

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

<b>Post</b>	<b>Associate Professorship and Tutorial Fellowship in Medieval History</b>
<b>Department/Faculty</b>	Faculty of History, George Street, Oxford OX1
<b>Division</b>	Humanities
<b>College</b>	Oriel College
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	Salary on a scale from £52,815 to £70,918 per annum, increasing each year to the top of the scale, plus a College research allowance (£1,896) and College housing allowance (£10,084). A further allowance of £3,078 per annum would be payable by the University upon the award of a Full Professor title.

## **Overview of the post**

Oriel College and the Faculty of History are recruiting an Associate Professor of Medieval History to engage in research and teaching from 1 October 2024, or as soon as possible thereafter. Candidates will have a research expertise in some aspect of the social, economic, environmental, or material history of the British Isles within the period 1100-1500. Together with colleagues, the Associate Professor will shape and coordinate the teaching of history and its joint schools at Oriel college, where they will teach 8 hours a week averaged over the three eight-week terms. In addition, the Associate Professor will give lectures and undertake graduate teaching and supervision at the history faculty over a broad range of topics and themes in the British, European and/or world history of the period. At the History faculty, they will play a part in a large, lively and supportive research culture.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor John Watts, at [john.watts@history.ox.ac.uk](mailto:john.watts@history.ox.ac.uk). Candidates may also contact the Senior Tutor of Oriel College, Professor Gonzalo Rodriguez-Pereyra, at [senior.tutor@oriel.ox.ac.uk](mailto:senior.tutor@oriel.ox.ac.uk) specifically about the College role. All enquiries will be treated in strict confidence and will not form part of the selection decision.

**Athena  
Swan**  
Silver Award

## 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 you 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. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

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

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

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

### Duties of the post

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

- To engage in intellectually exciting research and publication in the field of medieval history, and obtain external peer-reviewed research grant funding to support this;
- To teach students of History through lectures, classes, and tutorials. On the faculty side, the teaching stint is 16 hours per annum;
- To assess undergraduates through formal written examinations, including participation in the examination process;
- To supervise and train graduate students in research. This includes playing a role in selection of graduates by the Department;
- To share in some of the administrative and outreach duties of the Department, under the direction of the Head of Department – see ‘Organisation’ section for further information;
- Promoting awareness and understanding of equality, diversity and inclusion and embedding these principles among staff and students.

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

#### Academic:

- To engage in advanced study and research;

- To deliver high-quality undergraduate tutorial teaching in History for an average of eight hours per week in each week of full term;
- To take responsibility for the organisation and oversight of History teaching for the College's students, including arranging tutorials and/or class teaching with specialist colleagues in other colleges, as appropriate;
- To undertake the normal duties of a college Tutor, which typically include coordinating, setting and marking College Collections (internal formative exams) where appropriate; monitoring student progress; writing termly reports on students' work; attending student progress meetings; providing career and progression guidance; providing induction, study skills and examination preparation support; and writing references;
- To undertake outreach and access work for the College (including participating in Open Days) and to take responsibility for the admission of students in History. For undergraduates, this includes interviewing during the December admissions period;
- To contribute to the intellectual life and academic activities of the College.

#### **Pastoral:**

- To share in the responsibility for the pastoral care of undergraduates studying History, working with the College's welfare team, as appropriate;
- To act as College Adviser to some of the graduate members of the College studying for higher degrees in History and related subjects, i.e. providing general academic guidance and support as distinct from the research guidance role of the doctoral supervisor.

#### **Administrative:**

- To participate in the administration and governance of the College, which includes exercising the duties of a Trustee as a member of the Governing Body, attending meetings of the Governing Body, serving on College Committees, taking an appropriate share in the administrative work, and on occasion taking on College offices (leadership roles).

#### **Teaching:**

Candidates should be able to teach the following undergraduate papers (see <https://www.history.ox.ac.uk/ba-history> for more details):

- History of the British Isles II, c.1000-1330, and III, 1330-1550, at Prelims (1<sup>st</sup> year) and Final Honour School;
- Either European and World History 2 (1000-1300) or 3 (1400-1650) at Prelims;
- At least one of: European and World History 3, The Central Middle Ages 900-1300; or 4, The Global Middle Ages 500-1500; or 5, The Late Medieval World, for the Final Honours School;
- At least two of: an Optional Subject, a Further Subject, a Special Subject, or a Theme Paper in the field of later medieval British or European and World History. (For existing options, see <https://www.history.ox.ac.uk/ba-history>.) The appointee will have opportunities to join in the teaching of existing papers and develop new ones;
- The successful candidate will also be expected to contribute to Approaches to History, Disciplines of History and other historiographical options;

- They will also supervise undergraduate dissertations in later medieval history.

At graduate level, they should be willing to:

- Contribute to MSt teaching in medieval history, medieval studies and/or economic and social history;
- Supervise Masters and Doctoral students in the later medieval history of the British Isles and/or Europe.

## **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 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.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>A doctorate in the field of Medieval History.</p> <p>An internationally recognisable academic and research track record within the field of the social, economic, environmental, or material history of the British Isles within the period 1100-1500.</p>	
<b>Teaching</b>	<p>Ability to educate and inspire graduate and undergraduate students in Medieval History, and a proven ability to foster a high level of achievement in students.</p>	<p>Alertness and sensitivity to the welfare needs of students.</p>
<b>Research and public engagement</b>	<p>Clear plans for future research and the ability to attract funding.</p> <p>Ability to contribute high-quality publications to the University's future REF submissions (REF: the UK-based Research Excellence Framework).</p>	
<b>Personal effectiveness</b>	<p>Outstanding communication and interpersonal skills.</p> <p>Professionalism as a colleague and proven track record of good collegial working relationships with others.</p>	
<b>EDI awareness</b>	<p>A firm commitment to promoting awareness and understanding of equality, diversity and inclusion and embedding these principles among staff and students.</p>	<p>An understanding of the needs of and/or experience of working with an ethnically diverse population.</p>

## How to apply

There is no separate application form for this post. Applications should include:

- Your full contact details, including email address, full postal address and at least one contact telephone number.
- A covering letter or statement explaining how you meet the selection criteria set out above.
- A full CV and publications list.
- Details of **three** referees (see below).

- An indication of where you first heard about this post.

### **Referees**

You should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. The college and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer them to be approached only with your specific permission, or only if you are invited for interview, then you must specify this in your application. You should name three referees in your application 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 are 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/>

Applications should be sent to [academic.recruitment@oriel.ox.ac.uk](mailto:academic.recruitment@oriel.ox.ac.uk)

The deadline for applications is 22 April 2024.

Should you have any queries about how to apply, please contact [academic.officer@oriel.ox.ac.uk](mailto:academic.officer@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.

Short-listed candidates will be asked to submit written work, and interviews are expected to be held on 4 June.

### **Oriel College**

Oriel 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. The student body at Oriel 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 most promising applicants based on their academic potential and supporting them to learn and thrive in their time at Oxford.

History is a relatively large subject at Oriel, with around 30 undergraduate and 15 graduate students, and seven teaching staff. These include the Regius Professor in History, two post-doctoral fellows, and three college lecturers, whose research and teaching covers medieval, early modern and modern history. Together with Julia Mannherz, Oriel's other tutorial fellow in History, the newly appointed Associate Professor will coordinate the undergraduate degree in History for Oriel.

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

## The Faculty of History

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

### *Medieval History at Oxford*

Oxford has a long and distinguished tradition of medieval history, and the subject continues to flourish today, with around twenty academics having interests in the period 1100-1500 across the British Isles, Europe, the Mediterranean and the wider world, and covering a wide range of thematic interests, including religion, politics, economics and commerce, gender and sexuality, the environment, art, culture, books and manuscripts, and intellectual history. The Faculty has played host to a number of research projects in later medieval history, including the 'Global Middle Ages' network (<https://globalmiddleages.history.ox.ac.uk/>), the 'Acts of William II and Henry I' (<https://www.history.ox.ac.uk/acts-william-ii-and-henry-i>), 'British Medieval Library Catalogues' (<https://www.history.ox.ac.uk/british-medieval-library-catalogues>) and 'The Writings of Gerald of Wales' (<https://www.history.ox.ac.uk/the-writings-of-gerald-of-wales>). The Oxford Centres for Global History, Intellectual History, Women's, Gender, Identity and Queer History, and the History of Science and Medicine often feature lectures and conferences on medieval topics (<https://www.history.ox.ac.uk/research-centres>), and the University has a lively community of medievalists, linked together by the interdisciplinary forum for Medieval Studies (<https://medieval.ox.ac.uk/>). The main Medieval History seminar, which meets weekly in term time, often covers topics in the later middle ages and there is a dedicated seminar on Later Medieval Europe in the spring term. Oxford's libraries, galleries and museums have wonderful collections of manuscripts and objects from the period too, and their collections can be used in research or teaching.

### 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 of University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and 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](http://www.ox.ac.uk/about/organisation)

## **University benefits, terms and conditions**

### ***Salary***

The University component of the salary will be on the scale for Associate Professors, (£20,999-£28,197). The combined College and University salary will be on a scale of £52,815 to £70,918 per annum.

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

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

### ***Intellectual property and conflicts of interest***

Guidance is available on ownership of intellectual property (<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>) and on managing conflicts of interest (<https://researchsupport.admin.ox.ac.uk/governance/integrity>).

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



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

See <https://www.ox.ac.uk/about/organisation/governance> and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

### ***Family support***

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

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

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. 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/>.

### ***Welcome for international staff***

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

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

### ***Relocation***

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

For more information see <https://finance.admin.ox.ac.uk/relocation-scheme-arrangements-guide-for-new-starters>

### ***Promoting diversity***

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

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

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

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

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

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

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

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

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

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

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

The University operates an employer-justified retirement age for academic posts of 30 September immediately preceding the 70th birthday.

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

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

### ***Data privacy***

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

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

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

## **College benefits, terms and conditions**

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

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

The Tutor will be enrolled as a member of the Universities Superannuation Scheme but may opt out.

The Tutor will be entitled to the following benefits and allowances:

- Housing Allowance (if living outside of College): £10,084 per annum (effective August 2023). This allowance is paid as taxable, pensionable income.
- Research Allowance of £1,896 p.a.
- Tutorial Fellows are entitled to apply for grants from the Research Fund, which currently has a value of £25,000 p.a.

- Membership of a medical insurance scheme, paid for by the College as a taxable benefit. Fellows may, at their own expense, add family members to the insurance scheme.
- Entitlement to lunch and dinner in College without charge when the kitchens are open.
- Membership of the Senior Common Room.

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

The appointment is subject to an initial probationary period of 5 years, with an interim review of performance held halfway through this period.

### ***Sabbatical leave***

The Fellow will be eligible for sabbatical and other leave in accordance with the College Bylaws. The College's sabbatical leave scheme normally allows for leave of absence on full pay for one term in every seven terms of qualifying service provided that satisfactory alternative teaching arrangements are made, and also that, if the Tutor holds any office of profit during the period of his or her leave, the Governing Body shall have power to revise or discontinue his or her stipend as Tutor for that period.

### ***Family support***

The College provides maternity and paternity leave on the same basis as the University. Full details are on the website at: <http://www.admin.ox.ac.uk/ps/staff/academic/matleave.shtml>.

### ***Relocation expenses***

Subject to HMRC regulations, the College pays relocation expenses on the same basis as the University, with any allowable relocation expenses shared between the University and the College in proportion to the stipend paid by each.

### ***Equality of opportunity***

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

### ***Medical questionnaire and the right to work in the UK***

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. The procedure governing right to work is described above.

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both Oriel College and the Faculty of History. 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 Governing Body of Oriel College and the C divisional board 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 governing body and the divisional board, and a formal contractual offer has been made.