

## Job Description and Selection Criteria

<b>Post</b>	<b>Lester B. Pearson Professor of International Relations</b>
<b>Department/Faculty</b>	<b>Department of Politics &amp; International Relations (DPIR)</b>
<b>Division</b>	<b>Social Sciences Division</b>
<b>College</b>	<b>St Anne's College</b>

### Overview of the post

The Department of Politics & International Relations (DPIR) and St Anne's College intend to appoint an outstanding scholar and teacher to the Lester B. Pearson Professorship of International Relations with effect from September 2022<sup>1</sup> or as soon as possible thereafter.

This post offers an exceptional opportunity to take on a strategic leadership role as a researcher, educator and institution builder in International Relations, exercising an internationally discipline-shaping influence in the field. You will be a scholar of international excellence with a world-leading and impactful record of research and publications in the field of International Relations as well as substantial success in securing external research funding.

DPIR is a globally-leading department that offers an exceptionally vibrant research environment. With 55 permanent staff and around 40 fixed-term and post-doctoral researchers and lecturers, it is one of the largest departments in Politics and International Relations worldwide. In 2020, it was ranked top in the world in H-INDEX citations by QS, and first for research overall in the most recent THES global university rankings for Politics and International Studies, consolidating the position that it has held since 2017 as one of the top four departments in the world in the QS rankings.

This post is a statutory professorship, which is the most senior academic grade at Oxford. Statutory professors have a world-leading research reputation and provide broad academic leadership across their department and college, and more widely in their subject at national and international level. Please see <https://hr.admin.ox.ac.uk/academic-posts-at-oxford> for a description of the different types of academic posts at Oxford.

The Department and the College strongly encourages applications from women and/or candidates from Black and minority ethnic backgrounds as they are currently under-represented in academic posts in the Department.

<sup>1</sup> The current postholder will retire on 30 September 2022, so the new appointee would be designated as Lester B. Pearson professor-elect until 1 October 2022.



If you would like to discuss this post and find out more about joining the academic community at Oxford, please email Professor Petra Schleiter, Joint Head the Department of Politics & International Relations, on [lesterbpearson@politics.ox.ac.uk](mailto:lesterbpearson@politics.ox.ac.uk), or Dr Shannon McKellar, the Senior Tutor of St Anne's College, on [shannon.mckellar@st-annes.ox.ac.uk](mailto:shannon.mckellar@st-annes.ox.ac.uk).

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

## **Duties of the post**

You will be a member of both University and College communities. You will be part of an exceptionally vibrant 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. You will have a role in providing guidance and academic leadership to the International Relations group and the Department of Politics and International Relations, and in supervising and teaching its students.

You will also become a Fellow of St Anne's College, with the legal responsibilities of being a charitable trustee and a role to play in the running of the College as a member of the Governing Body. Membership of the College also brings the opportunity to participate in the rich multidisciplinary intellectual and social life of our community of academics, postgraduate and undergraduate students, staff and alumnae.

The main duties of the post are as follows:

### ***Research***

- Pursue a discipline-shaping, high-profile research agenda that is world-leading in terms of originality, significance and methodological rigour;
- Consistently generate publications of internationally outstanding quality;
- Provide leadership by building research programmes in the Department, extending the depth and range of research in International Relations to raise the Department's research profile, and contributing to an active and vibrant research culture with colleagues, research students and post-doctoral researchers;
- Demonstrate a commitment to the intellectual and methodological pluralism that distinguishes the Department's and the University's global brand in International Relations;
- Secure substantial external research income;
- Pursue societal impact from the results of the research, engaging with policy makers or relevant stakeholders beyond academia, and the public;
- Provide research leadership in the wider discipline, for instance, through leading roles in professional organizations, funding bodies, university presses and executive journal editorships;
- Lead in embedding equality, diversity and inclusion in the Department's research community and environment;
- Be a champion in developing the research community in International Relations in the Department, including by mentoring and supervising research students, post-doctoral researchers and other staff.

### ***Teaching and Supervision***

- Teach and supervise graduate students in International Relations (to a total of 288 units of teaching stint\*) under the direction of the Head of Department;
- Take a leading role in shaping the teaching provision made by the Department at both undergraduate and postgraduate levels (e.g. by developing new modules and programmes, curriculum review processes, etc.) under the direction of the Head of Department in association with the Directors of Graduate Studies and the Course Directors;

- Provide strategic leadership in shaping and transforming the student experience, for instance via initiatives to embed inclusive teaching and supervision practices and enhance student learning;
- Provide occasional lectures or classes to undergraduates;
- Contribute to the establishment of effective policies to support teaching and learning excellence, including through mentoring;
- Participate in the Department's recruitment and admission of graduate students;
- Contribute to University examining and in departmental formative assessment;
- Act as a point of contact (College Advisor) to St Anne's College graduate students in relevant disciplines, providing pastoral advice and encouragement. This is in addition to the formal academic supervision provided by the Department.

\*The level of expected teaching and supervision is equivalent to a standard two-two teaching load in North America. For the purposes of managing academic workload, departments use 'stint units' to account for teaching and supervision contributions. Various amounts of stint are assigned to different teaching and supervision activities. For example, supervision of a doctoral student counts for 24 stint units per year, and lectures, tutorials, class teaching all count towards stint.<sup>1</sup> The expectation is that teaching and supervision duties will amount to 288 units per annum for full-time staff on average. The amount of teaching must not normally exceed an average of 288 teaching units per year without approval by the divisional board. Please see the Appendix for the amounts of stint assigned for different activities. Academic staff enjoy a good deal of flexibility in how to meet their stint. Some administrative roles also come with stint relief.

This obligation could, for instance, be met over the course of the academic year by supervision of 8 doctoral students (192 units), 4 masters' students (40 units, on average if you have a mix of first and second years), the provision of one eight-week two-hour graduate seminar series (48 units) and 2 one-hour lectures for the graduate methods programme (6 units). = 286 units.

### ***Academic Leadership, Administration and Citizenship***

- Undertake significant and strategic leadership roles in the administration of the Department if invited to do so by the Head of Department. This includes, in time, serving as Head of Department\*;
- Participate in and chair committees and/or working groups, and contribute to Departmental planning and strategic development;
- Develop and build internal and external institutional networks and broaden the Department's institutional collaborations and links nationally and internationally, including its links with relevant academic and professional bodies;
- Represent the Department in the wider University, including in the Social Sciences Division if invited to do so by the Head of Department;
- Model and champion equality, diversity and inclusion in academic leadership;
- Demonstrate an active commitment to continuing professional development related to academic, institutional and other professional best practices, and actively encourage this in others;
- Contribute to the governance and academic strategy of St Anne's College through membership of the College's Governing Body and other committees and working groups, as appropriate.
- Contribute to the multi-disciplinary intellectual life of the College by attending and on occasion giving lectures, taking part in academic and fundraising events in the College relevant to the postholder and the discipline, and by joining social and formal events hosted by the College.

\*Every statutory professor who is employed by the University, unless individually exempted, is expected to serve as Head of Department, if invited to do so by the divisional board.

<sup>1</sup> One hour small group teaching (paired tutorial), 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally.

## Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of electoral boards (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 board members wherever possible. The selection committee may be advised by other qualified members of the Department in assessing application materials.

For those candidates selected for interview, there will be an informal opportunity to meet the Head of Department and other members of the academic staff. These meetings will play no part in the selection process.

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 electoral board 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:

- An outstanding, world-class portfolio of impactful research and publications in International Relations, demonstrating originality, significance and methodological rigour, as well as an exciting future research agenda;
- A proven ability to provide research leadership, including in research projects and in the wider discipline, with a commitment to intellectual and methodological pluralism;
- A proven ability to secure competitive external funding for research as a principal investigator, manage research projects and deliver on research grants;
- Ability to deliver research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
- Excellence in university teaching and supervision, including an ability to contribute effectively to the teaching of the MPhil in International Relations;
- Ability to provide leadership in developing teaching provision, including curriculum reform, and enhancing student experience;
- Experience of assessment and examining in post-graduate degree programmes;
- A proven ability to provide successful strategic administrative leadership in a university, including departmental and project leadership; management and organisational skills necessary to undertake Department and University administration, and to co-operate in Department, University and College affairs;
- A proven ability to train, guide and motivate research students and early career academic colleagues;
- A proven commitment to modelling and championing equality, diversity and inclusion;
- A proven ability to work effectively and collegially as part of a team.

## How to apply

To apply, visit [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=155220](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=155220), then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them without seeking your permission. Referees should not write directly to the University, but may be contacted at any stage in the recruitment process if the electoral board requests your references.

**Please complete the application form and attach the following 5 documents:**

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification and the selection criteria.
- b) A full curriculum vitae (CV) including all publications. You should provide information on the range and content of your teaching and supervision experience, as well as on your contribution to curriculum development. You should also specify your 6 most significant monographs or papers published within the past 5 years.
- c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.
- d) A research statement of no more than two sides of A4 providing details of your plans for research and generating external funding over the next five years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review, please detail the stage these have reached.
- e) A vision statement of no more than two sides of A4. This statement detail your vision for the chair and how you should provide strategic leadership as a researcher, educator and institution builder in International Relations.

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **12.00 noon on Monday 14 February 2022**.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

Please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk) should you experience difficulties using the online application system. 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.

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 applications will be considered by the electoral board as soon as possible after the closing date. The electoral board is free to search for other candidates at this or any subsequent stage in its proceedings. You will be kept informed of the progress of your application at each stage, but in some cases there may be a delay while deliberations are ongoing. All shortlisted candidates will be asked to give research presentations (open to colleagues in department) and will be interviewed. The interview will also include a short presentation to the electoral board. The composition of the electoral board will be published in the University Gazette (<https://gazette.web.ox.ac.uk/>) when it is finalised.

## **The Department of Politics & International Relations**

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in *The Times* and *The Guardian* university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students.

The Department contains over 100 graduate workstations. An experienced administrative team supports the Department's research and teaching activities. The Department's core administration currently comprises twenty five staff, grouped into teams that provide dedicated support for: Courses, Finance, HR, Research Support, and Communications and Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

### **The International Relations Group at the Department of Politics and International Relations**

International Relations (IR) is one of the most successful and intellectually distinguished graduate programmes in Oxford, and International Relations is an important and thriving element of the undergraduate degree in Philosophy, Politics and Economics and History and Politics. The IR group are committed to the rigorous use of a plurality of theoretical approaches and methods, and also to the understanding of normative theory, foreign policy and area/regional studies. We are committed to broadening, as well as deepening, the scope of the approaches and methods in the existing IR group. The IR group includes two statutory professorial posts, the Lester B. Pearson and the Montague Burton Chair.

For further information about the DPIR, please visit: <https://www.politics.ox.ac.uk>

## **Social Sciences Division**

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management,



poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, seven of our departments have achieved Bronze Athena SWAN Awards (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology and Museum Ethnography and the Saïd Business School. The School of Geography and the Environment now holds an Athena SWAN Silver Award. All our other departments are either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

## **St Anne's College**

There are 39 self-governing and independent colleges at Oxford, 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 College is one of the largest colleges in the University of Oxford, with around 820 students. St Anne's is down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better. Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious students from all backgrounds, including those who may think at first that Oxford is not for them. Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police. As a charity and one of the more modern colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

The social sciences have always been strongly represented at St Anne's. The College offers undergraduate places to about seven students each year in Law, to four Geographers each year, and to about nine or ten students studying Economics and/or Politics. The College is also home to graduate students and there are currently around 196 students reading for advanced degrees in social science disciplines, including the DPhil and the MPhil in International Relations and the Master of Science in Politics Research. Amongst our larger subject groups, there are currently around eight students on the MBA course, nine on the Postgraduate Certificate in Education, eight on the Master of Science in Applied Linguistics for Language Teaching, eight on

the Master of Science in Learning and Teaching, 16 on the part-time Masters in Major Programme Management, and 11 on the part-time Masters in Taxation.

Politics and International Relations at St Anne's: the College currently accepts on average eight undergraduates a year to read for the joint school of Philosophy, Politics and Economics, and it also accepts students for the joint school of History and Politics. The current Fellow in Politics, Prof Todd Hall, has interests in the international relations of East Asia and the intersection of emotions and international politics. Dr William Davies and Prof Roger Crisp are our two Fellows in Philosophy. Dr Katharina Janezic joined the College in Michaelmas 2021 as the College's Economics Tutorial Fellow. Dr Terry O'Shaughnessy is an Emeritus Fellow and Lecturer in Economics. Professor Neil MacFarlane is a professorial fellow in the College and currently holds the Lester B. Pearson Chair in International Relations. Professor Johannes Abeler, Professor of Economics, is a Supernumerary Fellow in the College. The College also currently supports two Junior Research Fellows in Economics and Politics/International Relations.

Research and teaching are supported by the College Library which holds one of the largest lending collections of all the Oxford colleges with around 100,000 volumes. The Library has strong interdisciplinary collections, is usually open 24/7, and offers generous borrowing amounts and loan periods. Library staff actively encourage suggestions for purchase and over recent years have added a number of titles requested by fellows across all disciplines. As well as the lending collection, the Library has a small but interesting collection of rare books and it supports fellows and JRFs who want to use these for their own research or with their students in classes held in the reading rooms.

For further information about the College, please visit [www.st-annes.ox.ac.uk](http://www.st-annes.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. The current strategic plan can be found at <http://www.ox.ac.uk/about/organisation/strategic-plan-2018-23>.

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).

## University Benefits, Terms and Conditions

### **Standard duties**

(i) to provide 288 units of teaching per year. (The Department of Politics and International Relations calculates teaching and supervision duties in terms of “stint units”, weighting the various inputs up to a total of 288 units per annum for full-time staff, please see Appendix)

(ii) to undertake research and original work and the general supervision of research and advanced work in your subject and department/faculty, and to assist students in their studies by advice or informal instruction.

It is expected that professors will generally participate in the business and affairs of the relevant faculty or department.

### **Salary**

Your salary will be determined after appropriate consultation. There is an annual ‘cost-of-living’ review. In addition you will be eligible for consideration, in regular reviews, for Professorial Merit Pay.

An additional pensionable allowance will be payable in respect of any period during which you are Head of Department/Faculty Board Chair. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

### **Pension**

The University offers generous pension provision. You will be offered membership of the Universities Superannuation Scheme.

Details are available at <https://finance.web.ox.ac.uk/uss>.

### **Sabbatical leave**

You will be eligible for sabbatical leave to allow you to focus on your 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.

### **Outside commitments**

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

ownership of intellectual property

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>.

### **Membership of Congregation**

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

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

### ***Residence***

You will be required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during at least six months in each academic year, between 1 October and 1 August, and in particular during not less than six weeks of each term.

### ***Housing***

You may be eligible for assistance with housing: some rental accommodation is available for statutory professors moving to Oxford for their first year, and there is a Joint Equity Scheme which new statutory professors may be entitled to join, to help with the purchase of a home in Oxford.

General information about home rental and purchase is available at <https://welcome.ox.ac.uk/housing>.

### ***Relocation***

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

### ***Family support***

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

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

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at <https://www.newcomers.ox.ac.uk/>.

### ***Welcome for International Staff***

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

If you require a Global Talent visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process from job offer through to arrival in the UK, subject to the eligibility criteria being met. Further information is available at <https://www.gov.uk/global-talent>.

### ***Promoting diversity***

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

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

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

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

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

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

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

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

Your appointment would be subject to the University's standard pre-employment screening, as applicable to the post. If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-check>.

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

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 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>

### ***Equality of Opportunity***

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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### ***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>.

## **Departmental Benefits**

As a member of the Department of Politics and International Relations, you will be eligible for a Departmental research allowance, which is presently £3000 per annum (2021-22 rate).

You will also have access to the Higher Studies Fund for research costs during the first three years in post. Currently, the amount available is £10,000 per annum.

## **College Benefits**

As a Professorial Fellow of St Anne's College, you will be entitled to the following:

- A shared office space
- Breakfasts, lunches and dinners are offered free of charge during term time and in the weeks immediately before and after (0th week to 9th week). During vacations, breakfasts and up to five main meals per week are offered free of charge, except when the Hall is closed
- Eligibility to join the College's group scheme for Private health insurance (subject to the terms applicable at the time)
- An entertainment allowance of up to £226 per annum
- Membership of the Senior Common Room (small charge payable)

## Appendix

### Department of Politics and International Relations

#### Stint Tariff (2021-22)

<b>Teaching</b>	<b>Stint Units</b>
<i>1-hour tutorial/thesis tutorial</i>	<i>1</i>
<i>1-hour graduate special supervision/tuition</i>	<i>1</i>
<i>1-hour lecture</i>	<i>3</i>
<i>2-hour lecture</i>	<i>5</i>
<i>1-hour class/seminar</i>	<i>3</i>
<i>2-hour class/seminar</i>	<i>6</i>
<b>Supervision</b>	
<i>Supervision of one DPhil student (during fee liability)</i>	<i>24 p.a.</i>
<i>Supervision of one DPhil student (first year beyond fee liability)</i>	<i>12 p.a.</i>
<i>Supervision of one DPhil student (second or later year beyond fee liability)</i>	<i>0</i>
<i>Joint supervision of one DPhil student (during fee liability)</i>	<i>12 p.a.</i>
<i>Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR 'Departmental Assessor' for IR DPhil students.</i>	<i>4 p.a.</i>
<i>Supervision of one MPhil student (year 1)</i>	<i>8 p.a.</i>
<i>Supervision of one MPhil student (year 2)</i>	<i>12 p.a.</i>
<i>Supervision of one MSc student</i>	<i>12 p.a.</i>

Units are divided pro rata where teaching or supervision is shared (e.g. a 1-hour seminar which is assigned 3 units when given by a single person, is assigned 1.5 units each when two people co-teach it).