminate research, as evidenced, for example, by invitation to and participation in conferences, seminars and research workshops;
- (e) A demonstrated ability to teach effectively, in particular:
 - in undergraduate and postgraduate 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 postgraduate students;
- (g) The interpersonal skills and enthusiasm necessary for small group 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 participate fully in the governance of the College.

Desirable

- (a) Experience of supporting the personal and/or career development of under-represented groups within mathematics (for example through outreach activity, mentoring or acting as a role model).

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=173841, 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 now.

You will also be asked to upload a full CV and a list of 3 key papers with a paragraph on each stating key findings, a statement of research interests, a statement of teaching experience and a supporting statement. The supporting statement should explain how you meet the selection criteria, set out above using examples of your skills and experience. This may include experience gained in education or employment.

Please also give details of the names and contact details (postal and e-mail addresses and telephone number) of **three** referees (not more than two of whom should be from the same university/institution).

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 recruitment@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 short list, 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 <https://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 <https://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. A list of 3 key papers with a paragraph on each stating key findings
3. A statement of research interests
4. Statement of Teaching experience
5. A (no more than) 2-page summary describing how the candidate fits the criteria.

All applications must be received by **12.00 noon on Monday 2 December**. Shortlisted candidates will be invited to a two-day selection process, which will take place in **January 2025**. Interviews are anticipated to take place in-person at the Mathematical Institute in central Oxford.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the “My applications” button on the left-hand side of the page.

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 recruitment@maths.ox.ac.uk or telephone: +44 (0) 1865 273518.

Candidates who will need visas to travel to the UK if they are invited for 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 presentation to current mathematics students.

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 have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, 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) 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). The range of our research interests is well reflected by the profile of our faculty as listed at 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.

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.

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](#)² 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.

For more information on the Mathematical Institute, please visit: www.maths.ox.ac.uk

The Mathematical Institute holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Pure Mathematics and Geometry at Oxford

The Mathematical Institute, has a distinguished history of world-leading research in Pure Mathematics, and it has enjoyed a particularly exciting period of growth and success over the past decade. The research activities of the Institute are organised within a framework of interlinked and overlapping research groups which are described at <http://www.maths.ox.ac.uk/research>. The fact that these research groups have indistinct boundaries and substantial intersections reflects a widespread recognition within the department of the unity of mathematics and the importance of cross-fertilisation between fields. The research group of primary relevance to the current post is Geometry.

Geometry plays a central role in Oxford's continuing tradition of excellence in mathematics. The Mathematical Institute's commitment to Geometry has deep roots. Michael Atiyah, Simon Donaldson, Nigel Hitchin, Frances Kirwan, Roger Penrose, and Daniel Quillen have all spent major parts of their careers as professors at Oxford and have had a profound influence on the development of the faculty in its current form.

The current interests of the Geometry Research Group range across algebraic, differential, and symplectic geometry. Its primary members are Lukas Brantner, Andrew Dancer, Dominic Joyce, Jason

² The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme). We have held an Athena SWAN Silver Award since 2016.

Lotay, and Alexander Ritter, together with Frances Kirwan, who has recently retired but is still active in the department. We also have a lively community of postdoctoral researchers and PhD students.

Aspects of geometry also pervade many of the other research groups in the Institute, particularly topology, mathematical physics, algebra (representation theory and geometric group theory), PDE, and number theory.

For more information please visit www.maths.ox.ac.uk/groups/geometry.

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 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge Pure 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 rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders. Our 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 is at the forefront of promoting equality, diversity and inclusion within the Collegiate University. We provide support to our departments to enable them to diversify their staffing, providing benefits to all, offer an array of development opportunities, 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. 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) 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

St Peter's 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.

St Peter's College was founded in 1928. The buildings, in a central but quiet location on the site of the medieval New Inn Hall, range in date from Linton House of 1794 and Canal House of 1828 - both former headquarters of the Oxford Canal Company - through the former parish church of St Peter-le-Bailey, built in 1874 and now the College Chapel, to residents' blocks of the 1930s, 1970s and 1980s. Additional student accommodation is provided in more modern annexes, and the construction of further student accommodation on a site contiguous was completed during 2023-24. The College currently comprises a Master, Professor Judith Buchanan, and 50 Fellows and 60 College Lecturers actively engaged in teaching and research in a wide range of subjects, about 270 graduate and 375 undergraduate students, 25 Visiting Students and 90 members of administrative and domestic staff. St Peter's provides a friendly and supportive community for students and academics.

St Peter's College is a registered charity. Further information about the College may be found at www.spc.ox.ac.uk.

The appointee will be an Official Fellow of the College. Official Fellows are members of the College's Governing Body and have the role of charity trustee.

Maths at St Peter's

The College has a broad community of mathematicians and statisticians, including Professor Christl Donnelly, Professor of Applied Statistics; Professor Lionel Mason, Tutorial Fellow & Professor of Mathematics; Dr Geoff Nicholls, Tutorial Fellow & University Lecturer in Statistics as well as a number of Lecturers in Maths and Statistics.

St Peter's admits up to 10 undergraduates per year to read Mathematics (including the joint schools with Philosophy and Statistics). At graduate level, the College admits students for a range of Masters and DPhil programmes in the Mathematical Sciences and Statistics and currently has a population of nearly 50 postgraduate students in these subject areas.

Further information about the duties of a Tutorial Fellowship is provided in Annexe 2 (The Tutorial Fellowship: General Template of Duties)

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 a large number 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), and regularly creates spinout companies based on academic research generated within and owned by the University. 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, who 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

University Benefits, Terms and Conditions

Details of University policy in the following areas can be found at the links provided.

Salary

[Academic staff pay | HR Support \(ox.ac.uk\)](#)

Pension

<https://finance.web.ox.ac.uk/uss>

Sabbatical leave

[Council Regulations 4 of 2004 | Governance and Planning \(ox.ac.uk\)](#)

Outside commitments

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Intellectual Property

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

Managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>

Membership of Congregation

<https://www.ox.ac.uk/about/organisation/governance>

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

Family support

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>.

<https://childcare.admin.ox.ac.uk/home>.

<https://www.newcomers.ox.ac.uk/>.

Welcome for International Staff

<welcome.ox.ac.uk>.

[Home | Staff Immigration \(ox.ac.uk\)](#)

Relocation

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

Promoting diversity

<https://edu.admin.ox.ac.uk/home>

Other benefits and discounts for University employees

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

Pre-employment screening

<https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

[Academic posts at Oxford | HR Support](#)

Retirement

<https://hr.admin.ox.ac.uk/the-ejra>

Data Privacy

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

<https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

The successful candidate will be appointed on the Oxford scale for associate professors with tutorial fellowships, as shown in the table in Annexe 1.

Official Fellows of St Peter's College receive a Housing Allowance of £11,635 p.a., which is taxable and is included in the gross salary for purposes of superannuation. In addition, Official Fellows have access to an individual academic budget of £1,141 p.a. and usually receive an annual entertainment allowance of £330 p.a. The Fellowship carries entitlement to office space in College, to membership of the Senior Common Room (subscription £40 per term) and to Common Table rights, with an entitlement to meals free of charge when the kitchens are open (there are occasional short closure periods, usually during the vacation).

The College operates a joint equity scheme that may assist Fellows with the purchase of property locally. All College staff are entitled to subscribe to the Oxford Colleges' Healthcare Plan. Further details of both schemes are available from the College Accountant.

Provision is made, in accordance with the relevant College by-law, for Fellows to be granted one term's sabbatical leave for every six in which they have performed their duties since their election. Leave is not normally granted during the first six terms of a Fellowship. It is normally possible to combine College leave with dispensation from University duties.

Official Fellows are eligible but not compelled to join the Universities Superannuation Scheme; but the rules of the Scheme require that the decision in respect of the College employment must conform to that in respect of the University employment.

The appointment will be for two years in the first instance, and thereafter for renewable periods until retirement so long as the Fellow holds the associated University post, subject to the provisions of the College Statutes and of the Education Reform Act of 1988.

Offer of Employment

Applications for this post will be considered by a selection committee containing representatives from the Mathematical Institute and St Peter's 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 St Peter's 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 | HR Support \(ox.ac.uk\)](#)

[Staff benefits | HR Support \(ox.ac.uk\)](#)

ANNEXE 1

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)

(with effect from 1 August 2024)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	53	£62,791	£11,782	£74,573
10	52	£60,966	£11,439	£72,405
9	51	£59,195	£11,107	£70,302
8	50	£57,475	£10,784	£68,259
7	49	£55,805	£10,471	£66,276
6	48	£54,184	£10,167	£64,351
5	47	£52,610	£9,871	£62,481
4	46	£51,083	£9,585	£60,668
3	45	£49,600	£9,306	£58,906
2	44	£48,160	£9,036	£57,196
1	43	£46,762	£8,774	£55,536

ANNEXE 2 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 Professorship³. 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

³ Associate Professorships come in three different forms according to the balance of duties owed to the College and University.

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 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).