



Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Ancient History (Greek and/or Roman)
Department/Faculty	The Faculty of Classics
Division	Humanities
College	Oriel College and Jesus College
Contract type	Five years in the first instance, then reappointment to retirement upon completion of a successful review
Salary	Combined salary in the range £50,300 – £67,541 plus additional benefits as detailed below including £9,600 per annum housing allowance.

Overview of the post

Oriel College, Jesus College and the Faculty of Classics are recruiting an Associate Professor (or Professor) of Ancient History to start on 1 September 2023 or as soon as possible thereafter.

This is a 'joint-joint' appointment: the person appointed to the Associate Professorship or Professorship will be appointed to a Tutorial Fellowship at Oriel College and to a College Lectureship at Jesus College. The most recent previous post-holders were Professors Teresa Morgan and Simon Hornblower. The combined University and College salary will be on a scale from £50,300 – £67,541 per annum (as at 1st August 2022). Additional allowances are provided by Oriel College, details of which can be found below.

The area of specialisation for this post is 'Greek and/or Roman History', broadly conceived. The successful candidate will have the potential to enhance the high reputation of the Faculty of Classics in research, will have a proven record of internationally recognised scholarship and research appropriate to their career stage, and will provide a high standard of teaching at both undergraduate and postgraduate levels, including the supervision of research students, participate in examining and play a full and active role in Faculty administration.

The successful candidate must have teaching competence across a wide range of the Ancient History papers taught in the three undergraduate degrees of Literae Humaniores, Classical Archaeology and Ancient History (CAAH), and Ancient and Modern History (AMH), which are traditionally and for convenience divided for the most part into 'Greek' and 'Roman' courses. Examples of popular papers include, on the Greek side: Greek History 650-479 BC; Greek History 478-404 BC; Greek History 403-336 BC; Athenian Democracy; Alexander the Great and his Early Successors; The Hellenistic World. Popular papers in Roman history include: Roman History 241-146 BC; Roman History 146-46 BC; Roman History 46 BC – AD 54; Cicero: Politics and Thought in the Late Republic; Politics, Society, and Culture from Nero to Hadrian. Outside the Greco-Roman binary sit papers such as Religions in the Greek and Roman World



(c. 31 BC – AD 312); The Achaemenid Empire, 550-330 BC; and a team-taught paper on Sexuality and Gender in Greece and Rome that attracts a large number of students every year.

Further details of these courses are available at <http://www.classics.ox.ac.uk/>. For an outline, see Admissions > Undergraduate Admissions, and then for detailed descriptions of the courses, see the course Handbooks (For Students > Course Handbooks). It is important to note that the core Ancient History period papers, which account for a high proportion of the teaching, are 'text based': the students are expected to undertake detailed study of the set texts with their tutors in the original language, and the examinations contain translation and commentary exercises.

For Oriel College, the post-holder will be required to give five hours of tutorial teaching each week during term time (averaged over the year); to share with the other Classics tutors of the College the organisation of the tuition and pastoral care of students studying Classics (Literae Humaniores); to share with the Modern History tutors of the College organisation of the tuition and pastoral care of students studying Ancient & Modern History; to take sole responsibility for organising the tuition and pastoral care of students studying Classical Archaeology and Ancient History; to set and mark relevant College examinations or 'collections'; to recommend books for the College library; to participate in the undergraduate and graduate admissions process; to engage in outreach and access initiatives, including College open days; to attend formal celebrations such as Schools dinners (for students who have just completed their final examinations).

The post-holder will be a Fellow of Oriel College and will also be expected to participate in the administrative work of the College. They will be a member of Governing Body of Oriel College (and therefore become a Charity Trustee). See www.oriel.ox.ac.uk/how-we-make-decisions for further information.

For Jesus College, the post-holder will be required to give three hours of tutorial teaching each week during term time (averaged over the year); to share with the other Classics tutors of the College the organisation of tuition of students, with particular attention to those taking Ancient History options; to set and mark relevant examinations and collections; to recommend books for the College library; and to be prepared to participate in the admissions process and in formal celebrations such as Schools dinners.

Informal enquiries about the post should be directed in the first instance to:

Professor Gonzalo Rodriguez-Pereyra, Senior Tutor of Oriel College: senior.tutor@oriel.ox.ac.uk

Hayley Merchant, Head of Administration and Finance, Faculty of Classics:
hayley.merchant@classics.ox.ac.uk

Queries about the application process should be addressed to **Sheila Moore**, Head of Human Resources at Oriel College: academic.recruitment@oriel.ox.ac.uk.

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

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/faculty and an Oxford college, and will have a contract with both.

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. The post-holder 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, the post-holder 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

The main duties of the post are as follows:

- i. To engage in research at an internationally competitive level in Ancient History.
- ii. To provide five and three weighted tutorial hours of teaching per week for Oriel and Jesus Colleges respectively (see below for more details) over the three 8-week terms which constitute the academic teaching year. Tutorial teaching is teaching in very small groups, usually of 2 or 3 students.
- iii. For Oriel College, to undertake a reasonable share of college administrative duties including attendance at Governing Body and to take an appropriate share in other committee and administrative work.
- iv. To share pastoral duties and participate in the organisation of the teaching of Literae Humaniores (Classics), Ancient & Modern History and Classical Archaeology and Ancient History in Oriel College and to act as College adviser to some of the graduate members of the College reading for higher degrees in Ancient History and related subjects;
- v. To participate in the annual admissions process for the selection of undergraduates who wish to read Literae Humaniores (Classics), Ancient & Modern History and Classical Archaeology and Ancient History at Oriel and Jesus Colleges.
- vi. Under the direction of the Faculty Board of Classics, to give 16 lectures or equivalent class or other teaching, including participation, where appropriate, in the MSt and MPhil degree programmes.
- vii. To make an appropriate contribution to the supervision and teaching of graduate students.
- viii. To act as an assessor or examiner to graduate and undergraduate students, as requested.
- ix. To co-operate in the administrative work of the Faculty of Classics in both term and vacation under the direction of the Chair of the Faculty Board.

The combined college teaching obligation at Oriel and Jesus Colleges will be 8 hours per week. No formal limitation is placed on examining or other work, but it is expected that associate professors will limit their total commitments, and colleges their demands on them, so that time will be available for research.

Selection criteria

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

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

- i. The completion of a doctorate in a relevant field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
- ii. Evidence of distinguished research in any aspect of the history of the Ancient Greek and Roman worlds, and a research record of international standing appropriate to the present stage of the candidate's career;
- iii. Evidence of successful research grant applications or of the potential to make successful applications;
- iv. Ability to carry out excellent undergraduate tutorial teaching in the topics described above.
- v. Ability to give lectures and classes to undergraduates and graduates at the highest level in Ancient History;
- vi. Ability or potential to act as an examiner;
- vii. Ability or potential to act as a graduate supervisor at the highest level;
- viii. Ability or potential to undertake College and University administration and to co-operate in College and University affairs; applicants should demonstrate sympathy for the nature and aims of the College and a willingness to participate and assist in collegiate life and government;
- ix. Ability or potential to undertake pastoral responsibilities for both undergraduate and graduate students;
- x. a willingness to forge links with schools and to participate in access initiatives with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

The selection committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the College and the Faculty as outlined above. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

Promoting diversity

The University and its Colleges are 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/> or details.

How to apply

The deadline for applications is **noon (GMT) on Friday 10th March 2023**.

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=163080, 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.

When asked to upload documents, you should upload the following (these should all be **pdf files** with your name and the document type in the filename):

- a detailed statement explaining how you meet the selection criteria set out above, using examples of your skills and experience;
- a full *curriculum vitae* including a list of publications;

Should you have any queries about how to apply, please contact Sheila Moore, Head of Human Resources at Oriel College (academic.recruitment@oriel.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.

References

As part of your application you will be asked to provide the names and contact details of **three referees** who between them are qualified to comment on your research and teaching. Candidates should ask their referees to write directly via email to academic.recruitment@oriel.ox.ac.uk and should supply each referee with a copy of these further particulars. It is the responsibility of the applicant to ensure that references are submitted promptly by **noon (GMT) on Friday 10th March 2023**. If you would prefer a referee or referees to only submit a reference if you are being called for interview, then you must indicate this when prompted during the application. You should provide the names and full contact details of three referees even if you do not wish them to provide a reference at the time of application.

The University and the 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://www.ox.ac.uk/students/welfare/disability> 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 interview, 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/>

Shortlisted candidates

Shortlisted candidates will be requested to submit two pieces of their recent research. Neither piece should exceed 10,000 words.

All shortlisted candidates will be invited for interview in Oxford. Candidates invited for interview will be asked to give a short teaching presentation to the committee as part of the interview. The audience will comprise the members of the selection committee; students of Oriiel and Jesus Colleges may be invited to attend. Further details of the nature of this presentation, and about all other aspects of the selection process, will be sent to short-listed candidates in advance of the interviews.

It is expected that interviews will be held on **Thursday 20 April and Friday 21 April 2023**.

Oriiel College

Oriiel is a friendly and attractive College located right in the heart of Oxford. Founded in 1326 by King Edward II, it is one of the oldest colleges in Oxford. Oriiel College is an independent self-governing institution. The student body at Oriiel is made up of undergraduates and postgraduates studying a wide variety of courses in a broad range of subjects. The students come from all kinds of schools, backgrounds and countries, and the College is committed to selecting the best applicants, based on academic achievement and potential, irrespective of educational background, gender or ethnicity. For further information about Oriiel College see www.oriel.ox.ac.uk.

For further information about Classics at Oriiel see:

<http://www.oriel.ox.ac.uk/courses/classics-literae-humaniores>

<http://www.oriel.ox.ac.uk/courses/classics-and-english>

<http://www.oriel.ox.ac.uk/courses/classics-and-modern-languages>

<http://www.oriel.ox.ac.uk/courses/classics-and-oriental-studies>

<http://www.oriel.ox.ac.uk/courses/classical-archaeology-and-ancient-history>

<http://www.oriel.ox.ac.uk/courses/history-ancient-and-modern>

Jesus College

Jesus College has a strong commitment to promoting and enabling education, learning, scholarship and research at the highest levels amongst its students and academic staff, whilst preserving an informal and friendly atmosphere. Founded in 1571 by Elizabeth I, the College is a self-governing educational charity. With Professor Sir Nigel Shadbolt, FRS, FREng, as its Principal, the College comprises some 110 Fellows, 50 lecturers, just over 300 graduates, and just under 400 undergraduates, and 100 support staff. The College is located on an attractive historic site in the centre of Oxford, with excellent access to the Bodleian Library and other University libraries, the Science Area, and the University's department and faculty buildings. A centre adjacent to the College provides state-of-the-art teaching facilities and ensuite student accommodation. The College has two annexe sites elsewhere in the city to provide additional student accommodation.

In 2022 the College opened a new building on its main Oxford site – the Cheng Yu Tung Building. This transformational addition to the College includes new teaching spaces, meeting rooms, a café, a multifaith room, a gym, postgraduate accommodation and the Cheng Kar Shun Digital Hub. Building on the University of Oxford's world-leading research, teaching, collections, and technologies, the Digital Hub will engage academics, students, staff, schools, and the public with digital research and teaching, events and activities. The Hub will foster innovation with digital technology, within and across disciplines. It will

enable researchers to explore new methodologies and share research results in innovative ways. See more at:

<https://www.jesuscollegeoxford450.co.uk/>

<https://www.jesuscollegeoxford450.co.uk/#digital-hub>

The Fellows of the College form a lively multi-disciplinary and international community. Weekday lunches in particular are a popular and lively time for Fellows to talk to their immediate colleagues and those in other disciplines. Guest Nights on Wednesdays and Fridays 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. The College hosts a number of well-attended formal dinners throughout the year, at which the postholder and his/her guest would be most welcome.

The Faculty of Classics

OVERVIEW OF THE FACULTY

The Faculty of Classics explores the culture and history of the ancient Mediterranean world from the Bronze Age to the Rise of Islam (around 2000 BCE to 650 CE). This includes the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages, together with the histories, cultures and societies of those with whom such groups are closely historically or archaeologically associated, including the peoples of ancient Afroeurasia outside the Greek-speaking world and the Roman Empire.

The Classics Faculty comprises the two Sub-faculties of Classical Languages and Literature and of Ancient History and Classical Archaeology, and benefits enormously from its institutional connections with neighbouring Faculties including History, Asian and Middle Eastern Studies, and Theology and Religion as well as the School of Archaeology. It is the largest Classics Faculty in the world, with 57 permanent academic postholders, including 19 Ancient Historians. The Colleges employ a number of other people in this subject area on fixed-term or permanent contracts, and they are also members of the Faculty. Details of the Faculty's postholders and its other members are given under 'People' at: <http://www.classics.ox.ac.uk>

Since 2007, the Faculty has been based in the Ioannou Centre for Classical and Byzantine Studies, which houses the Administrative Office, the Classical Art Research Centre, the Centre for Study of Ancient Documents, a number of other research projects, Byzantine Studies, and some members of the academic staff; it also includes a common room, facilities for graduates, a lecture theatre and a number of seminar and teaching rooms. It stands conveniently close to our major libraries and museums, and acts as the focus for the Faculty's many lectures, seminars, outreach activities etc.

Like other Humanities Faculties in Oxford, the Classics Faculty is not departmentally organised at the undergraduate level. The colleges control and run undergraduate admissions, tutorial teaching and welfare. They admit about 120 undergraduates each year to read for Classical Honour Moderations and the Honour School of Literae Humaniores ('Mods and Greats', a four year course), 24 each year for Classical Archaeology and Ancient History, about 25 each year for Ancient & Modern History, and a combined total of about 25 each year for Classics & English, Classics & Modern Languages and Classics and Oriental Studies. The Sub-Faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the tutorials.

GRADUATE TEACHING AND SUPERVISION

The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees, though each graduate will also be a member of a college. There are currently about 75 graduate students in Ancient History and about 75 in Classical Archaeology (the latter are admitted through the Graduate Studies Committee of the School of Archaeology) reading for higher degrees (the DPhil by thesis; the MSt and MPhil which are normally a mixture of thesis and taught courses). An outline of the taught courses is available on the Faculty's website at <http://www.classics.ox.ac.uk>: follow the links for Admissions > Graduate Admissions. Further details can then be found in the course handbooks (For Students > Course Handbooks). The postholder will be expected to supervise graduate students for both taught courses and the doctorate where appropriate.

RESEARCH ACTIVITY

Research in Classics covers a wide range of different topics and approaches. The primary goal is to foster first-class research (supported by excellent library and IT resources) over the whole range of literature, history, archaeology, and art in antiquity. Publications by members of the Classics Faculty include editions of literary, historical, papyrological and epigraphical texts, primary archaeological publication, monographs on authors and genres or historical periods, work on the constitutional, political and socio-economic history of antiquity, cultural history, reception and performance studies, and the history of religion and art. While we aspire to continuing leadership in our areas of current and traditional strength in ancient Mediterranean history, we are also keen to support emerging frontiers being pioneered in the discipline, and to consolidate and strengthen interdisciplinary connections both within and beyond the Oxford Classics Faculty, in areas such as economic, intellectual, and cultural history, and digital humanities.

The Faculty is notable for the number of research projects which it houses. It has four Centres, the Archive of Performances of Greek and Roman Drama, the Classical Art Research Centre and Beazley Archive, The Centre for Study of Ancient Documents and The Oxford Centre for Byzantine Research. In addition, it has some twenty current Research Projects (<https://www.classics.ox.ac.uk/research-projects>), most of which are externally funded by bodies such as the British Academy, the Arts and Humanities Research Council, the Leverhulme Trust and the Mellon Foundation. The postholder will be expected to contribute to the University's research activities, by publishing and by actively seeking research grants. The policy of the Humanities Division on progress in research and reappointment after the probationary period is appended to these particulars (Appendix C).

The Board of the Faculty of Classics, advised by its Research Committee, offers a range of support for research, including:

- a) a mentoring scheme in which a more established member of the Faculty gives guidance on teaching and research;
- b) research leave on a regular basis (see further below);
- c) financial support for research expenses and conference attendance;
- d) accommodation and equipment for research staff;
- e) IT equipment and resources.

In addition, the University has funds which can be used to support pilot projects and other limited research schemes. The Humanities Division supports a team of research facilitators whose role is to assist academic staff in developing projects and applying for external funding.

All academic appointments at Oxford have a sabbatical leave entitlement that equates to one term of leave for every six terms of service. The Faculty Board welcomes externally funded research leave and research fellowships, and generally puts no restrictions on postholders wishing to apply to the AHRC, Leverhulme, and other outside bodies. Aside from periods of leave, opportunities for research are also enhanced by the grants for research trips and assistance and conference attendance offered by the Faculty Board and the Craven Committee.

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

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.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 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), 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.

Benefits, Terms and Conditions

Salary

The combined University and College salary will be on a scale from £50,300 – £67,541 per annum per annum (as of 1st August 2022).

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

Associate Professors may be entitled to apply via the Recognition of Distinction Scheme to be awarded the title of full professor. Full details can be found here <https://hr.web.ox.ac.uk/recognition-of-distinction>.

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

Pension

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

Details are available at <https://finance.admin.ox.ac.uk/uss>

Sabbatical leave/dispensation from lecturing obligations

You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. You may be dispensed from up to two courses of eight lectures or classes in any period of three years, up to a maximum of four courses in any period of fourteen years.

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 for holding outside commitments may be found at

<https://hr.admin.ox.ac.uk/holding-outside-appointments#:~:text=Approval%20to%20hold%20outside%20appointments,agreement%20on%20any%20necessary%20repayment>

Guidance is also available on: ownership of intellectual property and managing conflicts of interest
<https://compliance.admin.ox.ac.uk/conflicts-of-interest>

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

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <https://www.ox.ac.uk/admissions/graduate/student-life/families-and-childcare> 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 <https://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 <https://www.newcomers.ox.ac.uk/>

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities.

For details, please see www.careers.ox.ac.uk/

Welcome for International Staff

One of Oxford's great strengths is its 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 <https://www.ox.ac.uk/about/international-oxford/resources-staff-and-students>

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

Relocation

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

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>

College-specific benefits

The following additional College benefits are provided by Oriel College:

- A housing allowance (currently £9,600 per annum).
- The postholder will be entitled to Fellow's (single) accommodation in College, subject to availability, with rents payable by the postholder at the rates set by the College.
- A research allowance of £1,805 per annum.
- Access to a subject entertainment budget is available.
- You will be entitled to take meals (lunch and dinner) free of charge at the Common Table of the College (except when the kitchens are closed).
- A teaching room in College.
- Membership of a medical insurance scheme (single membership as a taxable benefit with the option of family membership at own expense).
- Senior Common Room membership (also at Jesus College).
- Tutorial Fellows may apply to the College for sabbatical leave on full stipend and allowances on the basis of one term's leave for every six terms of qualifying service.
- A relocation allowance may be available with the prior agreement of the Treasurer.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Classics and Oriel and Jesus Colleges. 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 Humanities Divisional Board and the Governing Bodies of Oriel and Jesus Colleges 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 college Governing Bodies, and a formal contractual offer has been made.

Pre-employment screening

The appointment of the successful candidate will be subject to appropriate pre-employment screening by the University and the colleges. 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 www.ox.ac.uk/about/jobs/preemploymentscreening/.

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 the 30 September immediately preceding the 68th 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://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/>

Data Protection

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

The policy may be viewed at <https://compliance.admin.ox.ac.uk/data-protection-policy>