

## Job Description and Selection Criteria

<b>Post</b>	Associate Professorship of Comparative Political Economy, and Tutorial Fellowship in Politics
<b>Departments</b>	Department of Politics and International Relations (DPIR)
<b>Division</b>	Social Sciences Division
<b>College</b>	Magdalen College
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Salary on the scale within the combined range £50,300 to £67,541 p.a., plus additional benefits that include USS pension and either college accommodation or a housing allowance of £15,000 pa which is paid as taxable, pensionable income. Details of all allowances and benefits are given below.
<b>Closing Date</b>	Midday (UK time) on Friday 7 April 2023
<b>Vacancy ID</b>	163922

### Overview of the post

The Department of Politics and International Relations (DPIR), in association with Magdalen College, is seeking to appoint an Associate Professor of Comparative Political Economy. The post will be held in conjunction with a Tutorial Fellowship at Magdalen College. Applications are welcome from both early career and established scholars with a strong background in comparative political economy, broadly understood.

The successful candidate will be expected to conduct advanced research; to teach, supervise, and examine in comparative political economy at the undergraduate and graduate level; to contribute to the undergraduate methods teaching and to the graduate research design and methods teaching sequences; to play a part in the administrative work of the Department; to provide teaching and pastoral support for undergraduates reading Politics at the College; to share in the administrative work, act as a trustee for the College, and to act as a College adviser for graduate students.



The Department and the College strongly encourage applications from women and from Black, Asian, and minority ethnic candidates, as they are currently under-represented in academic posts in the Department and the College.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Prof. Petra Schleiter, Joint Head of the Department of Politics and International Relations ([petra.schleiter@politics.ox.ac.uk](mailto:petra.schleiter@politics.ox.ac.uk)). Queries about Magdalen College can be addressed the Senior Tutor at Magdalen College, Dr Mark Pobjoy ([mark.pobjoy@magd.ox.ac.uk](mailto:mark.pobjoy@magd.ox.ac.uk)). All enquiries will be treated in strict confidence; they 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. In exceptional cases, the title of full Professor may be awarded on appointment. Once in post, Associate Professors may apply for the title of Full Professor as their career progresses. 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 of 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 performing 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. As their career progresses 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.

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. In exceptional cases, and subject to approval by the Head of Department and Divisional Board, an accelerated review process may be applied for appointees who have already attained tenure.

### **Duties of the post**

#### **For the Department, the post-holder will be expected:**

1. To engage in research and contribute through world-class publications to the Department's and the University's international reputation for research excellence;
2. To develop courses and provide teaching and supervision to undergraduate and graduate students on taught courses and to supervise research students in the Department;
3. To raise external research funds, preparing proposals and securing grants and funding for major new research projects;
4. To develop research impact beyond academia by engaging with a wide range of policy-makers, practitioners and other non-academic stakeholders;

5. To provide, organize and contribute to undergraduate teaching (lectures, tutorials) for the Department's option course in *Comparative Political Economy* and to contribute to the core courses in *Comparative Government* or *Political Sociology*;
6. To contribute to the Department's undergraduate methods teaching sequence;
7. To contribute to the teaching of core courses of the relevant MPhils (in *Comparative Government and European Politics and Society*) and MSc, and the provision of second-year option courses in political economy;
8. To contribute to the research design and methods training for the Department's MPhil, MSc and DPhil programmes;
9. To supervise graduate students on the Department's MPhil and DPhil programmes;
10. To undertake undergraduate and graduate examining for the Department as required;
11. To contribute to the administrative work of the Department, in both term-time and vacation under the direction of the Head of Department or their delegate, including assessment and admissions duties for the graduate programmes, which require an ability to assess outside the candidate's immediate area of specialization.

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

1. To engage in advanced study and research at an international level of excellence;
2. To provide six weighted hours (equating to four or five contact hours) of high-quality undergraduate tutorial teaching per week to students reading Politics at Magdalen College, averaged over the three eight-week terms of the year, including teaching the first-year undergraduate paper *Practice of Politics* and, for second- and third-year undergraduates, the core papers in *Comparative Government* or *Political Sociology* along with other optional papers in either area of specialism;
3. To undertake the normal duties of a College Tutor, which include coordinating, setting and marking Collections (College termly exams), monitoring student progress, writing termly reports on students' work, and organising, where necessary, teaching by specialist colleagues in other colleges;
4. To have responsibility for pastoral care of the undergraduates studying Politics at the College (often involving referral to a member of the College's large welfare team);
5. To participate in the undergraduate admissions process for the College and to assist with access and outreach activities (including College Open Days);
6. To share with other tutors in relevant Joint Schools responsibility for organising and overseeing the studies of undergraduates enrolled on Politics joint programmes in the College;
7. To take part in selecting and to act as adviser<sup>1</sup> to the College's graduate students in the subject;
8. To serve as a Trustee of Magdalen College, an educational charity, as a member of its Governing Body, and to participate fully in the administrative work of the College, including service on College committees;
9. To participate in the intellectual life and academic activities of the College.

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<sup>1</sup> The role of College adviser is different from that of a doctoral supervisor. It is primarily a point of first contact for a graduate student within the College.

## **Academic workload**

### **For the Department:**

For the purposes of managing academic workload, the Department uses '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, and class teaching all count towards stint.<sup>2</sup> The amount of teaching normally must not exceed an average of 192 teaching units per year without approval by the Divisional Board.

This obligation can, for instance, be met by teaching or co-teaching at least one eight-week undergraduate lecture course (eight one-hour lectures) and one eight-week two-hour graduate seminar, while contributing to graduate training in core themes and in research methods and supervising 2-3 DPhil students and 2-3 first- or second-year MPhil students.

### **For the College:**

Alongside Departmental stint, the post-holder will be expected to provide College tutorials for six 'weighted' hours per week averaged over the twenty-four weeks of the three Full Terms of the academic year. The system of 'weighted' hours is designed to take account of the numbers of students in a tutorial: a tutorial with one student is one weighted hour; a paired tutorial, 1.25; a group of three or more, 1.5.

## **Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria, and ask your referees to address them in their letters of support.

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

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 Heads 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 selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

## **Essential**

1. A completed doctorate in politics, or in a closely related field;

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<sup>2</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. This tariff is subject to local variation.

2. An internationally recognised portfolio of research and publications in comparative political economy (or a closely related field), or demonstrable potential to achieve this, appropriate to your career stage and accounting for career breaks or personal circumstances;
3. Strong potential to secure competitive external funding for research, manage research projects and deliver grants successfully;
4. Commitment to teaching and a demonstrable ability to enthuse, educate and inspire high-achieving undergraduate students from all backgrounds and to help them reach their full potential;
5. The ability to provide excellent undergraduate teaching (tutorials, classes, lectures) for the optional course in *Comparative Political Economy*, first-year *Practice of Politics* paper, and the core courses in *Comparative Government* or *Political Sociology*;
6. The ability to provide excellent graduate teaching in comparative political economy and to contribute to the core papers of the MPhil in Comparative Government or European Politics and Society;
7. The ability to make a strong contribution to research methods training sequences for the Department's undergraduate and graduate programmes;
8. The ability to be an effective supervisor of graduate students on the MPhil and DPhil programmes;
9. Willingness to assess and examine in undergraduate and graduate degree programmes;
10. Ability and commitment to provide pastoral and academic support for students at all stages in their university career;
11. Commitment to promoting a culture of equality, diversity and inclusion in the workplace, including the undertaking of appropriate training as and when asked to do so;
12. Evidence of, or potential for good citizenship and a willingness to undertake a reasonable share of administrative duties effectively to support the smooth running of the Department and the College;
13. Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators.

### **Desirable**

1. A successful record of securing competitive external funding for research, managing research projects and delivering on grants;
2. A track record of delivering research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
3. Evidence of contributions to equality, diversity and inclusion in research, teaching and/or the broader community.

## How to apply

To apply, visit [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=163922](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=163922), then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them now.

You will be asked to upload the following information:

- Your CV, including a full list of publications; a teaching statement (**maximum 1 page**); and a research statement (**maximum 1 page**).
- A covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience. This may include experience gained in education or employment (**maximum 2 pages**).
- Details of **three** referees whom you have asked to submit confidential reference letters. Please ensure that your referees send their letters by the stated deadline for applications. Reference letters should be sent by email to [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk). If you do not wish the University to contact any of your three referees before being progressed to the long list stage, please answer the relevant reference questions accordingly.

Candidates who are short listed will be asked to provide two article-length research samples that are illustrative of their research and any further information that is relevant to this position.

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/](http://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 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 [www.admin.ox.ac.uk/access/](http://www.admin.ox.ac.uk/access/).

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 the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left hand side of the page.

## The Department of Politics and 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 Manor Road Building is served by a shared IT and web team.

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 thirty-two 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.

### **Comparative Political Economy at DPIR**

Comparative political economy is an important and thriving element of the undergraduate degrees in *Philosophy, Politics and Economics* and *History and Politics* at Oxford. The Department's MPhils in Comparative Government and European Politics and Society are two highly successful, rigorous and intellectually distinguished graduate programmes that regularly produce outstanding students working on a broad range of topics in political economy who progress to doctoral study. The Department runs a large doctoral programme that embeds students in a vibrant community of researchers, offer them excellent working conditions, and achieves strong placement success.

The Department has a critical mass of researchers who study comparative political economy (in industrialized and developing democracies). This concentration of specialists is difficult to match either in European or North American academia. The Department has created an environment rich in internationally renowned experts on comparative political economy working on topics as diverse as inequality, redistribution, democratization, growth, state capacity, political geography, economic voting, etc. In addition, the University of Oxford is home to a distinguished and sizable inter-disciplinary community of researchers in other departments working on comparative political economy (particularly in Social Policy and Intervention, Economics, Sociology, and the Blavatnik School of Government).

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

### **Magdalen College**

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

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford's East Gate (near the centre of the city today). Magdalen has many traditions, but enjoys a modern outlook. Its top priorities are academic excellence and the fostering of a supportive and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide

an outstanding environment in which graduate students may flourish. At any one time there are approximately 400 Magdalen undergraduates and 230 graduates, and the College has recently agreed a major expansion in its graduate numbers over the next ten years. The Governing Body of Magdalen College consists of the President and 62 Fellows, including Tutorial Fellows, Professorial Fellows, and Fellows by Examination (Junior Research Fellows). The President of the College is Dinah Rose, KC. The College has a strong representation in Social Sciences and in Humanities. Further information is available on the College website at: [www.magd.ox.ac.uk/people-at-magdalen/](http://www.magd.ox.ac.uk/people-at-magdalen/).

The person appointed will teach Magdalen undergraduates reading for the degrees in Philosophy, Politics, and Economics (PPE) and in History and Politics, and will share in organising the degrees at the College with the other Tutorial Fellow in Politics, the two Tutorial Fellows in Economics, the two in Philosophy, and the four in History. The College would generally expect to admit approximately nine undergraduates each year to read for the degree in PPE and three to read for History and Politics, and also admits a varying number of graduate students across a broad range of programmes in Social Sciences and Humanities. Detailed terms and conditions of the Tutorial Fellowship at Magdalen College are given below.

## **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, eleven of our departments have achieved bronze Athena SWAN awards (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): the Oxford Internet Institute, Global and Area Studies, Sociology, Archaeology, the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology & Museum Ethnography, and the Saïd Business School; and the School of Geography and the Environment holds an Athena SWAN silver award.

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).

## **About the University of Oxford**

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

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

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

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

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

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

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

## University Benefits, Terms and Conditions

### ***Salary***

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in Appendix 3.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

### ***Pension***

The University offers generous pension provision. Associate Professors are usually 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> and

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.

### ***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 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 <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 visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

### ***Relocation***

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

### ***Promoting diversity***

The University 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 will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-checks>.

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

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

The University operates an employer justified retirement age for academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>.

### ***Data Privacy***

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

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

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in Appendix 3.

The person appointed to the Tutorial Fellowship in Politics will be required to engage in advanced study and research, to take a lead in organizing the tuition of undergraduates studying Politics at the College, to have a responsibility for their pastoral care, and to provide six weighted hours of teaching per week during Full Term (each of Oxford's three Full Terms per year is eight weeks long). At Magdalen College, a single tutorial is one weighted hour; a paired tutorial, 1.25; a group of three or more, 1.5. The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor's field(s) of specialisation. In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; to report on their students' progress to the Tutorial Board; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of each term, except in the term following a University examination; to assist with College Open Days; and to participate in the annual admissions exercise in December.

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

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

The Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College's Statute XIV and associated Bylaws) the College, in line with the University, adopted a retirement age of 30 September immediately preceding the 69th birthday, and will be reviewing this following the University's recent raising of its retirement age to the 30 September immediately preceding the 70th birthday with effect from 1 October 2023. There is a procedure for requesting an extension of employment beyond that date. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in Politics shall itself terminate on the same date as the Associate Professorship.

Each appointment (that by the College and that by the University) will be at an appropriate point on the scale set out in Appendix 3 to this job description. Those appointed below the top of this salary range will receive annual increments to the College component of the salary until they reach the top point.

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

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

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

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

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

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

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

**Equality**

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

**Further Information**

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

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from DPIR and Magdalen College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Social Sciences Divisional Board and the Governing Body of Magdalen College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Divisional Board and the Governing Body, and a formal contractual offer has been made.

## Appendix 1

### Department of Politics and International Relations

#### 1. Stint Tariff (2021-22)

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

\*\*Organising the main research colloquium for each pillar (Government, IR, and Political Theory) counts towards teaching stint at the same rate as a class/seminar (e.g. organising a 1-hour colloquium session counts for 3 stint units).

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

## **2. Research Allowance (2021-22)**

The postholder will be eligible for a Departmental research allowance, which is presently £3,200 per annum.



## **Appendix 2: The Tutorial Fellowship: General Template of Duties (March 2014)**

### **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 Professorship<sup>3</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant department 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 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

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<sup>3</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).

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. At Brasenose, the Senior Tutor and Tutor for Admissions roles are held by a full-time Official Fellow. The posts of Dean, Tutor for Graduates, and Vice Principal are part-time officer held on a fixed term basis. The College offers an additional remuneration package to academics taking up these part-time roles, including the option of teaching remission. 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, including part-time officer roles, (or in the first five years, if their probationary period is shorter than that).

### Appendix 3

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

(with effect from 1 August 2022)

The figure in the 'Total Salary' column gives the total when the College and University salary are at the same point on the scale, which may not always be the case.

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£56,647	£10,894	£67,541
10	51	£55,000	£10,578	£65,578
9	50	£53,403	£10,270	£63,673
8	49	£51,851	£9,972	£61,823
7	48	£50,345	£9,682	£60,027
6	47	£48,883	£9,401	£58,284
5	46	£47,464	£9,128	£56,592
4	45	£46,086	£8,863	£54,949
3	44	£44,747	£8,606	£53,353
2	43	£43,449	£8,356	£51,805
1	42	£42,187	£8,113	£50,300