***For Associate Professorships/Professorships where the University is the major employer***

***Note: sections highlighted in yellow may need to be edited or removed by college or department; sections highlighted in blue give guidance on drafting and should be removed from the final version.***

***Job Description and Selection Criteria***

|  |  |
| --- | --- |
| **Post** | **Associate Professorship (or Professorship) of X** *(NB in SSD, posts are advertised as “Associate Professorship” only.)* |
| **Department/Faculty** |  |
| **Division** |  |
| **College** |  |
| **Contract type** | **Permanent upon completion of a successful review. The review is conducted during the first 5 years.** |
| **Salary** | *give combined salary range* |

**Overview of the post**

The Department/Faculty of XX and XX College are recruiting an Associate Professor of XX to …

*Include a short overview of the role including the context of the role within the department/faculty and college and an overview of the aims of the job. Describe the role as positively and attractively as possible, avoiding Oxford jargon, to help attract suitable candidates. Points may include: research focus, teaching and students, the availability of mentoring, the research group/faculty, the supportive nature of the department/faculty etc.*

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact (name and contact details for department/faculty/college). 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 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 post are as follows:

Insert main duties here

*List research, teaching (including college teaching and graduate supervision), examining, and any administrative and/or pastoral duties for both University and College. Include the standard duties which will appear in the contract. As a guide you should aim to outline* ***no more*** *than 10 responsibilities/duties.*

*For holders of non-tutorial fellowships (NTFs), indicate that the successful candidate will be required to undertake six hours of tutorial or equivalent teaching for colleges per week, or a broadly equivalent load at the discretion of the faculty or department. If the precise NTF duties are known, they should be specified here.*

*NB list the duties without using the term “NTF” as this is Oxford “jargon” which should be avoided in FPs.*

**Hazard-specific / Safety-critical duties [delete if not appropriate]**

This post includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before you will be allowed to start work:

[Delete as appropriate:]

* Working at heights
* Night working (11pm-6am)
* Lone Working
* Work in hot or cold environments
* Driving on University business
* Working with Ionising Radiation
* Open food handling
* Working with category 3b or 4 lasers ([laser safety class](https://safety.admin.ox.ac.uk/laser-safety))
* Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](http://www.hse.gov.uk/pubns/misc208.pdf)
* Working with blood, human products and human tissues
* Work in clinical areas with direct contact with patients (NOT administrative roles)
* Work with allergens, eg laboratory animals, pollen, dust, fish or insects etc.
* Work with any substance which has any of the following pictograms on their MSDS:

 

* Travel outside of Europe or North America on University Business

**Additional security pre-employment checks [delete if not appropriate]**

This post includes the following duties which will require additional security pre-employment checks:

* List the particular duties associated with the required security pre-employment checks

The following check(s) will be required:

* A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children **OR** regulated activity involving ‘at risk’ adults **[delete if not appropriate]**
* A satisfactory basic Disclosure and Barring Service check due to [give reasons] **[delete if not appropriate]**
* University security screening (eg identity checks) **[delete if not appropriate]**

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

If, for any reason, you have taken a career break 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**

Insert selection criteria here

*Selection criteria are the skills, behaviours and achievements required to perform the job effectively. These should reflect the agreed role and should include all the attributes needed to fulfil the requirements of the post on both university and college sides. The selection criteria are the only criteria that can be evaluated during recruitment, and cannot be added to once the job is advertised. Ensure that research and teaching are covered, as well as administrative and pastoral skills. It is important to include behaviours such as team and collaborative working, communications and interpersonal skills, leadership and management experience as required.*

*Make sure that the criteria are formulated in a way that does not harbour the potential for unlawful direct or indirect discrimination; and that the wording does not include the potential for bias, including against candidates without experience of Oxford. Be clear about the subject area of research as this is a key criterion, but ensure the research area is not so specific or in too narrow a field as to limit the number and diversity of applicants. It is important to ensure the criteria are not set too high to exclude early-career academics with strong potential. Consider how you will assess each of the selection criteria at shortlisting and/or interview stage, e.g. by consideration of CVs, supporting statements, references, interviews, presentations, etc., and include details of the assessment methods for the interview stage in the ‘how to apply’ section.*

*For further information, please see* [*https://hr.admin.ox.ac.uk/planning-a-recruitment*](https://hr.admin.ox.ac.uk/planning-a-recruitment#collapse1617466)

**How** **to apply**

To apply, visit <https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=XXXXXX>  *(update the vacancy ID)*, 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 CV and a supporting statement*. (Customise this statement if you want additional material included with the application.)* The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment.

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.  (College support for disability and long term health conditions can be added here)   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. (*Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1 of the How- to Guide* [*Prepare a vacancy for advertising*](https://hrsystems.admin.ox.ac.uk/files/how-toguide-prepareavacancyforadvertisingpdf) [*for guidance on selecting the appropriate application form).*](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/corehr/processesuserguides/recruitingstaff/REC01_%28Recruitment_and_Personnel%29_v1.0.pdf)

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

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. *(Delete this paragraph if you will not be using system-generated e-mails to communicate with candidates.)*

**The Department/Faculty of X**

*Brief information about the department/faculty*

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

*Information should be relevant, interesting and likely to be attractive to potential candidates, e.g. libraries, research facilities. Please avoid using Oxford jargon when describing the faculty/department, as this can be off-putting to external candidates.*

**X Division**

*Brief information about the division(s) and relationship to the department/faculty.*

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

**X College**

*Brief Information about the college.*

For more information please visit: https://www.xxxxx.ox.ac.uk/

*Information should be relevant, interesting and likely to be attractive to potential candidates, e.g. libraries, research facilities, community.**Please avoid using Oxford jargon when describing the college, as this can be off-putting to external candidates. Do give general top-level information about allowances such as housing or research allowances in this section as these will be attractive to candidates. Details of benefits such as book grants etc. should be included in the Benefits, Terms and Conditions section.*

**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](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**

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

***Salary***

[Academic staff pay | HR Support (ox.ac.uk)](https://hr.web.ox.ac.uk/academic-staff-pay)

***Pension***

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

***Sabbatical leave***

[Council Regulations 4 of 2004 | Governance and Planning (ox.ac.uk)](https://governance.web.ox.ac.uk/legislation/council-regulations-4-of-2004)

***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>

***Family support***

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

<https://hr.admin.ox.ac.uk/my-family-care>.

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

***Welcome for International Staff***

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

[Home | Staff Immigration (ox.ac.uk)](https://staffimmigration.admin.ox.ac.uk/)

***Relocation***

 [If appropriate, set out further details of relocation scheme for joint appointees.
<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

***Promoting diversity***

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

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

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

***Pre-employment screening***

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

***Length of appointment***

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. See [Academic posts at Oxford | HR Support](https://hr.admin.ox.ac.uk/academic-posts-at-oxford#collapse1532056)

***Retirement***

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

*Give details of college salary, allowances (e.g. research, housing, hospitality, travel) and other benefits, terms and conditions here.*

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department/Faculty of #C and #C 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 #C divisional board and the Governing Body of #C 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.