



## Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Greek Language & Literature and Tutorial Fellowship in Classics
Department/Faculty	Faculty of Classics
Division	Humanities
College	Magdalen College
Contract type	Five years in the first instance, then re-appointment to retirement upon completion of a successful review.
Salary	Combined salary on a scale from £48,835 to £65,574 per annum, plus a College Housing Allowance of £15,000 per annum and other benefits. An allowance of £2,846 per annum would be made on the award of the title of Full Professor.

## Overview of the post

Magdalen College and the Faculty of Classics are recruiting an Associate Professor of Greek Language & Literature to start on 1 September 2022 or as soon as possible thereafter.

This is a joint appointment: the person appointed to the Associate Professorship or Professorship will be appointed to a Tutorial Fellowship in Classics at Magdalen College. The two previous postholders were Prof. Felix Budelmann and Prof. Oliver Taplin. The combined University and College salary will be on a scale from £48,835 – £65,574 per annum (as at 1 August 2021). Additional allowances are provided by the College, details of which can be found below.

The field of this post is Greek Language & Literature, and the Faculty has expressed a preference for the following areas of specialisation: Greek Drama; the Reception of Greek Literature. The successful candidate must have teaching competence across the whole range of Greek papers as required by the undergraduate courses. Examples of the most popular papers include:

Homer, *Iliad*; and Texts and Contexts, for Classics Mods (currently under review);

Greek Core; Greek Tragedy; Early Greek Hexameter Poetry; and The Reception of Classical Literature in Poetry in English since 1900, for Finals in Literae Humaniores;

Epic; and Tragedy, for Classics & English.

Further details of these courses are available at [www.classics.ox.ac.uk/](http://www.classics.ox.ac.uk/): see the link to the Course Handbooks under 'For Students'.



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 research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students. The post-holder will give 16 hours of lectures per year, participate in examining, and play a full and active role in Faculty administration.

The University of Oxford is a member of the Athena SWAN Charter for the advancement of gender equality: representation, progression and success for all. The Faculty of Classics particularly welcomes applications from female candidates and from black and minority ethnic candidates as they are currently under-represented at senior faculty level. For more on the Faculty's commitment to equality, diversity, and inclusion, see the Overview of the Faculty below.

For the College, the post-holder will be required to give eight hours of tutorial teaching each week during term time and to share with other tutors organisation of the tuition and pastoral care of students studying Classics. The post-holder will also be expected to participate in the administrative work of the College.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact in the first instance Miss Liz Howdill, Academic Administrator at Magdalen College ([liz.howdill@magd.ox.ac.uk](mailto:liz.howdill@magd.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 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 sections 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**

For the Faculty of Classics the postholder will be expected:

- i. To engage in research at an internationally competitive level in Greek Literature, preferably in one of the following areas of specialism: Greek Drama; the Reception of Greek Literature;
- ii. Under the direction of the Faculty Board of Classics, to give 16 lectures or the equivalent in smaller class teaching in each academic year, including participation, where appropriate, in the MSt and MPhil degree programmes;
- iii. To make an appropriate contribution to the supervision and teaching of graduate students;
- iv. To act as an assessor or examiner to graduate and undergraduate students, as requested;

- v. 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.

For Magdalen College the postholder will be expected:

- i. To engage in advanced study and research at an internationally competitive level in Greek Literature;
- ii. To provide on average 8 contact hours of tutorial teaching per week in Full Term (each of Oxford's three Full terms per year is eight weeks long) for undergraduates taking the Honour Schools of Literae Humaniores, Classics & Modern Languages, Classics & English, and Classics & Oriental Studies (with Classics as main subject);
- iii. To take responsibility (shared with other Magdalen tutors) for the selection, teaching, and pastoral care of undergraduates taking the above Honour Schools at the College;
- iv. To take part in selecting and to act as Adviser to the College's graduate students in Classics;
- v. To participate in the intellectual life and academic activities of the College;
- vi. To take part in the running of the College as a member of the Governing Body and a Charity Trustee.

For the Faculty, 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**

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, and should ask your referees to do so in their letters of reference.

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.

The successful candidate will demonstrate the following:

- 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 Greek Literature (with a preference for specialisation in Greek Drama or the Reception of Greek Literature), 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. Excellence, or the potential for excellence, at undergraduate tutorial teaching in Greek Literature;
- v. Ability to lecture to undergraduates and graduates at the highest level in Greek Literature;
- 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 governance;

- 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 the highest standards.

## How to apply

To apply, visit the 'Oxford University Jobs' page of the University website ([www.jobs.ox.ac.uk/](http://www.jobs.ox.ac.uk/)), and click on 'Academic': click on the relevant post title, and then on the 'Apply Now' button. You will need to follow the on-screen instructions to register as a new user or log in if you have previously applied for a post on this website. Please refer to the 'Terms of Use & Privacy Policy' in the left-hand menu bar for information about privacy and data protection. **Candidates should supply each of three referees with a copy of these further particulars and ask them to email their references directly to Miss Liz Howdill, the Academic Administrator at Magdalen College ([liz.howdill@magd.ox.ac.uk](mailto:liz.howdill@magd.ox.ac.uk)), by 12.00 noon (GMT) on Monday 24 January 2022 without further prompting.** The College and the Faculty of Classics wish to take this opportunity to thank in advance those referees who write on behalf of applicants. Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) in their covering letter (for which see below).

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): (1) a detailed covering letter, which explains how you meet the selection criteria for the post, sets out information about your research and the subjects you could offer to teach, and lists three referees; (2) a full *curriculum vitae* including a list of publications; (3) and (4) two representative samples of written work, published or unpublished, each no more than 10,000 words in length. In respect of the written work, candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); (b) normally, at least one should be in one of the Faculty's preferred areas of specialisation; and (c) the work will be considered at the interview stage.

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: see [www.accessguide.ox.ac.uk/](http://www.accessguide.ox.ac.uk/).

All applications must be received by **12.00 noon (GMT) on Monday 24 January 2022**. All short-listed candidates will be invited for interview. It is anticipated that interviews will be held on **Wednesday 2 March 2022**. It is possible that interviews will be held online via Microsoft Teams rather than in person. Further information will be sent to short-listed candidates in advance of the interview.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto: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.

## Magdalen College

There are 39 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford's East Gate, near the centre of the city. Magdalen has many traditions, but enjoys a modern outlook. Its top priorities are academic excellence and the fostering of a supportive and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. At any one time there are approximately 400 Magdalen undergraduates and 230 graduates, and the College has recently agreed a major expansion in its graduate numbers over the next ten years. The Governing Body of Magdalen College consists of the President and 70 Fellows, including Tutorial Fellows, Professorial Fellows, and Fellows by Examination (Junior Research Fellows). The President of the College is Dinah Rose, QC. The College has a very strong representation in Humanities and Social Sciences. Further information is available on the College website at: [www.magd.ox.ac.uk/people-at-magdalen/](http://www.magd.ox.ac.uk/people-at-magdalen/).

The person appointed will teach Magdalen undergraduates reading for the degrees in Literae Humaniores, Classics & Modern Languages, Classics & English, and Classics & Oriental Studies (with Classics as main subject), and will share in organising those degrees at the College with the Tutorial Fellows in Ancient History, Philosophy, Modern Languages, and English. The College would generally expect to admit approximately seven undergraduates each year to read for these degrees, and also admits a varying number of graduate students in Classics each year. Detailed terms and conditions of the Tutorial Fellowship at Magdalen College are given below.

## The Faculty of Classics

### OVERVIEW OF THE FACULTY

The Faculty of Classics is the faculty of the University which exists to promote the study of ancient Greek and Roman culture, civilisation, and history. The chronological boundaries of what the Faculty principally studies are ca. 1100 B.C. and A.D. 600. Particular subjects include 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 as a mother-tongue or as a principal mode of discourse, together with the histories, cultures, and societies of those with whom such groups are closely associated historically or archaeologically, within the period above mentioned, including the peoples of Europe outside the Greek-speaking world or the Roman Empire, of Africa north of the Sahara desert, and of western Asia as far east as the Hindu Kush mountains.

The Classics Faculty comprises the two Sub-faculties of Classical Languages and Literature and of Ancient History and Classical Archaeology, and currently has 55 permanent academic postholders on the University payroll; it is thus believed to be the largest Classics Faculty in the world. The colleges employ a number of other people in this subject area on fixed-term or permanent contracts, and these are members of the Faculty likewise. Details of the Faculty's postholders and its other members are given under People > Faculty Members at: [www.classics.ox.ac.uk](http://www.classics.ox.ac.uk).

In 2007, the Faculty entered its splendid new Ioannou Centre for Classical and Byzantine Studies at 66 St Giles', which combines harmoniously three listed Victorian shops with a very imaginative and spacious modern addition on the back. This 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 next to the recent Sackler Library and the newly refurbished and spectacularly extended Ashmolean Museum, and a mere five minutes' walk from the Bodleian Library. It now 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 and tutorial teaching, and play a leading role in the provision of student 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 & 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 & 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: lecture-list committees oversee these and try to marry lecturing needs with lecturers' expertise. The Sub-Faculties meet separately at least once a term in order to discuss issues of common concern, such as syllabus reform; these meetings are regularly followed by joint meetings with members of both Sub-Faculties present together.

The Faculty of Classics fully shares the University of Oxford's commitment to fostering an inclusive culture which promotes equality, values diversity, and maintains a working, learning, and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences brought by a diverse staff and student body strengthens our research and enhances our teaching, and that in order to remain a world-leading institution we must continue to provide a diverse, inclusive, fair, and open environment that allows everyone to grow and flourish. The Faculty is preparing to submit an application for an Athena SWAN award in early 2022. It has a dedicated Outreach officer and it has created a new role of EDI officer, supported by an EDI committee (including student and external representatives), to coordinate initiatives which foster and enhance equality, diversity, and inclusion. This post is currently held by Prof. Rhiannon Ash (Merton College). The Faculty recently received funding for a 'Representative Classics' project, which celebrates the diverse voices of the Oxford Classics community via a podcast series and film, and by an exhibition which will be permanently displayed in the Classics Faculty's Ioannou Centre (in Oxford) as a visual, evolving, and long-lasting form of representation.

### **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 100 graduate students in Classical Languages and Literature reading for higher degrees (the DPhil, by thesis; the MSt and MPhil, which are normally a mixture of thesis and taught course). An outline of the taught courses is available on the Faculty's website at [www.classics.ox.ac.uk](http://www.classics.ox.ac.uk) (follow the links for Admissions > Graduate Admissions > individual courses). 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: research and research strategy is considered by a Research Committee, which reports to the Faculty Board. 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.

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 Research Projects (<http://www.classics.ox.ac.uk/projects.html>), 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 actively seeking research grants.

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 for conference attendance, offered by the Faculty Board.

For more information, please visit: [www.classics.ox.ac.uk/](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 following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; 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.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the Stephen A. Schwarzman Centre for the Humanities – see [www.schwarzmancentre.ox.ac.uk/](http://www.schwarzmancentre.ox.ac.uk/).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Classics will not move to the Schwarzman Centre, but will continue to be based in its current premises at the Ioannou Centre, St Giles', Oxford.

For more information please visit: [www.humanities.ox.ac.uk](http://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](http://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](http://www.ox.ac.uk/about/organisation).

## **Benefits, Terms, and Conditions of the Tutorial Fellowship at Magdalen College**

The person appointed to the Tutorial Fellowship in Classics will be required to engage in advanced study and research, to take a lead in organizing the tuition and pastoral care of students studying for degree courses involving Classics at Magdalen, and to provide eight contact hours of teaching per week during Full Term (each of Oxford's three Full Terms per year is eight weeks long). The tutorial stint may



be made up partly through tutorials given to undergraduates from other colleges in the tutor's field(s) of specialisation. In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; to report on their students' progress to the Tutorial Board; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of each term, except in the term following a University examination; to assist with College Open Days; and to participate in the annual admissions exercise in December.

The person appointed will become a member of the Tutorial Board, which is responsible for the academic policy of the College. The Board meets three times per term.

The person appointed will be a member of the Governing Body of Magdalen College (a Charity Trustee) and will be expected to play a part in the administration of the College, to assist with the admission of undergraduates and postgraduates, and to take part, when required, in examinations for Fellowships of Magdalen College. The Fellow will also assist where appropriate in advising the College's graduate students.

The Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College's Statute XIV and associated Bylaws) the College, in line with the University, has adopted a retirement age of 30 September immediately preceding the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in Classics shall itself terminate on the same date as the Associate Professorship.

External work exceeding 30 days per annum requires the approval of the College.

Each appointment (that by the College and that by the University) will be at an appropriate point on the following scale, with effect from 1 August 2021 (the figure in the 'Total Salary' column gives the total when the College and University salary are at the same point on the scale, which may not always be the case):

<b>Scale point</b>	<b>National Spine Point</b>	<b>College Salary</b>	<b>University Salary</b>	<b>Total Salary</b>
11	52	£39,515	£26,059	£65,574
10	51	£38,366	£25,302	£63,668
9	50	£37,252	£24,566	£61,818
8	49	£36,169	£23,853	£60,022
7	48	£35,119	£23,160	£58,279
6	47	£34,099	£22,488	£56,587
5	46	£33,109	£21,834	£54,943
4	45	£32,148	£21,200	£53,348
3	44	£31,214	£20,585	£51,799

2	43	£30,308	£19,988	£50,296
1	42	£29,428	£19,407	£48,835

Those appointed below the top of this salary range on either side of the appointment will receive annual increments until they reach the top point.

The Fellow will be entitled to rooms in College free of charge (HMRC tax liabilities will apply), or, if not residing in College, to a taxable and pensionable housing allowance (currently £15,000 per annum) together with a study/teaching room in College. The College also offers a Housing Loan Scheme to assist in house purchase. The Fellow will be entitled to the Common College dinner and luncheon free of cost, and to an entertainment allowance (currently £290 per annum). In addition, the College operates a scheme whereby Fellows' research costs (including travel and books) can be reclaimed, up to a current maximum of £1,750 per annum. Newly appointed Fellows will also have an allowance of £1,400 for computer equipment in the first year of employment, and £500 per year thereafter. There is also a Research Fund to which Tutorial Fellows can apply for particular expenses, and a fund for projects which are of specific benefit to students of the College.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The Fellow will be entitled to apply for sabbatical leave from College duties, without deduction of stipend, at the rate of one term's leave for every six terms of service. An additional term of leave is available for every eighteen terms of service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Employees are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave: this is a day one entitlement. Magdalen has a priority claim on four places in the University nurseries. Arrangements are available for paternity leave and shared parental leave.

Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note the information given by the UK government in respect of obtaining a Global Talent or Skilled Worker visa:

[www.gov.uk/global-talent](http://www.gov.uk/global-talent);

[www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa).

### **Equality**

Magdalen College is committed to Equality and Diversity. Further information can be obtained on the College website at: [www.magd.ox.ac.uk/equality/](http://www.magd.ox.ac.uk/equality/).

### **Further Information**

For details of how to apply for the post, see above. The Magdalen College website, which contains details of current Fellows and Tutors as well as a variety of more general information, can be found at: [www.magd.ox.ac.uk](http://www.magd.ox.ac.uk).

## **Benefits, Terms and Conditions of the Associate Professorship**

### **Salary**

The University component of the salary will be on the scale for Associate Professors (£19,407 – £26,059 per annum). The combined University and College salary will be on a scale from £48,835 to £65,574 per annum (as at 1 August 2021).

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 <https://hr.web.ox.ac.uk/recognition-of-distinction>; 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 <https://hr.web.ox.ac.uk/professorial-merit-pay>. 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.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.

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

Guidance is also available on:

ownership of intellectual property at <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>, and

managing conflicts of interest at <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

[www.ox.ac.uk/about/organisation/governance](http://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>. 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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

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 [www.newcomers.ox.ac.uk/](http://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 <https://welcome.ox.ac.uk/>.

If you require a visa, we have a dedicated 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 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.

### ***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/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 all academic posts, for which the retirement date is the 30 September immediately preceding the 69th 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>.

### **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Classics and Magdalen 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 Humanities Divisional Board and the Governing Body of Magdalen 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.