



DPIR
DEPARTMENT OF POLITICS &
INTERNATIONAL RELATIONS



Job Description and Selection Criteria

Post	Associate Professorship of International Relations
Department	Department of Politics and International Relations (DPIR)
Division	Social Sciences
College	St Catherine's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary on the scale within the range £50,300 to £67,541 p.a. plus additional benefits that include USS pension, a college housing allowance of £9,767 p.a. which is paid as taxable, pensionable income, and potential for access to college accommodation during the first year in post.
Closing date	Midday (UK time) on Wednesday 26 April 2023
Vacancy ID	164206

Overview of the post

The Department of Politics and International Relations (DPIR), in association with St Catherine's College, is seeking to appoint an Associate Professor of International Relations. Applications are welcome from both early career and established scholars. The Department has particular needs in the international relations of the Middle East, China, Russia, Africa; international political economy (IPE); and international organization. As the Department has recently recruited to posts in other areas (including the micro-foundations of conflict, political psychology, and historical international relations), it does not have particular needs in those areas at the moment.

The successful candidate will be expected to conduct advanced research; to teach, supervise, and examine in international relations at the undergraduate and graduate level; to play a part in the administrative work of the Department; to provide teaching and pastoral support for undergraduates reading Politics at St Catherine's College; to share in the administrative work, act as a trustee for the College, and to act as a College adviser for graduate students (a first point of contact, distinct from actual thesis supervision). The post will be held in conjunction with a Tutorial Fellowship at St Catherine's College. The post-holder shall be allocated an office in College for teaching.



The Department and the College strongly encourage applications from women and/or candidates from a BME background 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 Dr Nicholas Owen nicholas.owen@politics.ox.ac.uk and Professor Marc Mulholland marc.mulholland@stcatz.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

The main duties of the post are as follows:

1. To engage in research and contribute through world-class publications to the Department's, College's, and 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 examine undergraduate and graduate students as required;
4. To provide excellent research-led teaching to undergraduate students at St Catherine's College;
5. To take a role in the pastoral care of undergraduate and graduate students at St Catherine's College;

6. To participate in the administrative work of the Department, including admissions, in both term time and vacation under the direction of the Head of Department or their delegate;
7. To act as a trustee of St Catherine's College, and actively participate in its governance;
8. To raise external research funds, preparing proposals and securing grants and funding for major new research projects;
9. To develop research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders.

Duties will include specifically:

For the Department:

1. To provide and organize undergraduate teaching (lectures, tutorials) for either the Department's core paper in International Relations, or its optional papers in historical international relations, or in International Security and Conflict;
2. To contribute to the core paper of the MPhil in International Relations and contribute (or contribute to) a second year option course;
3. To supervise graduate students on the Department's MPhil in International Relations and DPhil programmes;
4. To contribute to the research design and methods training for the Department's graduate programmes in International Relations;
5. To undertake undergraduate and graduate examining for the Department as required;
6. To contribute to the administrative work of the Department, including assessment and admissions duties for the graduate programmes, which require an ability to assess outside the candidate's immediate area of specialization.

For St Catherine's College:

1. To engage in advanced study and research;
2. To take responsibility for the organisation, supervision and teaching of Politics at St Catherine's;
3. To deliver six weighted hours of high-quality undergraduate tutorial teaching per week to students reading Politics at St Catherine's College, averaged over three eight-week terms, including teaching the core paper in International Relations (second and third year undergraduates) along with one or more other optional international relations papers for second and third year undergraduates and the first-year Practice of Politics course;
4. 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;

5. To co-ordinate the undergraduate admissions process for Politics (including interviewing) 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 adviser¹ to the College's graduate students in Politics, International Relations and related areas;
8. To serve as a Trustee of St Catherine's College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and (after completing the initial period of office) taking on part-time senior College officer roles, such as Tutor for Graduates or Dean;
9. To participate in the intellectual life and academic activities of 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, class teaching all count towards stint.² 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 academic year. The system of 'weighted' hours is designed to take account of the numbers of students in a tutorial. If there is a single student, a 'weighted' hour is one hour. If there are two students, a 'weighted' hour is 1.25 hours, and if there are three students it is 1.5 hours.

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 selection committees will be aware of the principles of equality of opportunity, fair selection and the risks

¹ The role of graduate adviser is different to that of a doctoral supervisor. It is primarily a point of first contact for graduate students within the College.

² 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.

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 international relations, or a closely related field;
2. An internationally recognised portfolio of research and publications in international relations (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 core paper in International Relations (second and third year undergraduates) along with one or more optional international relations papers for second and third year undergraduates and the first-year Practice of Politics course;
6. The ability to provide excellent graduate teaching for the core paper of the MPhil in International Relations and a second year option course;
7. A demonstrable commitment to intellectual and methodological rigour in the study and teaching of international relations;
8. The ability to be an effective supervisor of graduate students on the MPhil in International Relations and DPhil programmes;
9. The ability to make a strong contribution to research methods training sequences in International Relations;
10. Willingness to assess and examine in undergraduate and graduate degree programmes;
11. Ability and commitment to provide pastoral and academic support for students at all stages in their university career;
12. 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;

13. Evidence of, or potential for good citizenship and a willingness to undertake administrative duties (within reason) to support the smooth running of the Department and the College;
14. 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=164206, 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 also be asked to upload the following information:

- Your CV, including a full list of publications (as long as necessary); a statement detailing your teaching experience and philosophy (**maximum 1 page**); and a statement of research interests (**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. 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 <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 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. 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

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail regularly to ensure that you receive all emails.**

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 twenty 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. For more information please visit: <https://www.politics.ox.ac.uk/>

St Catherine’s College

Oxford has 39 self-governing and independent Colleges, enabling academic staff and students to enjoy the benefits of belonging to a small, interdisciplinary community as well as a large, internationally renowned University. The collegiate system encourages a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

About St Catherine’s College

St Catherine's College is one of the largest colleges in Oxford, with around 65 Fellows, 75 lecturers, 400 graduate students, 515 undergraduates, and 50 visiting students. Its founding Master, Lord Bullock, established the College in the 1960s. Its striking modern architecture and new ideas reflected a move towards the open, contemporary culture that is still fundamental to St Catherine’s approach today. St Catherine’s admitted its first students in 1962, when it was founded as a College of the University of

Oxford. Previously, the College existed as a non-residential society within the University. Undergraduates are admitted to read all subjects except Ancient History, Archaeology and Anthropology, Classics, Earth Sciences, Oriental Studies and Theology, and the overall composition of membership is divided equally between arts and sciences.

The College's grade 1 listed buildings, and their fittings and furniture, were designed by the Danish architect Arne Jacobsen and attract visitors from around the world. They are located in a peaceful setting adjacent to the University Parks. In addition to the normal college facilities, St Catherine's has three lecture theatres, seminar rooms, a specially designed music house, and spacious common rooms.

The College usually admits ten undergraduates each year to read for the Final Honour Schools of Philosophy, Politics & Economics and History & Politics, and graduate students are admitted for all the programmes offered by the Department of Politics and International Relations.

College Duties

The College will expect the Fellow and Tutor to take responsibility for the organisation, supervision and teaching of Politics, including arrangements for admission to the subject and pastoral duties, and to undertake up to six hours college teaching a week averaged over the three terms (twenty-four weeks) of the academic year. As noted above, the College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour. This obligation for College teaching is in addition to the Department teaching obligation that attaches to the Associate Professorship.

The normal duties of a College Tutor include the selection of undergraduate candidates, attendance at meetings of the Governing Body, and participation in the administration of the College. The Fellow and Tutor will also be required to undertake advanced study or research in the area of International Relations. Candidates are advised to consult the Template of Duties below which summarises the range of duties and expectations of a Tutorial Fellow.

A Tutor, in common with other Fellows of the College, must expect to be asked to advise the Tutor for Graduates on the admission of graduate students. Tutors also serve as College advisers (in-College tutors) for graduate students. On joining the College a Tutor will be notified of the names of those students for whom he or she is asked to act as College adviser. College advisers are expected to make contact with the graduate students under their care normally at least once a term, and to entertain them at lunch or dinner in the College once a term at the expense of the College.

Candidates who wish to speak to someone informally about the College post may contact the Senior Tutor, Professor Marc Mulholland (email: marc.mulholland@stcatz.ox.ac.uk).

Further information on St Catherine's College can be found at <http://www.stcatz.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 1,100 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 returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022). More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

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. Particular research highlights in recent years have included [COVID-19](#) and [Climate Change](#). 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, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

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.

About the University of Oxford

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

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff.

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

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

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

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

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

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£42,187 - £56,647). The combined College and University salary will be on a scale up to £67,541 per annum.

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

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.

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>

College Benefits, Terms and Conditions

The College component of the salary will be on the scale for Associate Professors, (£8,113 - £10,894). The combined College and University salary will be on a scale up to £67,541 per annum.

Superannuation arrangements usually take the form of the Universities Superannuation Scheme, which Fellows are automatically entered into unless they opt out.

For Tutorial Fellows of St Catherine's there are tax-free entertainment and research allowances, currently £485 and £1,070 per annum respectively.

A teaching room in College will be available, and residential accommodation in College may be available for a period.

A taxable and pensionable housing allowance, currently £10,242 per annum, is paid to Tutorial Fellows who do not live in College. There may be an opportunity for a new Tutorial Fellow to rent a two-bedroom College house during the first year of appointment.

There is a right to Common Table (i.e. breakfast, lunch and dinner are provided free of charge on weekdays when the College is open).

The Fellowship will be held under the Statutes and By-Laws of the College, which may be varied from time to time.

The appointment will be for a period of up to five years in the first instance. On completion of the initial period of office, a Tutorial Fellow is eligible for reappointment to retirement (providing that she or he continues to hold the associated University post), subject to the provisions of the Statutes and By-Laws of the College. 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.

The College operates an employer justified retirement age for all academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th birthday. There is a procedure for requesting an extension of employment beyond that date.

Sabbatical leave

The Fellow will be eligible for sabbatical leave from college duties, without deduction of stipend, at a rate of one term of leave for every six terms of service.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from DPIR and St Catherine's 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 St Catherine's 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

Department of Politics and International Relations

1. Stint Tariff (2022-23)

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).

1. Research Allowance (2022-23)

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

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 Professorship³. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers

³ 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).

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 independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

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

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

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

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

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

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that). March 2014