



## Job Description

<b>Job title</b>	Associate Professorship of the International Relations of the Global South (APTF)
<b>Division</b>	Social Sciences
<b>Department</b>	Politics and International Relations
<b>College</b>	University College
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Combined University and College salary from £57,986 to £77,366 per annum, plus substantial additional benefits including a College Fellow's allowance of £13,956 per annum, and for those from outside Oxford a one-off settling in allowance of £10,467.  A University allowance of £3,199 per annum would be payable upon award of Full Professor title.
<b>Vacancy reference</b>	185181
<b>Additional information</b>	Subject to HMRC regulations and the availability of funding, a relocation allowance may be available.

## The role

The Department of Politics and International Relations (DPIR) is seeking to appoint an Associate Professor of the International Relations of the Global South, in association with University College. The successful candidate will be appointed to a Tutorial Fellowship at University College and will be a trustee and member of its Governing Body.

Applications are welcome from both early career and established scholars with a strong background in the International Relations of the Global South, broadly understood, with openness in terms of region(s), subfield, scholarly approach, and method. The Department has particular needs identified in the coverage of Latin America, Africa, the Middle East and Southeast Asia. Applications are particularly welcomed from women and black and minority





ethnic candidates, who are under-represented in academic posts in the Department and the College.

The successful candidate will be expected to conduct internationally excellent research in the area of International Relations, with a particular focus on the IR of the Global South. They will be expected to teach, supervise and examine in the area of International Relations at both the undergraduate and graduate level. They will be expected to contribute to graduate core teaching, research design or methods teaching sequences in the Department, and to teach International Relations and related papers, in the tutorial format, to undergraduate students studying Philosophy, Politics and Economics (PPE) and History and Politics (HPol). They will contribute to admissions, College supervision of graduate students, and contribute fully to academic administration in the DPIR and the College.

This post is available from 1 September 2026, or as soon as possible thereafter. This is a permanent appointment (subject to successful review during the initial period of office).

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor David Doyle, Head of Department of the DPIR ([david.doyle@politics.ox.ac.uk](mailto:david.doyle@politics.ox.ac.uk)). Queries about University College can be addressed to the College's Senior Tutor, Dr Andrew Bell ([andrew.bell@univ.ox.ac.uk](mailto:andrew.bell@univ.ox.ac.uk)). All enquiries will be treated in strict confidence and will not be considered in 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 **for the DPIR** are as follows:

### Research

- to engage in original, world-class research in the field of International Relations;
- to disseminate research through excellent publications in peer reviewed journals, proceedings, or other outlets consistent with disciplinary norms of excellence, through participation in international conferences and seminars, and through other media;
- to support and contribute actively to an excellent research culture in the Department and beyond;
- to secure significant external funding sufficient to support a productive programme of world-recognised research;
- to demonstrate impact in research.

### Teaching

- to contribute to the development and delivery of DPIR graduate and undergraduate degrees in their specialist area and in particular, to provide classes, tutorials and lectures in International Relations and related papers;
- to supervise Masters and DPhil students;
- to contribute as appropriate to graduate admissions processes;
- to contribute to the regular review of teaching.

The amount of teaching for an APTF normally must not exceed an average of 192 teaching



units<sup>1</sup> per year for the Department without approval by the divisional board.

### **Examining**

- to take part in examining as and when requested to do so by the appropriate DPIR committee for the nomination of examiners.

### **Administration**

- to participate in administration as and when requested by the Head of Department and other DPIR office holders, including service on committees or holding of academic offices.

The main duties of the post **for the College** are as follows:

#### **Academic:**

- To engage in advanced study and research;
- To deliver undergraduate tutorial teaching in International Relations for an average of six hours per week in each week of full term. The College operates a 'weighted hours' scheme, meaning that hours spent teaching groups larger than one person count for more than one hour. In practice, six 'weighted' hours is likely to correspond to approximately four 'contact' hours;
- To take responsibility for the organisation and oversight of International Relations teaching for the College's students, including arranging tutorials and/or class teaching with specialist colleagues in other colleges, as appropriate;
- To undertake the normal duties of a college Tutorial Fellow, as detailed in the Appendix;
- To contribute to the intellectual life and academic activities of the College, including through attendance at, and participation in, college events and certain dinners.

#### **Administrative:**

- To participate in the administration and governance of the College, which includes exercising the duties of a Trustee as a member of the Governing Body, attending meetings of the Governing Body, serving on College Committees, taking an appropriate share in administrative work, and on occasion taking on College offices (leadership roles).

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<sup>1</sup> One hour paired tutorial, 1 unit; one hour lecture, 3 units; one doctoral student within fee liability, 24 units; and other types of teaching to be weighted proportionally. This tariff is subject to local variation.



## Additional duties:

As a new starter you will be expected to complete required training for the department and, if applicable, your College role, these include:

- Harassment in Higher Education
- Implicit Bias in the Workplace
- Challenging Behaviour: Dealing with Bullying and Harassment training in the workplace
- Information Security Awareness Module (completed annually)
- Equality and Diversity briefing
- Health and Safety Basics
- Understanding Prevent Duty (required for those with welfare responsibilities in departments)
- Research Integrity Training

This is to ensure the department remains committed to providing a positive, supportive and inclusive environment for members of the University community from different backgrounds.

Access to these training courses will be provided once in post.

## Selection criteria

### Essential

1. A completed doctorate in International Relations, or in a closely related field;
2. An excellent publication record on topics related to International Relations and specifically, the International Relations of the Global South, at an appropriate level for the candidate's career stage;
3. An outstanding programme of innovative research in the field of International Relations in general, and specifically in the International Relations of the Global South;
4. Strong potential to secure competitive external funding for research, manage research projects and deliver grants successfully;



5. Commitment to teaching and a demonstrable ability to enthuse, educate and inspire high-achieving undergraduate and graduate students from all backgrounds and to help them reach their full potential, including the ability or potential to provide undergraduate tutorials (i.e. small group) teaching;
6. Evidence of ability to contribute to teaching, syllabus and curriculum development on topics within the remit of DPIR's graduate and undergraduate degrees;
7. The ability to make a strong contribution to research methods training sequences for the Departments' graduate programmes;
8. The ability to be an effective supervisor of graduate students on the MSc, MPhil and DPhil programmes in the DPIR;
9. A demonstrable commitment to intellectual and methodological pluralism in the study and teaching of 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. 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 Departments 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. An ability to foster a collaborative and inclusive research/academic/working/learning environment for people from different backgrounds.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## How to apply

To apply, visit

[https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=185181](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=185181)

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment. Please also provide a separate research statement and teaching statement. You are also required to arrange for **three referees** to submit confidential reference letters directly to



[vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk) by the stated deadline for applications. You will also be asked to state which referees these are on your online application.

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/>.

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

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** (UK time) on the closing date stated in the online advertisement.

## Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment and retention will be determined according to personal merit and the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech, as stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan.



## Academic Freedom and Freedom of Speech

Academic freedom and freedom of speech, as outlined in the University's Code of Practice on Freedom of Speech and Statute XII, are protected by law and by the University's statutes and policies. This includes the ability within academic practice to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions. These rights must be exercised within the law and within reasonable restrictions set out in University policies and codes of practice. As stated in the University's [Equality Policy](#) and [Equality, Diversity and Inclusion Strategic Plan](#), our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

## Department of Politics and International Relations

Renowned as a global leader in its field, DPIR is one of the largest departments in the University of Oxford and is active in both undergraduate and graduate teaching. With around 90 academic staff, it is world class in international and national research and teaching; in September 2024, The Guardian ranked us the Number One University in the UK for Politics. We are 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 across a broad range of disciplinary fields. The International Relations Pillar within the Department is characterised by research excellence, collaborative teaching practices, a diversity of backgrounds and a commitment to the methodological pluralism of the field.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, particularly with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

Equality, diversity, and inclusion (EDI) are central to Oxford's mission, driving research, teaching, and global impact. At DPIR, we uphold this commitment by fostering a diverse, inclusive community where all staff and students feel respected and valued, while also prioritising their wellbeing. To advance gender equality specifically and improve our working environment, we are preparing to apply for an Athena Swan Bronze Award. For further information about the department's commitment, please visit our [EDI](#) and [Wellbeing](#) webpages.



The Department is in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library.

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

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

Oxford has been ranked top of the Times Higher Education World University Rankings for nine consecutive years. The Division is a world-leading centre of research and education in the social sciences, ranking second in the world for Social Sciences in the Times Higher Education rankings in 2025. Oxford has ranked within the top three in the world every year for the past five years (2021–2025).

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 and our Department of Economics hold Athena Swan Silver awards. In February 2023, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that had been made in addressing a number of gender gaps across the University in the preceding 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](http://www.socsci.ox.ac.uk).

## University College

University College, commonly known as Univ, was established in 1249 and has a claim to be the oldest college in Oxford. Today, the College is at the forefront of promoting diversity and excellence in Oxford, fostering a friendly and inclusive community based around its historic town-centre quadrangles. The College is particularly proud of its record in establishing fully-funded postgraduate scholarships, of which more than 30 are available each year, and of its programmes to challenge under-representation in the student body, the Univ Opportunity Programme and the Univ Beacon Programme.

The College comprises approximately 450 undergraduates, 250 postgraduates, and 100 members of academic staff, including Statutory Professors, Tutorial Fellows, and Postdoctoral Research Fellows.



The Master (head) of the College is Baroness Valerie Amos, former United Nations Under-Secretary-General for Humanitarian Affairs and former Director of SOAS University of London. The academic interests of the Fellows of the College range widely across the Sciences, Social Sciences and Humanities. All academic staff are members of the Senior Common Room (SCR), which provides intellectual, dining and social benefits.

The College admits around twelve new undergraduates each year to read for PPE and around four to read for History and Politics. The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background.

There are six Tutorial Fellows in PPE at Univ, and three in History, together with other professorial, postdoctoral research and teaching staff in these fields. The Tutorial Fellows work collaboratively on matters of teaching and teaching-related administration. For more information on University College, including details of its current academic staff, please visit: [www.univ.ox.ac.uk](http://www.univ.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 a large number 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.



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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 regularly creates spinout companies based on academic research generated within and owned by the University. 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, who 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

Details of University policy in the following areas can be found at the links provided.

### *Salary*

<https://hr.web.ox.ac.uk/academic-staff-pay>

### *Pension*

<https://finance.web.ox.ac.uk/uss>

### *Sabbatical leave*

<https://governance.web.ox.ac.uk/legislation/council-regulations-4-of-2004>

### *Outside commitments*

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

### *Intellectual Property*

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

### *Managing conflicts of interest*

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

### *Membership of Congregation*

<https://www.ox.ac.uk/about/organisation/governance>

<https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation>

### *Family support*

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>.

<https://childcare.admin.ox.ac.uk/home>.

<https://www.newcomers.ox.ac.uk/>.

### *Welcome for International Staff*

<https://welcome.ox.ac.uk/>

<https://staffimmigration.admin.ox.ac.uk/>

### *Relocation*

[If appropriate, set out further details of relocation scheme for joint appointees.

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

### *Promoting diversity*

<https://edu.admin.ox.ac.uk/home>

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

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

### *Pre-employment screening*

<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. See <https://hr.admin.ox.ac.uk/academic-posts-at-oxford#collapse1532056>

### ***Retirement***

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday. See <https://hr.admin.ox.ac.uk/the-ejra>

### ***Data Privacy***

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

<https://compliance.admin.ox.ac.uk/data-protection-policy>.

## **College Benefits, Terms and Conditions**

- Fellows' Allowance (currently £13,956 p.a., taxable as salary);
- The College offers residential accommodation, which can be rented at a discounted rate for up to a maximum of the first 5 years of appointment, subject to availability;
- The College also runs a Joint Equity Scheme up to £250,000 College investment with payment to the College of a 'rent' for the College's portion set by reference to the HMRC Official Rate of Interest, to assist with house purchase;
- A one-off settling-in allowance in the first year of £10,467 (current rate) for appointees from outside Oxford;
- Academic expenses allowance (currently up to £3,195 p.a., with a double allowance in the first year);
- Entertainment allowance (currently £868 p.a.) that allows relevant expenses to be reclaimed from the College;
- Lunch and dinner in College (Common Table), except when the kitchens are closed;
- A teaching room in College;
- Private health insurance which can include family (taxable benefit), for as long as the College remains in the scheme;
- Senior Common Room membership;
- Nursery fees Salary Sacrifice arrangement;
- Generous sickness, maternity, and paternity leave schemes;



- Tutorial Fellows may apply to the College for sabbatical leave on full stipend and allowances on the basis of one term's leave for every six terms of qualifying service;
- An entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

### **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Politics and International Relations and University 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 University 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 The Tutorial Fellowship: General Template of Duties**

#### **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>2</sup>. 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.

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<sup>2</sup> Associate Professorships come in three different forms according to the balance of duties owed to the College and University.



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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 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**



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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).



## Benefits of working at the University

### Employee benefits

University employees enjoy paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>



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## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).