Job Description and Selection Criteria

Post	Clarendon Associate Professorship (or Professorship) and Barron Fellowship of Medieval History
Department/Faculty	Faculty of History
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 £58,354 to £78,121 per annum, plus substantial additional benefits including a College housing allowance of £12,034 per annum, plus other benefits. A University allowance of £3,263 per annum would be payable upon award of Full Professor title.

Overview of the post

St Peter's College and the Faculty of History seek to appoint an outstanding historian as an Associate Professor (or Professor) of Medieval History. The successful candidate will have a research specialism in the political, institutional or social history of Britain and Ireland in the period 900 to 1250 which will complement, rather than replicate, existing expertise in religious, cultural and intellectual history.

This is a joint appointment: the appointee will become an Official (Tutorial) Fellow at St Peter's College and an Associate Professor (or Professor) in the Faculty of History. 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 the undergraduate and graduate levels. They will play a full and active role in the academic and administrative life of both the Faculty and the College.

We are seeking a talented, highly motivated researcher and university teacher with outstanding potential to bring exciting new perspectives to the study and teaching of medieval British history. This is an opportunity to join a progressive college and large faculty, both imbued with a culture that values inclusivity, collegiality, and scholarship.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Faculty Board Chair, Professor Martin Conway (martin.conway@history.ox.ac.uk) or the Senior Tutor at St Peter's College, Professor 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.

Medieval History at Oxford

Oxford has a long and distinguished tradition of medieval history, and the subject continues to flourish. The candidate will join a large community of scholars working on medieval history within the Faculty including Fanny Bessard, Phil Booth, Philippa Byrne, Peter Frankopan, George Garnett, Helen Gittos, Helena Hamerow, Catherine Holmes, Tom Johnson, Matthew Kempshall, Helen Lacey, Conrad Leyser, Laure Miolo, Natalia Nowakowska, Conor O'Brien, Sheilagh Ogilvie, Lucy Parker, Amanda Power, Alice Rio, Hannah Skoda, Lesley Smith, Nancy Thebaut, Benjamin Thompson, Ida Toth, John Watts, and Emily Winkler. Faculty members play a leading role in the lively multi-disciplinary community of medievalists within the wider university, particularly through Oxford Medieval Studies, the Oxford Centre for Early Medieval Britain and Ireland as well as the multi-period Oxford Centres for Global History, Intellectual History, Women's, Gender, Identity and Queer History and the History of Science and Medicine. Oxford's libraries, galleries and museums offer extraordinary opportunities for integration of their collections into research and teaching.

Duties of the post

The candidate will be expected to engage in advanced research in the political, institutional or social history of Britain and Ireland between 900 and 1250. The ideal candidate will have considerable technical expertise in the primary sources underpinning this field. They will be expected to give high-quality lectures, seminar-style classes and tutorials in History at both undergraduate and graduate level, and contribute to the teaching, research, and academic administration of the Faculty and College. Their teaching will need to engage with core areas of the Faculty's current offerings in medieval British and Irish history in the central middle ages, and they will have the opportunity to develop new courses at the undergraduate and graduate levels, including those arising from their own research. The candidate should also be able to teach medieval European history of this period.

The main duties of the post are as follows:

For the Faculty of History

Research

- to engage in intellectually exciting historical research and publication, working with students and colleagues to develop the field in new directions, encourage research achievement, and nurture a research culture among junior colleagues and research students;
- to maintain a successful publication record (appropriate to the stage of career, and accounting for career breaks) and contribute to the Faculty's Research Excellence Framework (REF) submission;
- to develop and submit grant proposals to support your own research portfolio and contribute to the growth of the Faculty's distinctive areas of expertise; and
- to play an active role in the development of research culture including helping to run the Oxford Centre for Early Medieval Britain and Ireland.

Teaching, administration and citizenship

- Candidates should be able to contribute to teaching and developing the following undergraduate papers:
    - to collaborate in convening, developing and teaching the first-year and second-year outline papers in the history of Britain and Ireland, notably British History 2: c. 1000-1330, and also British History 1: c. 300-1100.
    - at least two of the more detailed primary source-based Optional, Further, or Special Subject papers aimed at first, second- and third-year students; the appointee will have the opportunity to develop new specialised papers in their own field.
- The supervision of undergraduate dissertations in medieval History.
- At graduate level, they should be willing to:
    - contribute to MSt and MPhil teaching, especially the MSt and MPhil in medieval history and medieval studies. They may choose to develop their own specialist Option course for the MSt programme.

- supervise Master's and Doctoral students in medieval British history.
- participate in convening research seminars and running the Oxford Centre for Early Medieval Britain and Ireland.

- Candidates will also cooperate in the administrative work of the Faculty of History, including membership of committees or administrative offices, as and when requested by the Chair of the Faculty Board.

For St Peter's College

Academic

- to share with the other History fellow responsibility for the organisation, oversight and teaching of History 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 period c. 900-1250 in the History of the British Isles and European and World History (for both Y1 and Y2 undergraduate students). Descriptions of the relevant courses can be found through the following links:
  - History of the British Isles – Year 1
  - History of the British Isles – FHS
  - European and World History – Year 1
  - European and World History - FHS

  The postholder will also contribute to the teaching of *Approaches to History* and *Disciplines of History* (co-taught with Dr Stephen Tuffnell). The postholder will also supervise undergraduate history theses in their period of specialism.
- to take responsibility, with the other History 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 engage in advanced study and research and to contribute to the intellectual life and academic activities of the College;

Pastoral

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

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 College 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 wherever possible.

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.

Qualifications and experience	
Essential	A doctorate and an internationally recognisable academic and research track record within the history of medieval Britain and Ireland c. 900-1250AD, including significant published work, at a level appropriate to the career stage and individual circumstances.
Teaching	
Essential	Ability to educate and inspire graduate and undergraduate students in medieval history, and a proven ability to foster a high level of achievement in students.
Essential	The ability to teach some or all of the British History papers specified above and the technical expertise needed to train graduate students in the field.
Desirable	A successful track record of Master's and doctoral supervision.
Desirable	Experience of curriculum and pedagogical development.
Research and public engagement	
Essential	Ambitious plans for relevant future research and the ability to attract external funding.
Essential	Ability to contribute high-quality publications to the Faculty's future REF submissions (REF is the UK-based Research Excellence Framework).

Essential	Broad vision and sufficiently wide historical interests to contribute effectively to the long-term development of the subject at Oxford, and to the maintenance and further development of interest in the field.
Desirable	Evidence of active contribution to academic communities, for instance by delivering invited keynote lectures and / or chairing sessions and symposiums at national and international academic conferences.
Desirable	Evidence of effective public engagement with research, and of promoting the subject beyond academia.
Personal effectiveness	
Essential	Outstanding interpersonal and communication skills, including excellent spoken and written English.
Essential	Ability to engage with the strategic development of medieval history in Oxford.
Essential	Ability to build and develop internal and external networks and act as an ambassador to, and for, the University and the College.
Essential	Professionalism as a colleague and proven track record of excellent collegial working relationships with others.
Technical skills	
Essential	Skills needed to undertake research in medieval history and to train students to do so

How to apply

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 of Medieval History* and name the pdf attachment 'Last name_First name_HistoryAP'.

The deadline for applications is **12noon on Tuesday 5 January 2027.**

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 the name, position, relationship to you, postal address, and email address for each referee. 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 College welcome applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please email staffdisability@admin.ox.ac.uk 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 in early February. Candidates who are shortlisted will be invited to interview in Oxford on **4 and 5 March 2027**. 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 (articles or equivalent length items, in English, of up to 10,000 words) 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 offered an informal online meeting with a representative about the College to find out more about the College.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place 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.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

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.

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 attractive and diverse buildings, in a central but quiet location on the site of the medieval New Inn Hall, range in date from the late eighteenth century to our most recent accommodation buildings opened in 2024. Additional student accommodation is provided in more modern annexes close to the main College site. The site is more informal and intimate in design and feel than some of the larger Oxford colleges.

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.

History at St Peter's
St Peter's admits up to nine undergraduates to read for the BA in History and for the courses studying History in combination with other subjects (Economics, English Language and Literature, Politics or Modern Languages) each year. In addition we aim to welcome several Visiting Students each year who spend a year at St Peter's as part of their degree studying at other academically excellent institutions elsewhere in the world.

The College also has a lively community of graduate students, of whom approximately 15 each year are studying History (on taught graduate courses or working towards a DPhil).

The postholder will be one of two Official Fellows in History at St Peter's, joining Dr Stephen Tuffnell, Associate Professor of Modern US History.

History is a strong subject in St Peter's with a strong record of good results and a distinguished tradition in medieval studies. Previous medievalists at the College have included Professor Stephen Baxter, Professor Henry Mayr-Harting, Dr Mark Whittow and Mrs Henrietta Leyser.

The Fellowship is an endowed post, named in memory of Professor John Barron who was Master of St Peter's between 1991 and 2003.

St Peter's shares the teaching of core papers in medieval and early modern history with Merton College. Professor Steven Gunn, Tutorial Fellow in History at Merton, teaches early modern history to students from St Peter's, and in return the successful candidate for the medieval fellowship at St Peter's will teach medieval history papers to undergraduates from Merton as well as from St Peter's.

The Faculty of History

The Faculty of History in Oxford is the largest in the UK, and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths that reach from late Roman times to the contemporary world, in the history of the British Isles, the history of continental Europe, imperial and global history, the history of the United States, economic and social history, intellectual history, and the history of science, medicine, and technology. Within the Faculty there is also a department for the History of Art. With the size of its History Faculty, its lively and varied research seminars and the major resources for research, which include, among others, the outstanding collections of the Bodleian Library and the University museums, Oxford offers a uniquely attractive research environment.

Since October 2025, the Faculty has been based at the Schwarzman Centre for the Humanities, a state-of-the-art cultural centre, which is the location of seven of the constituent units of the Humanities Division.

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help;
- A standard sabbatical leave system, with the possibility of additional special leave;
- Peer mentoring and career development review of research plans and progress;
- Research collaborations with other institutions;
- Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through research centres;
- Support of, and engagement with, interdisciplinary teaching;
- Assistance in the formulation of research plans and funding bids.

The Faculty enables all its postholders to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. Annual career conversations identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Postholders can apply for seed-corn funding for specific research projects from the University's John Fell Fund, which can then help applicants to secure major external funding. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for each new postholder to hold a workshop at which colleagues can discuss drafts of their monograph in gestation.

The Faculty has recently successfully received renewal of its Athena SWAN bronze award (first awarded in 2019), and we seek to provide a fully equal, inclusive and diverse environment for staff and students alike. There are working groups on gender equality, race equality and equality for people with disabilities, and an Equality and Diversity Committee which considers and implements policy. The Faculty has measured its performance against the recommendations of recent Royal Historical Society reports on gender and race equality and we regularly and actively implement policy to address inequalities.

For more information about the Faculty please see www.history.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 History 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/.

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://www.ox.ac.uk/about/jobs/working-here/pay-and-reward/pay-structures/academic-staff-pay

Pension

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment

Sabbatical leave

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

Outside commitments

https://governance.admin.ox.ac.uk/legislation/council-regulations-5-of-2004

Intellectual Property

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

Managing conflicts of interest

https://compliance.admin.ox.ac.uk/governance/integrity/conflict

https://www.ox.ac.uk/research/support/governance-and-committees/research-policies/conflict-of-interest-policy

Membership of Congregation

https://www.ox.ac.uk/about/organisation/governance
https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation

Family support

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment

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

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

Welcome for International Staff

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

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration

Relocation

https://www.ox.ac.uk/about/jobs/working-here/pay-and-reward/relocation-scheme-arrangements-guide-for-new-starters

Promoting diversity

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

Freedom of Speech

Code of practice on Freedom of Speech | Compliance

Other benefits and discounts for University employees

https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/staff-benefits.aspx

Pre-employment screening

https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening

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://www.mpls.ox.ac.uk/divisional-support-and-services/administrative-services-and-resources/academic-appointments/academic-staff-in-post/mpls-division-review-and-reappointment-procedures-for-associate-professors

Retirement

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday.

Data Privacy

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

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

Benefits of working at the University

https://www.ox.ac.uk/about/jobs/working-here

College Benefits, Terms and Conditions

The College component of the salary will be on the scale for Associate Professors (£34,738 to £46,646 p.a.). The combined College and University salary will be on a scale from £58,354 to £78,121 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 £12,034 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 £1,180 p.a. and access to an annual entertainment allowance of £340 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 employees of the College 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 History. 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 Professorship[1]. 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

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

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

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).