



FACULTY OF
ENGLISH



UNIVERSITY OF
OXFORD

Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of English Literature
Department/Faculty	Faculty of English
Division	Humanities Division
College	St Peter's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined University and College salary from £57,223 to £76,603 per annum, plus substantial additional benefits including a College housing allowance of £11,798 per annum, plus other benefits. A University allowance of £3,190 per annum would be payable upon award of Full Professor title.

Overview of the post

St Peter's College and the Faculty of English are seeking to recruit an Associate Professor (or Professor) of English Literature. The post is available from 1 September 2026 (or as soon as possible thereafter).

Applications are invited from well-qualified candidates with expertise in literature in English of the long eighteenth century (1660–1830). Applications are welcome from specialists in literature of all forms and genres, though there are particular teaching needs in poetry, prose (fictional and non-fictional), and book history and editing. Preference may be given to candidates with expertise in those areas, and/or one or more of the following: global literature; race and empire; gender and sexuality; literature and heritage; digital humanities. The successful candidate will be able to enthuse and inspire students at both undergraduate and graduate level through tutorials, classes, lectures and supervisions.

On appointment, the successful candidate will become an Official (Tutorial) Fellow at St Peter's College and an Associate Professor (or Professor) in the Faculty of English. The successful candidate will be responsible for teaching tutorials and classes on literature in English from 1550 to 1830 to students at St Peter's College. Within the Faculty, they would be expected to help deliver the 1700-1830 strand of the English MSt, and also to offer undergraduate lectures and special options in areas related to their research interests. They will conduct advanced research in their specialist field and will contribute to Oxford's vibrant research culture. They will inspire and enthuse students through research-led teaching and will supervise, support and examine students at undergraduate and graduate levels, as well as playing an active role in the



Athena
Swan
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academic and administrative life of both the College and the Faculty. They will contribute to the effective running and governance of the College as a member of its Governing Body.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Chair of the English Faculty Board, Professor Simon Horobin (chair@ell.ox.ac.uk) or the Senior Tutor at St Peter's College, Prof Thomas Adcock (senior.tutor@spc.ox.ac.uk). All enquiries will be treated in strict confidence and will not be taken into account 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. 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:

For the Faculty of English and St Peter's College

- To engage in scholarly research and publication at an internationally competitive level in literature in English in the period 1660-1830.

For the Faculty of English

- To make an appropriate contribution to the supervision and/or teaching of undergraduate and graduate students in the University, including supervising master's level and doctoral students when requested to do so by the English Faculty Board;
- Under the direction of the English Faculty Board, to give lectures or classes (including graduate classes) within the expectations of overall workload tariff in each academic year;
- To take part in University examining as requested to do so;

- To offer more advanced options, such as centrally-taught special option classes for final year undergraduates, and MSt courses for graduates, in accordance with their particular research expertise;
- To teach and supervise graduate students, including doctoral students in literature of the long 18th century and master's students studying within the MSt strand in English 1700-1830, as well as students writing dissertations in the field of 18th-century literature in English. The postholder will work with other specialists in the period area to ensure convening and teaching responsibilities are met for the MSt in English 1700-1830;
- To contribute to the administration of the English Faculty, including acting as a member of Faculty committees when called upon to do so, and being willing to take on leadership roles in the Faculty from time to time.

For St Peter's College

Academic

- to share with the other English fellow responsibility for the organisation, oversight and teaching of English to undergraduates and Visiting Students at St Peter's College, which includes arranging teaching and termly college exams for undergraduates, monitoring students' progress, and writing termly reports on their work;
- to teach undergraduates (and Visiting Students) in tutorials (small groups) for eight contact hours per week, averaged across the three 8-week terms of the academic year. The postholder will be expected to teach across the periods 1550-1660 (or Shakespeare), 1660-1760 and 1760-1830.
- to take responsibility, with the other English tutors, for all undergraduate student admissions to the subject, which will include interviewing in the December admissions period (training is required and will be provided) and involvement in outreach and recruitment activities including Open Days;
- to contribute to the intellectual life and academic activities of the College;

Pastoral

- To be responsible, as the first point of contact, for the pastoral care of the St Peter's College undergraduates and Visiting Students studying English;
- to act as College Advisor to some of the graduate members of the College reading for higher degrees in cognate subjects (a pastoral role distinct from the supervision of postgraduates which is organised by the Faculty);

Administrative

- to participate in the governance of the College, as a Trustee of the College as a Charity, which includes attendance at Governing Body meetings (three per term) and taking an appropriate share in the other committee and administrative work of the College.

Further information about the duties of a Tutorial Fellowship is provided in the Appendix (The Tutorial Fellowship: General Template of Duties).

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

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.

1. A record of, and potential to continue to produce, original, important, and rigorous published research in literature in English between 1660 and 1830 commensurate with the candidate's career stage, that will enhance the profile of the English Faculty in this area.
2. A doctorate in English or a closely-related subject, or close to completion. Candidates will need to have submitted their doctorate before taking up the post.
3. Evidence of excellence, or the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students, together with the ability to offer research-led undergraduate lectures and classes.
4. Ability to provide tutorial teaching in the following papers: the second-year courses 'Literature in English 1660-1760', 'Literature in English 1760-1830' and either 'Literature in English 1550-1660' or 'Shakespeare'. Candidates will also be expected to supervise undergraduate dissertations in the period 1660-1830, depending on the topic. For further information about these courses and a full list of papers, see:
<https://www.english.ox.ac.uk/course-structure>.
5. Evidence of excellence, or the potential for excellence, in graduate teaching, along with the personal qualities needed to encourage a high level of achievement in graduate students. This must include the ability to provide one-to-one supervision for Masters and Doctoral level students in English, and the ability to conduct research-led graduate classes.
6. Evidence of the ability to undertake pastoral responsibilities for both undergraduate and graduate students.
7. Evidence of the ability to work collaboratively and collegially with other tutors in College and colleagues from different disciplines, and to promote the study of English in St Peter's College, including as part of a number of joint undergraduate degrees.
8. Evidence of administrative and organisational skills, specifically the ability and willingness to participate effectively in the other work required by the College and Faculty, including acting as a trustee and member of the Governing Body of the College.

Desirable criteria:

9. Ability to offer undergraduate lectures on the novel, non-fiction prose, and/or poetry in the period 1660 to 1830.

10. Ability to teach the bibliography component of the MSt in English 1700–1830.
11. A particular research focus on global literature; race and empire; gender and sexuality; book history and editing; literature and heritage; and/or digital humanities.
12. Evidence of the ability to attract external funding for research.
13. Excellent track record of obtaining research grants.
14. Experience of research collaborations at national and international level.
15. Experience of supervising research students.

How to apply

There is no separate application form for this post. Applications should be submitted by email as a single pdf document containing the following:

- A cover page stating:
 - Your full contact details including email address, full postal address and at least one contact telephone number
 - Details of **three** referees (see below)
- A letter or statement explaining how you meet the selection criteria set out above (not more than three pages)
- A full CV and publications list

Applications should be sent by email to academic.appointments@spc.ox.ac.uk. Please use the subject line: *AP in English* and name the pdf attachment 'Last name_First name_EnglishAP'

The deadline for applications is **12noon on Thursday 5 March 2026**.

References

You should contact your referees before applying to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. One of your referees should be a representative of your current employer. References will be requested for those shortlisted and invited to interview.

Disabilities and adjustments

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. The College welcomes discussion with candidates about disability-related support needs at any stage of the appointment process and beyond. Please feel free to contact the College Registrar (catherine.whalley@spc.ox.ac.uk) for a confidential conversation.

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/>

Shortlisting and interviews

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. Candidates who are shortlisted will be invited to interview in Oxford on **Thursday 30 April and Friday 1 May 2026**. Please state clearly in your application if you would not be available to be in Oxford on these dates.

Shortlisted candidates will be required to submit two samples of written work (completed within the last five years, either already published or currently in press).

The interview process will include a teaching demonstration, a research talk and an interview with the selection committee.

In advance of the interviews, candidates will be invited to two online meetings (one with representatives from the College, one with representatives from the Faculty) to find out more about the role. These meetings will not form part of the selection process.

St Peter's College

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

St Peter's College (St Peter's Hall as it then was) first admitted students in 1929. The buildings, in a central but quiet location on the site of the medieval New Inn Hall, range in date from Linton House of 1794 and Canal House of 1828 - both former headquarters of the Oxford Canal Company - through the former parish church of St Peter-le-Bailey, built in 1874 and now the College Chapel, to residents' blocks of the 1930s, 1970s and 1980s. Additional student accommodation is provided in more modern annexes, and in new student accommodation on a site contiguous to the main College site which was completed during the 2023-24 academic year. The College currently comprises a Master, Professor Judith Buchanan, and 50 Fellows and 50 College Lecturers actively engaged in teaching and research in a wide range of subjects, about 270 graduate and 375 undergraduate students, 25 Visiting Students and 90 members of administrative and domestic staff. St Peter's provides a friendly and supportive community for students and academics.

St Peter's College is a registered charity. Further information about the College may be found at www.spc.ox.ac.uk.

The appointee will be an Official Fellow of the College. Official Fellows are members of the College's Governing Body and take on the role of charity trustee.

English at St Peter's

St Peter's admits six undergraduates to read for the BA in English Language and Literature each year, plus one or two students studying English in combination with History or a Modern Language. In addition we aim to welcome several Visiting Students each year who spend a

year at St Peter's as part of their degree at another institution (usually from the USA, China or Japan).

The College also has a lively community of graduate students, of whom between 5 and 10 each year are studying English (primarily on taught graduate courses).

The postholder will be one of two Official Fellows in English at St Peter's, joining Professor Marina MacKay who is Professor of English Literature, specialising in modern British literature. Undergraduate teaching is also provided by a number of lecturers, including Professor Francis Leneghan who teaches early medieval English language and literature.

The Faculty of English

The English Faculty is by far the largest English Department in the UK, and has a very distinguished research record (awarded the top grade in the last two research assessment exercises). We have been ranked top in the QS World Rankings in its subject for the last four years and our teaching has been graded 'Excellent' in every Quality Assurance review. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global English. The spread of historical expertise places the Faculty in a unique position to speak authoritatively about the long history of the literatures and languages of Britain and Ireland, as well as the diasporas and interchange of literatures and languages that emerged from them. Students have opportunities to trace the development of literature from early manuscripts to current digital and hybrid forms; they benefit from a distinctive experience of close personal supervision with leading academics, in turn developing their own communities and identities as critics and researchers.

The Faculty currently has 80 permanent members of academic staff, including 9 statutory Professors. This is in addition to a further 100 or so members teaching in the colleges and temporary members of staff. A list of Faculty members and their research interests is available on the website. For more information, please visit: www.english.ox.ac.uk. There are currently approximately 900 undergraduate students (with roughly 220 admitted each year to the single honours school and a further 50 to joint honours school programmes). The Oxford English Faculty has the largest graduate school in the country, with approximately 90 Masters students, and a further 150 graduate research students.

The Faculty offers financial support (currently up to £1,500 p.a.) for research expenses and conference attendance, together with research mentoring and teaching relief for particular research needs. In addition to the Faculty's resources, research funding may be applied for from the Fell Fund for research and external funding sources. The Faculty has had significant success with individual and group project applications for funding from the UK's Arts and Humanities Research Council, the Leverhulme Trust, the British Academy, the Mellon Foundation and other major funding bodies.

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality, signifying representation, progression and success for all.

Further information about the Faculty is available at www.english.ox.ac.uk.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Asian and Middle Eastern Studies; Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Philosophy; Theology and Religion; and the Ruskin School of Art. The Division has over 500 members of

academic staff, over 4,000 undergraduates (more than a third of the total undergraduate population of the University), 1,100 postgraduate research students and 880 students on postgraduate taught courses.

Humanities in Oxford offers world-class teaching and research (second in the most recent QS world rankings), backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital technologies. [The Oxford Research Centre in the Humanities](#) (TORCH) is the Division's vehicle for promoting interdisciplinary collaboration, international networks, and public engagement with research

In October 2025, the Humanities Division opened its new dedicated building, the [Stephen A. Schwarzman Centre for the Humanities](#). This beautiful state-of-the-art facility co-locates seven of the Humanities faculties for the first time under a single roof, and also houses the Institute for Ethics in AI, the Oxford Internet Institute and the new Bodleian Humanities Library. The Centre provides a unique mix of academic teaching facilities for Oxford students and staff with industry-leading research and public spaces, including the 500-seat Sohmen Concert Hall, a 250-seat theatre, a black box immersive performance space, dance studio and cinema, and exhibition space. The performance spaces will host a new public cultural programme, opening in April 2026 and bringing together innovative artists, performers, writers and thinkers from around the world to co-create with Oxford researchers and our wider community.

The Faculty of English Language and Literature is housed in dedicated space in the Schwarzman Centre, with full access to exhibition and performance spaces.

For more information please visit: <https://www.humanities.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 of 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 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

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

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

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.](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/job-applicant-privacy-policy)

[https://compliance.admin.ox.ac.uk/data-protection-policy.](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 (£34,057 to £45,731 p.a.). The combined College and University salary will be on a scale from £57,223 to £76,603 p.a. Individuals appointed below the top of this range will receive an annual increment until they reach the top point.

In addition, Official Fellows of St Peter's College receive a Housing Allowance (currently £11,798 p.a.) which is taxable and is included in the gross salary for purposes of superannuation.

Official Fellows of St Peter's have access to an individual academic budget of £1,157 p.a. and usually receive an annual entertainment allowance of £334 p.a. The Fellowship carries entitlement to office space in College, to membership of the Senior Common Room (subscription currently £40 per term) and to Common Table rights, with an entitlement to meals

free of charge when the kitchens are open (there are occasional short closure periods, usually during the vacation).

The College operates a joint equity scheme that may assist Fellows with the purchase of property locally. All College staff are entitled to subscribe to the Oxford Colleges' Healthcare Plan. Further details of both schemes are available from the College Accountant.

Provision is made, in accordance with the relevant College by-law, for Fellows to be granted one term's sabbatical leave for every six in which they have performed their duties since their election. Leave is not normally granted during the first six terms of a Fellowship. It is normally possible to combine College leave with dispensation from University duties.

Official Fellows are eligible but not compelled to join the Universities Superannuation Scheme; but the rules of the Scheme require that the decision in respect of the College employment must conform to that in respect of the University employment.

The appointment will be for two years in the first instance, and thereafter for renewable periods until retirement so long as the Fellow holds the associated University post, subject to the provisions of the College Statutes and of the Education Reform Act of 1988.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both St Peter's College and the Faculty of English. 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 Governing Body of St Peter's College and the Humanities Divisional Board 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 Governing Body and the Divisional Board, 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 Professorship¹. The appointee is selected and funded jointly by the college(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their college. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that colleges will generally have of Tutorial Fellows.

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

2: Research

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

3: Teaching and support

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

¹ Associate Professorships come in three different forms according to the balance of duties owed to the College and University.

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).