Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship (or Professorship) in the Philosophy of Mind (with desirable sub-specialism in the Philosophy of Cognitive Science or the Philosophy of Psychiatry) and Tutorial Fellowship</th>
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<tr>
<td>Department/Faculty</td>
<td>Faculty of Philosophy</td>
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<td>Division</td>
<td>Humanities Division</td>
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<td>College</td>
<td>St Anne’s College</td>
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<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<td>Salary</td>
<td>Grade 10a (395): combined salary £47,263 to £63,463 (with effect 1 August 2018) plus additional benefits including a college housing allowance of £9,655. An additional allowance of £2,754 p.a. would be payable upon award of Full Professor title.</td>
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Overview of the post

St Anne’s College and the Faculty of Philosophy are seeking to recruit an Associate Professor of the Philosophy of Mind, with a desirable, but not essential, sub-specialism in either the Philosophy of Cognitive Science, or the Philosophy of Psychiatry. This is a joint appointment: the person appointed to the Associate Professorship or Professorship will also be appointed to a Tutorial Fellowship at St Anne’s College, and they will undertake teaching and research for both the College and the Faculty.

The successful candidate (henceforth ‘postholder’) will have the potential to enhance the high reputation of the Faculty of Philosophy in research, will have a proven record of internationally recognised scholarship and research appropriate to their career stage, and will be expected to provide for the Faculty a high standard of research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students.

As well as being a specialist in the Philosophy of Mind, the postholder will be expected to have a broad range of other philosophical interests, suitable to provide high quality, engaged, teaching of undergraduates studying philosophy at St Anne’s College, in a small group (tutorial or class) setting.

For St Anne’s, the postholder will be expected to deliver 8 contact hours of teaching per week during term time, with associated tutorial fellow duties, including organising tutorials by other tutors, preparing and marking collections (termly college tests), conducting admissions, and offering pastoral care to undergraduates and graduates, whilst also contributing to the good running and general oversight of the College, as a member of the Governing Body of the College. The postholder will be required to give tutorials in at least two elements of the “Introduction to Philosophy” course taken by first-year philosophy students (the three elements of the first-year course being: Logic, General Philosophy, and Moral Philosophy) and in a good range of advanced papers in Philosophy (i.e., those taken by students in the second year and beyond), including, in addition to Philosophy of Mind (104) one of the following ‘core’ Philosophy options: (101) History of Philosophy from Descartes to Kant; and (102) Knowledge and
Reality; along with at least one other advanced paper in Philosophy, a full list of which can be found on the Philosophy Faculty website at [www.philosophy.ox.ac.uk/undergraduate-study](http://www.philosophy.ox.ac.uk/undergraduate-study).

For the Faculty, the postholder will deliver 16 lectures or classes per year, supervise graduate students, participate in examining, and play a full and active role in Faculty administration, in addition to pursuing their research.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Dr Shannon McKellar Stephen, Senior Tutor, St Anne’s College (email: senior.tutor@st-annes.ox.ac.uk or tel: +44 1865 274869) or Professor Chris Timpson, Chair of the Philosophy Faculty Board (email: Christopher.timpson@bnc.ox.ac.uk or tel: +44 1865 276929). 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.

**Philosophy teaching and examining in Oxford**

Undergraduate teaching and examination in Oxford involves a separation of powers: College tutorial teaching prepares students to take examinations in ‘papers’ from a prescribed list; the broad syllabus is set by Faculty committees rather than by individual college tutors. The Faculty also appoints various of its members each year to set and to mark the examination for each paper. The Faculty further arranges lectures to support students’ study, the content of which is guided by the published syllabus and informed by past examination papers, whilst also by the lecturer’s own research and learning in the relevant area. However, the roles of examiner and of lecturer for a given paper are logically distinct, and (by design) typically different individuals will occupy these distinct roles at any given time, whilst the role of college tutor is distinct again. As an Associate Professor/Professor and Tutorial Fellow, the postholder will occupy each of these different roles (tutor, lecturer, examiner) at various times and for various papers from the philosophy syllabus.

**Duties of the post**
The postholder will have two employers, the University of Oxford, and St Anne’s College, and will be required to undertake teaching and research and contribute towards the administration and governance of both organisations.

The postholder will be expected to perform the following duties to the satisfaction of the Philosophy Faculty Board:

i. to undertake and disseminate advanced research or study in the Philosophy of Mind (to include Philosophy of Cognitive Science or Philosophy of Psychiatry if applicable) which will inform the postholder’s lectures, and tutorial and class teaching;

ii. to design and deliver up to 16 lectures or classes over the year during term time to graduates and/or undergraduates; to produce lecture notes, course materials, and reading lists as required; and to provide graduate supervision as required;

iii. to participate as and when requested to do so in the annual graduate admissions exercises for Philosophy;

iv. to act as an examiner for undergraduate and graduate courses involving Philosophy; to serve on examining boards and assist with paper setting;

v. to participate fully in Faculty administration: this may include (as appropriate to career-stage) serving on one or more of the Faculty Board’s major committees or on working groups charged with considering syllabus developments or the introduction of new courses involving philosophy (both at graduate and undergraduate level), or (again as appropriate to career-stage) taking on Faculty Officer roles;

vi. to contribute as appropriate to other initiatives within the Faculty to which Philosophy of Mind is relevant, for example the Summer School in Philosophy and Psychiatry;

vii. any further related duties, as directed by the Chair of the Philosophy Faculty Board.

The person appointed will be expected to perform the following duties to the satisfaction of St Anne’s College:

i. to give (averaged across the year) eight contact hours per week of teaching to undergraduates in small groups, during the 24 weeks of full term each year;

ii. to engage in advanced study and research;

iii. to participate in the undergraduate admissions process for the College, taking responsibility for admissions to Philosophy and its joint schools;

iv. to undertake the normal duties of a college tutor, which include, in collaboration with colleagues, coordinating, setting and marking Collections (College termly exams), monitoring student progress and writing termly reports on students’ work, and organising, where necessary, teaching by specialist colleagues in other colleges;

v. to take responsibility for pastoral care of undergraduates reading Philosophy in the College;

vi. to act as College Adviser for graduate students;

vii. to assist with access and outreach activities (including College Open Days and Study Days);

viii. to participate in academic summer schools and/or bridging programmes that are developed by St Anne’s;
ix. to participate in any fundraising and development activity relating to Philosophy;

x. to serve as a Trustee of St Anne’s College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and taking on College offices as appropriate to career stage.

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. Wherever possible, women and men will be members of the committee.

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.

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

Essential selection criteria

a) A doctorate in Philosophy or in a closely related field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);

b) Evidence of the ability to produce leading research in the Philosophy of Mind, a research record of international standing appropriate to the stage of the candidate’s career, and an exciting and viable plan for future research;

c) Experience of teaching, and evidence of the ability to teach philosophy effectively, both at undergraduate and graduate level, and in the various formats of lectures, classes and very small group tutorials. This should include ability to teach Philosophy of Mind but also extend across a range of topics within the field of philosophy taught at undergraduate level at Oxford as described under ‘Overview of the post’ above;

d) Ability to supervise graduate students;

e) Ability and commitment to undertake a range of administrative duties both within the Faculty and the College;

f) Ability and willingness to participate in the governance, academic activities and intellectual life of the College;

g) Possession of excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students.
Desirable selection criteria

a) Research specialisation in Philosophy of Cognitive Science or Philosophy of Psychiatry;

b) Evidence of successful research grant applications or evidence of the potential to make successful applications;

c) Experience of supervising research students.

How to apply

The following documents should be sent, in Word format, or as a pdf, attached to an email, to Ms Ellen Creaser, Executive Assistant to the Senior Tutor, St Anne’s College: ellen.creaser@st-annes.ox.ac.uk
Please note that only applications made by email will be accepted.

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, and in particular, explicitly stating which of the papers on the Oxford philosophy syllabus (see above) you are willing and able to teach
- A full CV and publications list
- Details of three referees (see below)
- An indication of where you first heard about this post
- Two samples of written work (see below).

References: Applicants should ask their three referees to send references to the same email address (ellen.creaser@st-annes.ox.ac.uk) by the same deadline as for applications. The College and the Faculty wish to take this opportunity to thank in advance those referees who write on behalf of applicants. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number.

Written work: Each candidate should submit electronically (as pdfs) TWO items of written work, each about the length of a chapter or article and each not exceeding 10,000 words (so not more than 20,000 words in total), published or unpublished. Where work is joint-authored, candidates should identify their main contribution to the piece.

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 www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interview, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/

The deadline for applications is midday (UK time) on 13 February 2019.

Should you have any queries about how to apply, please contact The Executive Assistant to the Senior Tutor, St Anne’s College, Oxford, OX2 6HS (email: ellen.creaser@st-annes.ox.ac.uk).

All applications will be acknowledged after receipt and will be considered against the selection criteria by the selection committee as soon as possible after the closing date. Interviews are planned for the
middle of March. All shortlisted candidates will be interviewed and will be asked to give a teaching presentation and a research presentation as part of the selection process. Further details will be provided to shortlisted candidates.

St Anne’s College

There are 38 self-governing and independent colleges at Oxford, and six permanent private halls, giving 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.

St Anne’s is a modern College with the ambition to be a diverse and inclusive community contributing to the University’s vision to lead the world in education and research. Its values are to be: forward looking and outward facing; diverse and multidisciplinary; ambitious and down-to-earth; independent and collaborative, and rigorous and supportive. It is one of the largest Colleges in the University. Known for the diversity of its student body, it is an energetic and friendly community of some 800 students plus tutors and staff. Helen King (PPE, 1983) started as the College’s new Principal in April 2017.

St Anne’s has a radical tradition. It can trace its origins back to 1879 and the formation of the ‘Association for the Education of Women in Oxford’. It became a college in 1952 and first admitted men in 1979. The College has always set its face outwards towards the world, driven by its commitment to making the opportunities of an Oxford education accessible to those of academic potential who otherwise might not envisage themselves in Oxford. The College has about 440 undergraduate students, 60 visiting, recognised and other students, and a graduate community of around 330 (taught and research). It also has a large and committed alumni base.

St Anne’s Tutorial Fellows are supported in their teaching by a committed team of college lecturers and the College is also home to a lively group of Research Fellows and Associates who contribute to the thriving academic life of the College. A dedicated support staff of over 90 provides administrative, library, maintenance, IT, accommodation and catering services. The College has an on-site children’s nursery with preference for places being given to the children of College staff.

St Anne’s has a large, international community of researchers. The collegiate nature of the University of Oxford provides a unique forum for collaborative working and interdisciplinary research. St Anne’s is committed to developing this potential and to encouraging dialogue at all stages of academic life. Research activities at St Anne’s are supported by a programme of workshops, seminars and lectures that bring together research fellows, lecturers and teaching fellows, and give graduate students the chance to share their research. As well as the Centre for Personalised Medicine, the College hosts two Science, Medicine and Culture projects and the Oxford Comparative Criticism and Translation project. The College website provides more information on these initiatives: www.st-annes.ox.ac.uk/about/research-and-initiatives

Philosophy is an important subject at St Anne’s and is offered as part of a joint honours degree with Psychology, Modern Languages, and Politics and Economics. Students in these subject combinations number about 24 per year. Philosophy is also offered with Maths and Computer Science where there is typically a cohort of 12 students per year. At graduate level, St Anne’s offers places to students on the BPhil Philosophy, DPhil Philosophy, MSt Ancient Philosophy, MSt Philosophy of Physics, and MSt Philosophy, and typically has about 15 students on its register at any one time.

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The Philosophy Faculty

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture. The Faculty performed outstandingly in the 2014 REF, with 51% of overall research activity assessed at the top grade of 4*, ahead of all other UK philosophy departments; over 70 Faculty members were submitted, by far the largest number nationally. Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over one thousand students studying Philosophy at undergraduate level, always in combination with at least one other subject. The courses available are: PPE; Literae Humaniores (Philosophy, Classical Languages and Literature, and Ancient History); Psychology, Philosophy and Linguistics; Philosophy and Theology; Philosophy and Modern Languages; Mathematics and Philosophy; Computer Science and Philosophy; and Physics and Philosophy. There are over 100 graduate students in Philosophy, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy and Philosophy of Physics, and the rest for the DPhil. A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at: www.philosophy.ox.ac.uk.

In August 2012, the Philosophy Faculty moved to the refurbished Radcliffe Infirmary building on the Woodstock Road, now known as Radcliffe Humanities. As well as housing the Philosophy Faculty, the Grade II* listed building also contains a combined Philosophy and Theology Library (part of the Bodleian Library), and the administrative offices of the Humanities Division. The move - which amongst other things, enhanced the quality and quantity of space available for our graduate students - meant that Philosophy became the first academic unit to be located within the Radcliffe Observatory Quarter, the site on which an integrated Humanities Centre (including new space for the Faculty) will be established in due course.

Humanities Division

The Humanities Division is one of the four academic Divisions in the University, each with considerable devolved budgetary and financial authority and responsibility for providing a broad strategic focus across its constituent disciplines. The Humanities Division brings together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums. Oxford’s extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. Every college has its own library, many of which have important holdings of their own.

The Division’s 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.
About the University of Oxford

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation

University benefits, terms and conditions

Salary

The University component of the salary will be on the University's scale for Associate Professors (TF – College) (£18,782 - £25,220). The combined College and University salary will be on a scale up to £63,463 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.

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 www.admin.ox.ac.uk/finance/epp/pensions/schemes/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 www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

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 and www.admin.ox.ac.uk/statutes/781-121.shtml 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 www.admin.ox.ac.uk/personnel/during/family/. 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/. 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/. 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/.

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.

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

Relocation

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.
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 www.admin.ox.ac.uk/eop/ 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:

www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/
www.admin.ox.ac.uk/personnel/staffinfo/benefits/

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 www.ox.ac.uk/about/jobs/preemploymentscreening/.

Length of appointment

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

The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday. The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

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:

www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s Policy on Data Protection is available at:

www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

College benefits, terms and conditions

Salary
The College component of the salary will be on the scale for Associate Professors (TF – College), (£28,481 to £38,242). The combined College and University salary will be on a scale up to £63,463 per annum.

**Benefits**

Tutorial fellows also receive a housing allowance of £9,655 a year, an entertainment allowance of around £360 per annum (depending on the number of students) and a research allowance of £1,053 a year.

As a Fellow of St Anne’s College, the postholder will, in addition to his/her stipend on the combined college and university salary scale, be entitled to full membership of the Senior Common Room and to a teaching room in College.

Those holding significant administrative appointments within St Anne’s College may be eligible for additional payments and/or remission of some other duties.

**Length of appointment**

The appointment is subject to an initial probationary period of up to five years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation in College administration, will result in appointment to retiring age under the College statutes, currently at 30 September immediately preceding the 69th birthday, subject to legislation in place at the time. 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. If the Fellow should vacate the Associate Professorship, the fellowship must thereupon be vacated.

**Sabbatical leave**

A system of sabbatical leave operates at College level. Such leave allows a postholder to pursue advanced research and/or to develop their teaching ability and experience. It is available subject to satisfactory replacement teaching being in place. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a ‘rolling’ basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms, without the express permission of Governing Body). It is normal for Fellows to obtain sabbatical leave from the University for the same period.

**Data privacy**

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our College, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at [www.st-annes.ox.ac.uk/about/policy-and-governance/privacy-notice](http://www.st-annes.ox.ac.uk/about/policy-and-governance/privacy-notice).

The College operates the same benefits, terms and conditions as the University with regard to pensions.

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both St Anne’s College and the Faculty of Philosophy. 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 St Anne’s College and the Humanities 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.
Equal Opportunities

The policies and practice of St Anne's College require that entry into employment with the College and the University and progression within employment shall be determined only by personal merit and the application criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. In all cases, ability to do the job will be the primary consideration.