

Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) with Tutorial Fellowship of Complex Systems
Department/Faculty	Mathematical Institute
Division	Mathematical, Physical and Life Sciences
College	Lincoln College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined University and College salary from £57,986 to £77,366 p.a. plus substantial additional benefits including a College housing allowance of £11,072 per annum, an additional discretionary variable allowance of £6,458 per annum, and a research allowance of £2,153 per annum. An allowance of £3,199 p.a. would be payable upon award of Full Professor title.
Vacancy ID	182701
Recruitment contacts	

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 August 2026 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 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



Athena
Swan
Silver Award



Race
Equality
Charter
Bronze Award



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). 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 in the sections 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 collaborative and inclusive environments for people from different backgrounds. 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 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 hours¹ per week of tutorials during the eight weeks of full term, averaged over the year. Teaching will focus on applied mathematics in the first two years of the Oxford undergraduate degree, including courses such as Multivariable Calculus, Fourier Series & PDEs, Calculus of Variations and Differential Equations. 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.
- To contribute to the teaching of undergraduate Physicists through the teaching of Mathematical Methods and Differential Equations.
- 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.
- 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.

Selection criteria

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

¹ 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

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

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. 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, 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:

Applications will be judged only against the criteria which are set out below, so you should make sure that you show very clearly how your skills and experience meet these criteria.

Essential

- 1) A doctorate in mathematics, physics or a closely related subject;
- 2) 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;
- 3) 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;
- 4) The ability to communicate and disseminate research, as evidenced, for example, by invitations to and participation in conferences, seminars and research workshops;
- 5) A demonstrated ability to teach effectively, in particular:
 - a) in undergraduate and graduate lectures, not exclusively in the area of their research expertise;
 - b) in problem classes or small groups on a broad range of topics in the undergraduate mathematics syllabus;
- 6) The ability to supervise graduate students;

- 7) The interpersonal and teaching skills and experience necessary for tutorial teaching and the pastoral care of students;
- 8) A commitment to improving diversity in mathematics;
- 9) 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.
- 10) Experience of promoting collaborative academic environments for people from different backgrounds.
- 11) A commitment to demonstrating respect, courtesy and consideration within interactions with members of the University community.

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=182701 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 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).

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 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.

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. 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 the advertised closing date for this post.**

Shortlisted candidates will be invited to a two-day selection process, which is anticipated to take place in late February 2026.

Your application will be judged solely based on how you demonstrate that you meet the selection criteria

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.

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.

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 Committee²](#) 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

We proudly hold a departmental Athena SWAN Silver Award and an institutional Race Equality Charter Bronze Award.

The Mathematical, Physical and Life Sciences Division

Oxford is widely regarded as one of the world's leading science universities, and the University's Mathematical, Physical and Life Sciences (MPLS) Division sits at the heart of this reputation. It offers an outstanding environment for research, teaching, and innovation across the mathematical, computational, physical, engineering, and life sciences. As one of the four academic divisions of the University of Oxford, encompassing nine academic departments, a Doctoral Training Centre and Begbroke Science Park, it provides a collaborative, interdisciplinary community with a vibrant network of leading researchers and educators.

The division's research outputs, environment, and impact are consistently recognised at the highest levels, both nationally and internationally. MPLS departments regularly appear at the top of global league tables, including the Times Higher Education and QS World Rankings. Our strong performances in the UK

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.

Research Excellence Framework in both 2014 and 2021 also highlight the quality and impact of our work. These achievements reflect not only our academic excellence but also the strong networks we foster—with industrial partners, policymakers, and global research institutions.

Our vibrant research environment continues to evolve with major new investments in infrastructure. The Life and Mind Building, the University's largest-ever building project, is now close to completion/opened in 2025. It provides purpose-built facilities for the Departments of Experimental Psychology and Biology in inspiring spaces designed to foster collaboration and brings together researchers working on some of the most pressing questions in life sciences and human behaviour. The striking new Andrew Wiles Building houses our Mathematical Institute next to the Schwarzman Humanities Building, and the Beecroft on the edge of University Parks has provided a transformative home for our physicists. Current plans include significant investment to expand our interdisciplinary research and innovation support facilities at Begbroke Science Park and to transform Osney Mead, to the west of the city centre, into a dynamic innovation district, further strengthening Oxford's position as a world leader in science, technology, and enterprise.

MPLS provides a supportive and inclusive environment for academics at every career stage, from all over the world. The Division has a strong tradition of securing prestigious fellowships and supporting researchers as they progress to leadership roles. We are proud of our diverse community and every department holds an Athena Swan Award.

For educators, Oxford's tutorial system offers an unparalleled opportunity to engage with talented students and contribute to one of the world's most respected teaching systems. The division plays a central role in shaping the future of science through its graduate programmes, with over 3,500 postgraduate students receiving rigorous training and mentorship across MPLS departments.

For more information about the MPLS Division and the dedicated professional support it provides to academics across the sciences, please visit: <http://www.mpls.ox.ac.uk>

Lincoln College

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 Faculty 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 58 fellows in College, of whom 30 are Tutorial Fellows responsible for teaching and the welfare of students.

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 three Tutorial Fellows in Mathematics: Professor Dominic Vella, who specialises in Applied Mathematics; Professor Qian Wang, who specialises in Pure Mathematics; and this post. Lincoln is also home to the Darby Fellowship in Mathematics. This fellowship provides a career development opportunity to early-career Mathematicians. 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. 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.

For more information please visit: <https://lincoln.ox.ac.uk/>

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>

Equality and diversity unit

<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

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 College accommodation 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 £11,072 *per annum* as part of their taxable and pensionable stipend and may apply to the College for a loan up to a maximum of £164,884 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 £6,458 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

£604 *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 £2,153 *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.

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

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

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

(with effect from 1 August 2025) * includes Oxford University Weighting

Grade (30S)				
Scale point	National Pay spine	University Salary*	College Salary	Total Salary*
11	53	£65,121	£12,245	£77,366
10	52	£63,271	£11,889	£75,160
9	51	£61,473	£11,544	£73,017
8	50	£59,731	£11,208	£70,939
7	49	£58,036	£10,883	£68,919
6	48	£56,393	£10,567	£66,960
5	47	£54,797	£10,260	£65,057
4	46	£53,248	£9,962	£63,210
3	45	£51,744	£9,673	£61,417
2	44	£50,284	£9,392	£59,676
1	43	£48,867	£9,119	£57,986

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 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 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

³ 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).