

Department of Physics

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Job Description and Person Specification

Post	Associate Professorship or Professorship of Quantum Information (two posts)
Department/Faculty	Physics
Division	Mathematical, Physical and Life Sciences
College	Worcester (one post) or Keble (one post)
Contract type	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
Salary	Salary on a scale from £45,562 p.a. plus additional benefits. For Keble College: housing allowance of £8,970 p.a., access to a shared equity scheme, and a discount on the college nursery for children up to five years old, subject to availability. For Worcester College: a housing allowance of £8,342 p. a. or accommodation in college (if available). Allowance of £2,655 p.a. would be payable upon award of Full Professor title.

Overview of the post

Applications are invited for two posts of Associate Professor (or Professor) of Quantum Information, to be held in the Physics Department, with effect from 1 October 2017 or as soon as possible thereafter. One successful candidate will also be appointed to a Tutorial Fellowship at Keble College, and one successful candidate will also be appointed to a Tutorial Fellowship at Worcester College.

Summary of Duties and Criteria

The Associate Professors will develop world-leading research programmes addressing the greatest challenges in optical quantum technologies and/or the experimental study of the underpinning quantum science, teach at undergraduate and graduate level, and participate in the administration of the College and the Physics Department.

The successful candidate will hold a doctorate in experimental quantum science or technology, or a related subject, and will have a proven record of high quality creative research in quantum technologies at an international level. She or he will be an effective teacher at undergraduate and graduate level and have the interpersonal skills necessary to engage with students and colleagues at all levels.

The Physics Department

The Associate Professors will join a vigorous scientific community centred around the NQIT quantum hub on Networked Quantum Information Technologies that is part of the UK National Quantum Technologies Programme. This interdisciplinary research programme spans several university departments and provides ample opportunity to engage with industry and commercialize quantum enhanced technologies. These posts have been created to seize those opportunities and lead the Second Quantum Revolution developing both quantum technologies and underlying quantum science. In doing so, the post holders will be expected to work closely with colleagues across the Physics Department – including Atomic & Laser Physics where these posts will be held – and researchers working in the NQIT quantum hub and members of the UK National Quantum Technologies Programme.

Keble College

One Associate Professor will hold a Tutorial Fellowship at Keble College. The College offers a vibrant multi-disciplinary academic community, which offers a chance to mix with academics from a very wide range of fields. The Fellow will have access to an office in the College which they will be able to use for teaching. In addition to salary, Tutorial Fellows receive a housing allowance which is currently £8,970 p.a., and access to an equity-sharing house purchase scheme; full (free) dining rights in College, which is a few minutes' walk from the Physics Department; and a discount on the college nursery for children up to five years old, subject to availability. More details are given below.

Worcester College

One Associate Professor will hold a Tutorial Fellowship at Worcester College. The College offers a vibrant multi-disciplinary academic community, which offers a chance to mix with academics from a very wide range of fields. The Fellow will have a study room in the College which they will be able to use for teaching. In addition to salary, Tutorial Fellows receive a housing allowance which is currently £8,342 p.a., or accommodation in college (subject to availability); and full (free) dining

rights in College, which is about ten minutes' walk from the Physics Department. More details are given below.

Further Information

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

Queries about the post should be addressed to Professor Dieter Jaksch dieter.jaksch@physics.ox.ac.uk or telephone: +44 (0) 1865 272099.

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

Equality and Diversity

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The Department of Physics holds an Athena SWAN silver award and an Institute of Physics JUNO Champion award in recognition of its efforts to introduce organisational and cultural practices that promote equality of opportunity and create a better working environment for both men and women. See <http://www2.physics.ox.ac.uk/equality-and-diversity> for more general information and <http://www2.physics.ox.ac.uk/equality-and-diversity/women-in-physics-society> to read about our flourishing Women in Physics Society. Information about Athena Swan in the MPLS Division can be found at <http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan>.

Duties of the post

The Associate Professor will be a member of both the University and the College community. They will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. They will have a role to play in the running of the College as a member of the Governing Body and a Trustee of the College.

For the **University** the post-holder will be expected:

Research

- to engage in world-leading original research in quantum science and technologies, with an emphasis on quantum optical techniques and hybrid optical-atomic systems controlled at the quantum level;
- to secure research funding and engage in the management of research projects;
- to disseminate his/her research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.

Teaching

- to carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
- to supervise research students.

Examining

- to take part in University examining as and when requested to do so.

Administration

- to participate in the administration of the department as and when requested by the Head of Department.

For the **College** the post-holder will be expected:

- (i) to undertake up to 6 weighted¹ hours of teaching in Physics per week, averaged over the three eight-week terms which constitute the academic teaching year;
- (ii) to share responsibility for the teaching of Physics within the College and across the first three years of the undergraduate course including:
 - (a) tutorial preparation;
 - (b) the setting and marking of written work;
 - (c) the setting, marking and returning of scripts for collections (internal college examinations);
 - (d) writing and submitting student reports;
 - (e) liaison with other staff on teaching and pastoral matters, as appropriate;
- (iii) to help with the organisation of Physics teaching at the College, and to share the responsibility of acting as a 'moral tutor' to Physics undergraduates (that is, the person responsible for their academic and personal welfare);
- (iv) to take part in the annual admissions procedures for the selection of Physics undergraduates at the College, which includes reading application material, marking and interviewing;
- (v) to act as a college adviser to some of the graduate members of the College reading for higher degrees in Physics and related subjects;
- (vi) as a member of the Governing Body of the College, to attend Governing Body meetings and Tutors' Committee meetings (normally three of each per term), and to take an appropriate share in the other committee and administrative work of the College;
- (vii) to engage in advanced study or research.

Person specification

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford University is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both male and female committee members wherever possible.

¹ The Colleges operate a 'weighted hours' scheme, under which a one-to-one tutorial counts as one 'stint hour', a double tutorial (with two students) as 1.25 hours; a triple as 1.5 hours. Tutorials consist of an hour of academic discussion between the tutor and the students, and tutors are expected to mark written work in advance of each tutorial.

The successful candidate will demonstrate the following:

Essential

- (a) A doctorate in experimental quantum science or technology or a related subject;
- (b) Proven research record of high quality at international level in quantum technologies and/or the experimental study of quantum optical mechanisms underpinning these technologies. The candidate's areas of expertise may include, among others, quantum optics, ultracold atoms, ion trapping, cavity QED, quantum optomechanics, ultracold molecules or Rydberg atoms. Candidates whose primary research record is in an field of adjacent to quantum technologies but who have the foundations, curiosity and inclination to expand their research into this area quantum optical quantum technologies are welcome to apply;
- (c) Ability to attract research funding and develop an independent programme of research;
- (d) Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of physics;
- (e) Ability to supervise graduate students;
- (f) Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students, and for working constructively with colleagues at all levels;
- (g) Ability and willingness to undertake the full range of administrative duties both within the department and the College.

Desirable

- (h) Excellent track record of obtaining research grants;
- (i) Experience of research collaborations at national and international level;
- (j) Experience of supervising research students.

How to apply

To apply, click on the **Apply Now** button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked to upload a CV, including a full list of publications, a supporting statement, and a research proposal. The research proposal should set out your plans and priorities for research over the next five years. 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 employment, education, or during career breaks (such as time out to care for dependants).

You will also be asked to provide the names of four referees. You should ask your referees to send their references by the deadline given below to QInfo2017@physics.ox.ac.uk. Please ask them to use as the subject line 'applicant's name, referee initials'. References must be provided in pdf format with a filename <applicant's name referee's initials>.pdf.

Please upload all documents **as PDF files** with your name and the document type in the filename, for example Smith_CV.pdf. You should upload

1. Your full CV including publications, teaching experience, career details to date, and awards received;
2. Your supporting statement including details of four referees as described above;
3. Your research proposal.

All applications must be received by **12.00 noon GMT on 20 March 2017**.

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 www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

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.

All shortlisted candidates will be interviewed. In addition to the interview itself they will be required to give a short accessible talk about their research as part of the process. Applications for this post will be considered by a selection committee containing representatives from both the Department of Physics and Keble and Worcester Colleges. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decisions will be made by the Mathematical, Physical and Life Sciences Divisional Board and the Governing Bodies of Keble College and Worcester 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.

Essential Information for Applicants for the Associate Professorship of Quantum Information

The Department of Physics

We are a vibrant community of scientists who aim to be one of the best physics departments in the world. We pursue state-of-the-art research programmes across a broad front, educate the next generation of physicists to the highest standard, and strive to enhance the public's understanding of the achievements and potential of physics and science more broadly.

In the 2014 Research Excellence Framework (REF) exercise conducted by HEFCE, Oxford Physics was judged to be conducting more world-leading research, both in terms of the proportion of our research output and its absolute quantity, than any other UK physics department.

We are firmly of the view that the research role of a modern physics department is to address those foremost scientific problems of our age where the experience, skills and intuition of a physicist can make a difference. Our 120 permanent members of academic staff include experimentalists, observers, modellers and theoreticians working across our major themes of accelerator science, astrophysics, biophysics, physical climate science, fundamental particles, (exo-) planetary science, plasmas, quantum materials, quantum information, and semiconductor devices and photovoltaics. We work in close collaboration with colleagues in many other departments in Oxford University, and in many other institutions both nationally, including the nearby UK national laboratories at Culham and Harwell, and internationally: 75% of our papers have an international co-author. We work extensively with high-tech industry and a number of spin-out companies have been created to commercialise technology developed in the department. We have very substantial technical facilities, including mechanical and electronic workshops, nanofabrication, and materials preparation and characterization.

In Atomic & Laser Physics there are nine academic staff, including theorists and experimentalists, working within the quantum technologies theme. Atomic & Laser Physics is home to the NQIT quantum hub that also includes researchers in the departments of Engineering, Materials and Computer Science. NQIT works with nine academic partner institutions throughout the UK and over 40 industrial partners.

We admit about 190 undergraduates to our challenging degree programmes each year. They receive a rigorous education in modern physics from academic staff who are not only world leaders in research but dedicated and talented teachers of the next generation. Most of our undergraduates are studying for the MPhys, which is the main physics degree, with small numbers taking the joint Physics and Philosophy degree (MPhysPhil) or transitioning in the fourth year to the Mathematical Physics degree (MMathPhys), which is taught jointly with the Mathematical Institute.

We recruit graduate students from all over the world; each year about 90 people with outstanding undergraduate records join our research groups to work for a doctorate with leading physicists and make the next step towards becoming a professional physicist themselves.

The strong culture and clear focus of our Outreach programme has been recognised with a number of prizes and awards over the past few years. Over half of our staff at all career stages from graduate student to faculty are actively involved in delivering the programme which has a full-time coordinator. We work with local schools, run lecture series for the general public, and we invented the citizen science applications climateprediction.net and Zooniverse.

We have embarked upon a major infrastructure renewal programme to support our science mission far into the 21st century. The Beecroft Building, the first of four phases of this program, will be completed in late 2017; it will provide world-class laboratories and extensive office and collaboration space. The laboratories have been designed with quantum science and technology

very much in mind and can support very low vibration and precise temperature control environments.

The department is dedicated to the principle of equal opportunities in the workplace and we hold Athena SWAN Silver and JUNO Champion awards. We have a very strong facilitation team who understand the UK science funding system in depth and have a great deal of experience in helping newcomers prepare funding proposals.

For more information about the Physics Department and the quantum technologies theme, please visit <http://www2.physics.ox.ac.uk> and <http://www2.physics.ox.ac.uk/research/quantum-information-and-quantum-optics>

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and Mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of ten Athena Swan Awards (5 Silver and 5 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 full and part-time students (including approximately 1900 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and

technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at <http://www.admin.ox.ac.uk/pras/>.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and 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, over 45% of students. 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

College

There are 38 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.

Keble College

Keble College was founded by public subscription in 1870. It is one of the largest colleges in Oxford and has almost 700 students, of whom over 230 are graduate students. There are plans to increase this number with the opening of a new Graduate Centre in 2018. Keble is located in Parks Road, opposite the University Museum and close to the Clarendon Laboratory.

Keble currently has one Tutorial Fellow in Physics. Professor Dieter Jaksch's research is in the field of Theoretical Physics, with specialization in ultracold atoms, quantum information and quantum optics. Teaching duties are shared with one stipendiary lecturer and a number of college (retained) lecturers.

The College admits eight undergraduates per year to read Physics. In addition there are currently sixteen students registered for postgraduate research degrees, among the largest groups in the College. Undergraduates are taught in college for the first three years of the course, and undertake research for the whole of the fourth year (during which time they are supervised by academics in the Department of Physics). The successful applicant will be expected to organise and contribute to the teaching of core Physics for Keble students during the first three years of their course. The College is keen to encourage the development of interdisciplinary research. Keble has established the Advanced Studies Centre to provide a focus for clustered research activities across the College. Among its clusters are Imaging, Complexity and Networks. Its aims are defined as being "to encourage and support the pursuit of knowledge and understanding both within and across disciplines and to facilitate interactions both within the College and with communities of scholars beyond it."

Potential applicants can find out more about Keble College at: <http://www.keble.ox.ac.uk>.

Terms and Conditions

The Tutorial Fellow will receive a pensionable housing allowance (currently £8,970 p.a.). The College offers Tutorial Fellows assistance with house purchase (details available on request from the Senior Tutor, Keble College). The Fellow will be entitled to all meals free of charge at the common table, when the College kitchens are open. The Fellow will be entitled to a discount on the college nursery for children up to five years old, subject to availability. The Fellow will be able to draw on an academic allowance (currently £1301 per annum), which may be used for the purchase of books or other activities supporting teaching or research. She or he will have a College teaching room as well as access to rooms for teaching/ organizing academic meetings, and for social events. The Fellow will be entitled to a computer for use in College. The Fellow will be able to draw on an allowance for the purpose of entertaining undergraduate students (currently £460), plus a per capita allowance of £15 for entertaining graduate students to whom he/she is College Advisor. Keble has a Small Research Grants scheme, designed particularly to support the commencement of new research project areas, or assist with the completion of an existing project – both aspects of which may be of significant use to a relatively new researcher developing a profile. Grants of up to £2,000 are available for this purpose.

The Fellow will be entitled to apply to the Governing Body for one term of sabbatical leave from College duties for every six terms worked (concurrent leave may be requested from the University).

Worcester College

Worcester College occupies the site of Gloucester College, founded in 1283 for monks from the Abbey of St Peter, Gloucester. It was re-founded as Worcester College in 1714, following a benefaction by Sir Thomas Cookes, Bt., from Worcestershire.

The original Benedictine site was large, and eighteenth- and nineteenth-century additions to it have resulted in the College occupying some twenty-six acres. The gardens were laid out to include a lake in the early nineteenth century, and the adjoining sports field was reclaimed from drained water meadows in the late nineteenth century. The mixture of architectural styles, set amongst landscaped, wooded gardens and grounds, make Worcester one of the most attractive colleges in Oxford.

The Governing Body, which is responsible for overseeing the running of the College and the management of its endowments, comprises the head of College (the 'Provost') and forty-seven Fellows. A further sixteen Research Fellows are not members of the Governing Body. There are about a hundred members of non-academic staff. The college has about six hundred undergraduate and postgraduate students in a wide range of subjects. The college admits up to 6 undergraduates a year to read Physics and currently has 9 research students in the subject.

Worcester College has one fellow in Physics, Dr Felix Parra Diaz.

Additional benefits of the Tutorial Fellowship at Worcester College will be Governing Body membership, a housing allowance of £8342 p. a. (or accommodation in college if available), a study room, a research allowance (£1430 p.a.) and full college dining rights: free lunches in the Senior Common Room (of which the Fellow will be a full member) and free dinners at the Common Table in term and vacation (except when the kitchens are closed).

More information about the college may be found at: www.worc.ox.ac.uk.

Appendix:

The Tutorial Fellowship: General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship². The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

2: Research

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to

² Associate Professorships come in different forms according to the balance of duties owed to the College and University, and they may or may not have an associated Tutorial Fellowship. The forms of Associate Professorship include Associate Professor with Tutorial Fellowship-University (APTF-U), Associate Professor with Tutorial Fellowship-College (APTF-C), Associate Professor with Tutorial Fellowship-Faculty (APTF-F) and Associate Professor without Tutorial Fellowship (AP-NTF).

provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe.

Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. Departments may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. [Those holding administrative appointments within the faculty/department may be eligible for additional payments.]

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,655 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,466 - £79,080 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

Length of appointment

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisejra/revaim/

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

www.admin.ox.ac.uk/personnel/end/retirement/revisejra/revproc/

Sabbatical leave and outside commitments

The appointee may apply for sabbatical leave to allow her or him to focus on research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other

bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. . Full details are available on the university website at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/. Guidance 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/) is also available on the university website.

Membership of Congregation

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Relocation expenses

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

Family support

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at www.admin.ox.ac.uk/personnel/during/family/.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at www.admin.ox.ac.uk/eop/childcare/.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

Information about relocation, living and working in the UK and Oxford is available at www.internationalstaffwelcome.admin.ox.ac.uk/.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at www.admin.ox.ac.uk/eop/disab/.

Equality of opportunity

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

reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

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

Medical questionnaire and the right to work in the UK

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

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: www.gov.uk/tier-2-general/overview.

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post³ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

Working at the University of Oxford

For further information about working at Oxford, please see:

<https://www.ox.ac.uk/about/jobs/academic/>

³ But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.

ANNEXE

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)

(with effect from 1 August 2016)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£51,311	£9,868	£61,179
10	51	£49,819	£9,581	£59,400
9	50	£48,371	£9,303	£57,674
8	49	£46,966	£9,032	£55,998
7	48	£45,602	£8,770	£54,372
6	47	£44,277	£8,516	£52,793
5	46	£42,992	£8,268	£51,260
4	45	£41,744	£8,028	£49,772
3	44	£40,532	£7,795	£48,327
2	43	£39,355	£7,569	£46,924
1	42	£38,213	£7,349	£45,562