



**WORCESTER COLLEGE, OXFORD and BRASENOSE COLLEGE,
OXFORD, in association with
THE FACULTY OF LAW, UNIVERSITY OF OXFORD**

Post	Tutorial Fellowship in Law with a University Lecturership (CUF) in Law
Contract type	Permanent
Salary	Combined College and University salary on a scale from £43,312 per annum plus benefits
Deadline for applications and for receipt of references	Friday 29th November 2013

Overview of the post

Worcester College and Brasenose College propose to appoint a permanent Tutorial Fellow in Law, with effect from 1 October 2014. The Fellowship will be held in association with a CUF Lecturership in Law, in the Faculty of Law in the Social Sciences Division of the University of Oxford. The person appointed will be a Tutorial Fellow of Worcester College and a Lecturer of Brasenose College. The successful applicant will be expected to teach Criminal Law and Jurisprudence for the two Colleges, and to give lectures and undertake graduate teaching and supervision for the Faculty.

In making this appointment, the Colleges and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the Colleges and the Faculty of Law, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject. For information, the subjects taught on the Oxford BA course and on the Faculty's graduate curricula can be found at www.law.ox.ac.uk/themes/all_courses.php.

Further information about Worcester College, Brasenose College, the University, and the terms and conditions of the position are provided in the section 'Information for Applicants' below.

Candidates who wish to speak to someone about any aspects of the post may contact the Senior Law Tutor at Worcester College, Mr Donal Nolan (email: donal.nolan@law.ox.ac.uk) or the Senior Tutor at Worcester College, Professor Tony Blakeborough (email: senior.tutor@worc.ox.ac.uk).

Queries about the application process should be addressed to the Academic Administrator at Worcester College, Mrs Rhian Perridge (email: academic.administrator@worc.ox.ac.uk).

All enquiries will be treated in strict confidence.

Duties of the post

The main duties of the post are as follows:

- i. to engage in research and publication at an internationally competitive level in Law;
- ii. to undertake for Worcester College and Brasenose College eight hours of teaching in Criminal Law and Jurisprudence per week, averaged over the three 8-week terms which constitute the academic teaching year;
- iii. to help with the organisation of law teaching in Worcester College, to share the responsibility of acting as personal tutor to law undergraduates (that is, the person responsible for their academic and personal welfare), and to act as college adviser to some of the graduate members of Worcester College reading for higher degrees in law and related subjects
- iv. to take part in the annual admissions procedures for the selection of law undergraduates at Worcester College;
- v. to make an appropriate contribution to the supervision and teaching of graduate students;
- vi. to share in University examining;
- vii. as a member of the Governing Body of Worcester College, to attend Governing Body and Tutors' Committee meetings (normally three of each per term), and to take an appropriate share in the other committee and administrative work of the College;
- viii. to undertake a reasonable share of Faculty administrative duties;
- ix. to give, under the direction of the Faculty of Law, not less than sixteen lectures in each academic year.

The *Colleges'* requirement is for someone willing and able to teach Criminal Law and Jurisprudence.

The *Faculty* requires proven teaching competence (or the potential for such competence) in at least one of the following: Criminal Law, Medical Law and Ethics, Civil Procedure or Evidence. The successful candidate will be expected to teach one of these subjects for the Faculty.

No formal limitation is placed on examining or other work outside the University, but it is expected that CUF lecturers will limit their total commitments, and Colleges their demands of them, so that time will be available for research.

Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that they meet these criteria:

1. applicants should have a doctorate in a relevant subject, or an established record of accomplishment in legal research and a record of high quality research and publication commensurate with their career experience;
2. scholarship of the highest quality that demonstrates innovation; excellent presentational skills; and the ability to contribute to a research community. Applicants should demonstrate a research record of international standing appropriate to the stage of their career, with evidence of potential for producing further distinguished research in law, and the intention to continue researching and publishing;
3. a sound knowledge of law in the relevant subjects;

4. the ability to provide excellent tutorial teaching within the field of appointment as outlined above. Applicants should demonstrate an understanding of the learning needs of undergraduate and graduate students and how to address them;
5. the ability to give excellent lectures and classes within the field of appointment as outlined above;
6. the ability or potential to act as a graduate supervisor;
7. the ability or potential to act as an examiner;
8. the ability or potential to undertake College and University administration and the willingness to participate in College and University business. Applicants should demonstrate sympathy for the nature and aims of the Colleges and a willingness to participate in and assist their collegiate life and government;
9. the ability or potential to undertake pastoral responsibilities for both undergraduate and graduate students;
10. excellent communication and interpersonal skills;
11. excellent organisational skills, including personal initiative;
11. a willingness to forge links with schools and to participate in access initiatives with a view to encouraging undergraduate applications from a wide range of educational backgrounds.

The appointment committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the Colleges and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender on the selection committee wherever possible.

Salary, benefits and pension

Salary

The combined College and University salary will be on a scale from £43,312 up to a maximum of £58,157 per annum, the costs being met by the Colleges and University together. Different pay spine points may be adopted by the University and the Colleges.

University

The successful candidate will be appointed on the Oxford scale for CUF lecturers (£17,212 - £23,112 per annum). Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. The Faculty Board may also, in wholly exceptional cases, propose the award of additional increments within the substantive scale to lecturers at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Those holding administrative appointments within the Faculty may be eligible for additional payments.

Colleges

The candidate will also be appointed by the Colleges on the Oxford scale for tutors who are also CUF lecturers (£26,100 - £35,045 per annum). Lecturers appointed below the top of this range will receive annual increments until they reach the top point.

Pension

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

Worcester College benefits

Tutorial Fellows of Worcester College currently have the following entitlements:

- (i) A teaching room in College.
- (ii) Free lunches in the Senior Common Room (of which the Fellow will be a full member) in term and vacation (except when the kitchens are closed).
- (iii) Free dinners at the Common Table in term and vacation (except when the kitchens are closed).
- (iv) An entertainment allowance of £419 p.a. and an allowance of £1,211 p.a. for the purchase of books and other items and resources needed for teaching or research. (Such items remain the property of the College.) The College usually provides a computer for new Fellows. There is a fund to which Fellows may apply for assistance with travel.
- (v) Assistance with housing: In addition to a teaching room in College, Tutorial Fellows, as members of the Governing Body, can receive assistance with housing. This can take a number of forms:

1. Living in

It is sometimes possible to provide single living-in accommodation in College: this incorporates the Fellow's teaching room. The number of such sets of rooms in College is very small, and they become available (through retirement or because the previous Fellow decides to move out of College) rarely.

2. Other types of assistance

(a) College Houses

To assist new Tutorial Fellows to locate themselves in Oxford, it is sometimes possible to offer them use of a College-owned house or flat. These are generally small, largely furnished, houses in the vicinity of the College. If available such houses may be occupied by the Fellow for not more than six years (ie: the normal five-year probation period plus one further year). No housing allowance is payable by the College to the Fellow in such cases. The Fellow pays Council Tax and utility bills, and any insurance of personal contents; the College insures the building and its own furniture, and is responsible for routine maintenance.

(b) Personal Loans

The College is sometimes able to make a bridging loan available to a Fellow. The terms of any such loans are determined by the Investment Sub-committee.

3. Housing Allowance

In all cases other than (2) above, Tutorial Fellows who do not live in are entitled to a housing allowance. This is revised annually. The housing allowance is pensionable; it attracts income tax, and National Insurance and USS pension contributions from both the Fellow and the College. Its current value is £7,233 p.a.

4. General

In all cases of housing provision, the College acts in the furtherance of its academic aims: it is in the interests of the College to recruit the best academic staff and to enable them to live within reasonable distance of the College so that they can be available for teaching and administrative duties in College.

- (vi) At present, the College can provide private medical insurance, upon request. The subscription paid by the College is a taxable benefit. Fellows' families may be enrolled at a modest extra cost.

Brasenose College benefits

Lecturers at Brasenose College are entitled to free dinners at the Common Table and free lunches in the Senior Common Room in term and vacation (when the kitchens are open), along with membership of the Senior Common Room.

Faculty benefits

- **Start-up costs**

A start-up grant of £4,000 (unless the appointee currently holds an established Oxford University academic post). This may be spent at the post-holder's discretion on any purpose connected with their academic work, for example IT equipment, research assistance, travel, conference attendance and/or book purchases. The start-up grant must be spent within three years.

- **Research support**

The Faculty offers grant schemes for IT equipment and research support, to which the post-holder will be eligible to apply after the first year of appointment.

How to apply

The closing date for the receipt of applications (including the receipt of references direct from the referees) is 12.00 noon GMT on Friday 29th November 2013. The application should be sent by email to:

Email: academic.administrator@worc.ox.ac.uk
Telephone: 01865 278342 International: +44 1865 278386
Fax: 01865 278303

Applications must include:

- The completed application form (attached at the end of this document) and on the Worcester College website here: <http://www.worc.ox.ac.uk/Notices-and-News>
- A covering letter, which should include a statement of the subjects you could offer to teach for the College, and which for the Faculty.
- A full *curriculum vitae* including a list of publications.
- The names and addresses of three referees, who will send references direct to the Academic Administrator at Worcester College on the email address above.

In addition, each candidate should submit electronically, in a separate email from the application, **TWO items of written work** (of about the length of a thesis chapter or article), published or unpublished. Candidates should note that (a) single-authored pieces are preferred whenever possible¹; and (b) the work will be considered at the interview stage.

Candidates should supply each of their referees with a copy of these further particulars and ask them to email the reference to the Academic Administrator at the above address. The Colleges and the Faculty of Law wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

The closing time for applications and the receipt of references direct from referees is 12.00 noon GMT on Friday 29th November. It is the responsibility of each applicant to ensure that his or her application (including references) arrives before the deadline.

Interviews will be held on Tuesday 14th January 2014. Shortlisted candidates will be contacted in good time before the date of interview. Those who do not live in or near to Oxford will be offered overnight accommodation during the interview period. All reasonable travel expenses will be reimbursed.

Candidates invited for interview will be asked to give a short presentation, aimed at an undergraduate audience. The presentation will be followed by an interview with the selection committee.

Applications for this post will be considered by a selection committee containing members from Worcester College, Brasenose College and the Faculty of Law. 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 Bodies of Worcester College and Brasenose College and the Social Sciences 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

¹ Co-authored pieces should be identified as such.

recommendation has been approved by both the Governing Bodies of Worcester College and Brasenose College and the Social Sciences Divisional Board, and a formal contractual offer has been made.

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Information for Applicants for the Official Fellow and Tutor in Law in association with a University Lecturership (CUF) in Law

There are 38 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.

Worcester College

Worcester College admits approximately nine students each year to read for degrees in Law and Law with Law Studies in Europe, and approximately eight students to read for the BCL, MJur and Masters in Law and Finance. In addition, the college has a number of students undertaking research degrees in Law.

Apart from the advertised position, Worcester College has two law tutorial fellowships in law, the Porjes Foundation Fellowship, which is held by Mr Donal Nolan, who teaches Contract, Tort and International Trade, and the Francis Reynolds Fellow in Public and EU Law (currently vacant), who teaches Constitutional Law, Administrative Law and European Union Law. The College also has one lecturer in law, Mr William Swadling (Fellow and Tutor in Law at Brasenose College), who teaches Land Law and Trusts. Professor Judith Freedman, Pinsent Masons Professor of Taxation Law, and Professor Julian Roberts, Professor of Criminology, are also Fellows of Worcester College.

Brasenose College

Brasenose College admits approximately ten students each year to read for degrees in Law and Law with LSE. In addition, it admits around ten students for the BCL and MJur and normally has one or two graduate students undertaking research degrees in Law at any one time.

Brasenose College has three Law tutors: Mr William Swadling (CUF), who holds a joint appointment with Worcester College, teaches Land Law, Trusts, Personal Property, and Restitution; Professor Anne Davies (CUF), who teaches Labour Law, Constitutional Law, and Administrative Law, and Dr Thomas Krebs (UL) who teaches Commercial Law, Tort Law, and Contract. Professor Stefan Vogenauer, Professor of Comparative Law, is also a Fellow of Brasenose.

The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes university professors, readers, and lecturers, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2008-13, can be found at <http://www.admin.ox.ac.uk/prs/planningcycle/stratplan.shtml>.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

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

Oxford has a strong postgraduate student body which now numbers about 7,000, well over a third of the full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk

The Social Sciences Division

The Social Sciences Division is one of the four academic Divisions in the University, each with considerable devolved budgetary and financial authority and responsibility for providing a broad strategic focus across its constituent disciplines. This division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: www.socsci.ox.ac.uk

The Faculty of Law

About the Faculty

The Faculty of Law is one of the largest in the United Kingdom, and is the largest unit in the Social Sciences Division of the University. There are some 160 members of the Law Faculty, of whom

more than 90 are in established University academic posts. The Law Faculty has a distinguished reputation in research and publications in Law. The Research Assessment Exercise 2008 reported that substantially more top-rated research activity went on in Law at Oxford from 2001-7 than in any other university in the country.

There are four specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies and the Oxford Intellectual Property Research Centre.

Undergraduate teaching within the Faculty

Undergraduate law admissions are currently running at approximately 220 a year. Up to 35 of these follow the Law with Law Studies in Europe course over four years, one year being devoted to study in France, Germany, the Netherlands, Spain or Italy.

Graduate teaching within the Faculty

The Faculty sustains a major graduate programme and its graduate research school is the largest of any law school in the English-speaking world. There are currently about 380 graduate students, of whom about 140 read for the taught graduate Degree of Bachelor of Civil Law (BCL) and Magister Juris (MJur), and a further 45 read for an MSc in Law and Finance (run in conjunction with the Saïd Business School), each of which may also be augmented by a year of research to yield the Degree of Master of Philosophy (MPhil). Other taught graduate programmes include an MSc in Criminology and Criminal Justice, an ESRC-recognised MSc in Criminology and Criminal Justice (Research Methods), an MPhil in Criminology and Criminal Justice, and a postgraduate diploma in Intellectual Property Law and Practice (run in conjunction with the IPLA). Graduate students who undertake research degrees study towards the Degrees of Doctor of Philosophy (DPhil) in Law, Socio-Legal research or Criminology, or Master of Studies in Legal Research (MSt).

The graduate programmes, including graduate admissions, are the immediate responsibility of the Faculty's Graduate Studies Committee and its two Directors of Graduate Studies (one for research degrees, the other for taught programmes). The graduate cohort provides a base for a productive interaction between advanced study and research - this is something to which the Faculty attaches great importance.

Research Activity

The Faculty has always encouraged excellence in diversity in its research strategy, seeking to achieve the highest quality in the broad range of subjects in which Faculty members pursue their interests. The Faculty's Research Support Fund provides resources for research assistance, conference attendance and other research-related activities. The Faculty's Research Facilitator supports applications for external research funding, and the Faculty provides support for conferences organised by Faculty members.

Academic staff development

Teaching proficiency is one of the factors which is taken into account when lecturers are considered for reappointment after the completion of their probationary tenure. The University has made arrangements under which lecturers in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided by the Oxford Learning Institute (www.learning.ox.ac.uk), including:

- introductory sessions for new academic staff
- an advisor for new lecturers
- peer observation of teaching

- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

Further information on the Law Faculty can be found at www.law.ox.ac.uk.

The Bodleian Law Library

The Bodleian Law Library, accommodated alongside the Faculty centre in the St Cross Building, houses over a quarter of a million volumes. It receives copies of all law books published in the United Kingdom, and has extensive holdings of overseas legal publications, notably of the Commonwealth, the US, and European countries. Oxford is designated as an European Documentation Centre, and materials relevant to European law are housed in the Bodleian Law Library. It has one of the most extensive collections of domestic and foreign law databases and e-resources in the UK.

Further information about the Bodleian Law Library can be found at www.bodleian.ox.ac.uk/law.

The range of duties and expectations of a Tutorial Fellowship

Introduction

Tutorial Fellowships represent the College side of CUF (College and University funded) and most University Lecturerships. Both forms of lecturerships are joint appointments i.e. appointees are selected and funded jointly by the College/s concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular Colleges, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds a key place in the intellectual culture of the collegiate University of Oxford. This section aims to set out the key features of this unusual role, and the general expectations that Colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by Colleges.

Research and Academic Standing

The Colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the Colleges normally provide an appropriate research environment; for all joint appointments Colleges and the University jointly fund regular sabbatical research leave. The Colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both a University Lecturer and a College Tutorial Fellow, and all need to be taken into account in making joint appointments.

Teaching and tutorial responsibility

Those appointed to Tutorial Fellowships are obliged to perform for the College or for the benefit of the College the stint of tutorial teaching specified in their contract or further particulars, under the supervision of each College's Senior Tutor. The timing of tutorials and the exact numbers in them 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 (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. Appointees should have the human qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This normally covers the following duties:

- (i) arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
- (ii) pastoral care of undergraduates reading the subject in question;
- (iii) monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;
- (iv) organisation of the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- (v) writing references for students, and dispensing careers advice;
- (vi) appropriate liaison with College Officers;
- (vii) recommending and selecting books for their subject area in the College Library;
- (viii) delegation of responsibilities (a)-(g) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments, and should be easily contactable through their Colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods should be normally require consultation with and agreement from Colleges.

Pastoral Care of Students

The Oxford colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for pastoral care for a defined group of undergraduates, and also act as College advisers to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other College Officers and by professionals such as medical advisers, a Counsellor or Chaplain.

College Administration

Oxford Colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of College Governing Bodies, the sovereign bodies of Colleges. As such they are trustees as well as employees. Non-academic managerial and administrative roles are commonly performed by appropriate professionals, but in most Colleges the key roles of academic administration (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are performed by academic staff for agreed limited periods (usually of several years) in return for additional stipend and/ or partial remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the government of the College but also to take a fair turn in performing such key academic administrative offices when asked to do by their Colleges. The normal expectation would be that

every Tutorial Fellow would be willing to take on one of the key administrative roles at some stage in their career, but not normally in their probationary period of the first five years.

The Wider University

The duties of a Tutorial Fellow, whether a CUF or a University Lecturer, are not confined to the College. All have an obligation to give University lectures, to supervise graduate students, and to contribute to the research environment in their Faculty or Department. Furthermore, they have an obligation to contribute both to discussion and to the exercise of functions at Faculty level: to participate in debates, for instance, on the syllabus in the light of their tutorial experience, and to revise their tutorial practice in the light of discussion with colleagues in other subjects. University examining is an important part of a Tutorial Fellow's duties. 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.

University Terms and Conditions

Length of appointment

Upon completion of an initial period of appointment (which is normally five years), a CUF lecturer is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

It is a condition of the appointment of a CUF lecturer that he or she continues to hold the college teaching post(s) in association with which the appointment to the CUF lecturership is advertised. In the event of the termination of the college teaching post(s), for whatever reason, the appointment as a CUF lecturer shall itself automatically terminate on the same date as the college teaching posts.

Sabbatical leave/dispensation from lecturing obligations

The holder of a CUF lecturership is eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. No CUF lecturer may be dispensed from more than four courses of eight lectures or classes in any period of fourteen years, or from more than two courses in any period of three years.

Relocation expenses

A relocation allowance is available. This is subject to HMRC regulations and operates within the terms of the University scheme, full details of which are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

The Law Faculty sets an upper limit of £8k for personal relocation. Claims above this amount will only be reimbursed in exceptional circumstances, subject to discussion with the Faculty and with the agreement of the college that will be sharing the cost with the Faculty. It will also be possible to claim reimbursement for any office move, which may be claimed in addition to the £8k if this sum is used in full for the personal relocation. All relocation costs are divided between the College and the Faculty pro rata to the salary split.

Newly-appointed staff wishing to take advantage of the scheme will need to complete an application form, which should be requested from the Head of Administration and Finance in the Law Faculty.

Family support

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>. University maternity leave will be taken in conjunction with college leave, colleges having their own provisions. All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings schemes are in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <http://www.admin.ox.ac.uk/eop/disab/>.

Equality of opportunity

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post² and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at

<http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

² But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.

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REFERENCES

<p>Please give the names and addresses of three referees who should email the Academic Administrator by noon GMT on Friday 29th November 2013. No reminders will be sent.</p>	
Name	Address
Organisation Name	
Position	Telephone No
	Email
Name	Address
Organisation Name	
Position	Telephone No
	Email
Name	Address
Organisation Name	
Position	Telephone No
	Email

I confirm that the information I have given in this application for employment is correct and complete.

Signature _____

Date _____

Please attach a covering letter, which should include a statement of the subjects you could offer to teach for the Colleges and Faculty, a full *curriculum vitae* including a list of publications, and two items of written work, as stated on page 6 of the further particulars. Applications and references (direct from referees) must reach the Academic Administrator at Worcester College by email on academic.administrator@worc.ox.ac.uk, by **noon GMT on Friday 29th November 2013**.