

Job Description and Selection Criteria

Post	Associate Professorship or Professorship of Global Medieval Literature
Department/Faculty	Faculty of English
Division	Humanities
College	St Edmund Hall
Contract type	Permanent upon completion of a successful review during the first 5 years.
Salary	Salary on a scale from £46,336 to £62,219 per annum, increasing each year to the top of the scale, plus a college housing allowance. A further allowance of £2700 per annum would be payable by the University upon the award of Full Professor title.

Overview of the post

St Edmund Hall and the Faculty of English invite applications for the post of Associate Professor or Professor in Global Medieval Literature, with effect from October 1, 2018 or as soon as possible thereafter. The successful candidate will be elected as a Tutorial Fellow in English at St Edmund Hall.

Applications for this post are welcome from well-qualified candidates with research and upper-level teaching expertise which considers medieval English literature from international perspectives. Such perspectives might include the relationship or comparison of English writing: (i) to the literatures of the Anglo-Celtic archipelago beyond English (older Scots, medieval Welsh, Old Irish, insular Latin); (ii) to other world literatures of the Middle Ages; or (iii) to questions of geography, nation, colonialism, race or religious difference. Expertise in teaching medieval English literature widely at first- and second-year undergraduate level is required, and a willingness to teach a wide range of material in undergraduate small-group tutorials (from Old English to early modern) would be desirable. The successful candidate will be expected to engage in advanced study and academic research in medieval English literature from a global perspective and to enthuse and inspire students at both undergraduate and graduate level in this field, through a variety of teaching methods including tutorials, classes, lectures, and supervision.

The post combines a Fellowship at St Edmund Hall with membership of the English Faculty. Candidates wishing to speak to someone informally about the post may contact Professor Robert Wilkins, Senior Tutor at St Edmund Hall (email: robert.wilkins@seh.ox.ac.uk), or Professor Daniel Wakelin in the Faculty of English (email: daniel.wakelin@ell.ox.ac.uk). All enquiries will be treated in strict confidence; they will not form part of the selection decision.



The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department or faculty and an Oxford college, and the appointee will have a contract with both. Associate Professors are full members of University departments or faculties and college governing bodies, playing a role in the democratic governance of the University as well as 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 eight-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 complete this initial review successfully.

Duties of the post

The appointee will be part of a lively and intellectually stimulating teaching and research community that performs to the highest international levels in research and publications, and will have access to the excellent research facilities that Oxford offers. Oxford is the largest university in the UK and has one of the largest English departments in the world, with an excellent reputation for the quality of its research and teaching. The Faculty of English at Oxford has been ranked top in the world in the QS University Subject Rankings for four of the last five years. The appointee will be a member of both the College and the University and will have an active role to play in the running of the College (as a member of the Governing Body and a trustee of the College) and of the University (as a member of Congregation).

The main duties of the post are as follows:

1. To engage in scholarly research and publication at an internationally competitive level in literature in English of the medieval period from an international perspective;
2. To teach undergraduates at St Edmund Hall for an average of eight hours each week (across the twenty-four teaching weeks of the academic year). In particular, the appointee will have responsibility for teaching the first-year undergraduate paper in Old English and the second-year undergraduate paper in Middle English for the College, as well as giving or arranging teaching for any students in the College who choose the specialist 'Course II' focused on medieval topics (described below). The appointee will also contribute to the first-year Introduction to English Literature and Language (and/or a paper in early modern literature 1550-1660 or Shakespeare, as needed). A willingness and ability to teach at undergraduate level some material beyond the

scope of the candidate's specific field of research is desirable. The appointee will also supervise undergraduate dissertations and contribute to the College's visiting student programme.

3. In exercising the normal duties of a College Tutor, to take responsibility for the organisation, supervision and teaching of English at St Edmund Hall, including arrangements for the admission of new students, the setting and marking of college exams, the pastoral care of students reading English and its Joint Schools and the administration of the visiting student programme in English.
4. Under the direction of the English Faculty Board, to give no fewer than sixteen lectures or classes (including graduate classes) in each academic year. The appointee would expect to offer advanced teaching options for the Faculty of English, such as centrally-taught classes for final year undergraduates and MSt courses for graduates, specifically on topics related to medieval English literature in an international perspective, or, if their research interests allow, on topics for the MSt. in World Literature. These topics might include, depending on the candidate's interests, literature of the Anglo-Celtic archipelago beyond English (including Old Scots, medieval Welsh, Old Irish, insular Latin), the relationship of English writing to these and other world literatures of the Middle Ages, or questions of geography, nation, postcolonialism, race or religious difference (including in periods beyond the Middle Ages, if appropriate). The appointee will also supervise undergraduate dissertations in areas close to their research.
5. To make an appropriate contribution to the supervision and teaching of graduate students in the University, including supervising master's and doctoral students, when requested to do so by the English Faculty Board, and acting as College Advisor to St Edmund Hall's graduate students. The appointee would expect to supervise doctoral students in medieval literature and master's students studying within the relevant master's courses (MSt in English 650-1550 and, if suitable topics arise, the MSt in World Literature). The appointee will work with other specialists in the period to ensure convening and teaching responsibilities are met for the MSt strand in English 650-1550. If their research interests allow, the appointee might also contribute a specialist optional course (a 'C Course') suitable for the MSt in World Literature.
6. To take part in University examining as requested to do so.
7. To participate in the governance of St Edmund Hall, including exercising the duties of a Trustee as a member of the Governing Body, serving on college committees and in college offices.
8. 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.

The College teaching obligation will be eight hours per week. No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments and college will limit its demands on them, so that time will be available for research.

Further details of all undergraduate courses are available at: www.english.ox.ac.uk/course-structure.

Details of taught graduate courses (including Course Handbooks) may be accessed through the English Faculty website: www.english.ox.ac.uk/masters-programmes.

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 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.

Criteria Include:

1. The completion of a doctorate focusing on some aspect of medieval literature (if the doctorate is not complete, candidates should demonstrate a comparable level of achievement in publication or work accepted for publication).
2. Evidence of distinguished research and/or research potential in medieval literature, particularly in a global context (within the broad remit set out above), and an outstanding research record as appropriate to the stage of the candidate's career.
3. Evidence of excellence in teaching literature in English, including the ability to contribute to specialist teaching on a range of topics in the period between 650 and 1550 and potentially beyond this period.
4. Evidence of the ability to teach effectively in a variety of modes, including small groups/tutorials, seminars and lectures and to undergraduates and graduates.
5. Evidence of the ability or potential to foster student learning in high-achieving groups.
6. Evidence of the ability or potential to act effectively as a graduate supervisor.
7. Evidence of the ability or potential to act effectively as an examiner.
8. Evidence of participation in conferences, seminars and other research meetings.
9. Evidence of the ability or potential to undertake administration effectively, including in cooperation across an institution.
10. Evidence of the ability to discharge pastoral responsibilities effectively for both undergraduate and graduate students.
11. Experience of, or potential for, participating effectively in the running and development of the subject at both College and Faculty level.

The appointment committee recognizes 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 College and the Faculty. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

How to apply

There is no separate application form for this post. Those wishing to apply for this post should submit their materials by email (preferably as a single pdf). Applications should include:

- a cover letter demonstrating your interest in and suitability for the post in relation to the selection criteria
- a curriculum vitae, including a list of publications and the names and contact details of your three referees,
- a statement about current and future research (1-2 pages), and
- a teaching statement describing your experience, range, and/or philosophy (1-2 pages)

****N.B.** In addition to these materials, candidates should ask their three referees to send their letters directly to recruitment@seh.ox.ac.uk **before** the closing date for applications. It is the responsibility of the candidate to ensure that their references are received on or before the deadline.

Shortlisted candidates will be asked to supply a writing sample.

Applications and references should be submitted by email to recruitment@seh.ox.ac.uk by 5pm on Friday May 25, 2018. We expect to hold interviews in June.

The Faculty 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 see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio, or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/

Candidates will also be asked to complete a copy of an equal opportunities form and to return it to mandy.estall@seh.ox.ac.uk. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

Queries about the post may be addressed in the first instance to the Senior Tutor of St Edmund Hall, Professor Robert Wilkins (robert.wilkins@seh.ox.ac.uk), or Professor Daniel Wakelin in the Faculty of English (email: daniel.wakelin@ell.ox.ac.uk). All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

About St Edmund Hall

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.

St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions now within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of 'Hall' has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial and organisational terms each college is an independent corporation, self-governing and self-contained. St Edmund Hall, in common with all Oxford colleges, has been granted status as a registered charity.

St Edmund Hall occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 55 Fellows (most of whom form the Governing Body), around 450 undergraduate and 260 postgraduate students, and up to 32 Visiting Students in addition to administrative and domestic staff. The Queen's Lane site accommodates many of our facilities, including the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, Dining Halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north and east Oxford: in Norham Gardens, and on the Iffley Road and Dawson Street.

St Edmund Hall is well known for outstanding scholarship and research in the field of literary studies and for its creative approach to the academic study of English. Old and Middle English have been important subjects at the Hall for many years; Bruce Mitchell, distinguished scholar of Old English, taught here for most of his career; the Chaucerian scholar V. A. Kolve was student and Fellow here. Our students come from all over the United Kingdom and beyond and from all types of schools and backgrounds. We are proud of their intellectual curiosity, hard work, creativity, and dedication to their studies. English students at the Hall form a particularly friendly community; they benefit from a great number of extra-curricular opportunities on offer here. The College excels in creative writing, with a large writing community of current students, staff and alumni. More information on creative writing initiatives in the College can be found here: <https://www.seh.ox.ac.uk/about-college/creative-writing-st-edmund-hall>. The College is keen to continue to foster this long-standing culture of writing and would hope to see these initiatives continued and enhanced by the new post-holder alongside our current Tutorial Fellow in Romantic, Victorian and Modern English, Erica McAlpine.

The college typically admits eight undergraduates per year for the English course, along with one or two students of joint schools. The College also admits a significant cohort of Visiting Students, mostly from universities in the United States and China. There are several postgraduates currently on course who are members of the English Faculty; it is the College's practice to assign Tutorial Fellows postgraduate advisees from outside of their Faculty, but within their Division.

As a rule, Tutorial Fellows at St Edmund Hall enjoy:

- Free meals when the College kitchens are open;
- Free guest rooms, if available, for themselves if staying overnight;
- Reduced rates for their guests when staying in college guest rooms;
- Membership of the Senior Common Room (for which a subscription is payable for coffee, newspapers, picture fund, etc.);
- Access to the Fellows' photocopier (private use chargeable);
- A teaching room in College;
- Membership of the Governing Body;
- Access to Fellows' wine lists;
- An Academic Allowance;
- An Entertainment Allowance;
- A Housing Allowance;
- PHC Medical insurance (single person only).

For more information about the college, please visit: www.seh.ox.ac.uk

About the Faculty of English

The Faculty of English Language and Literature is part of the Humanities Division, one of the University's four academic divisions. The Faculty was established in 1894 (though the study of English Literature in the University long predated the formal foundation of the Faculty) and has counted some of the most

distinguished and influential scholars in the history of the discipline among its members, including A.C. Bradley, Terry Eagleton, Richard Ellmann, Helen Gardner, C.S. Lewis, and many others. It is the largest English department in the United Kingdom and one of the biggest anywhere. It has been ranked top in the QS World Rankings in its subject for four of the last five years.

Its coverage of literatures in English and the English language encompasses the widest historical range, from the earliest times to the present day, including a large number of colleagues working on medieval literature. There are at present 72 permanent postholders, with nine statutory and seventeen other Professors; and the total membership of the Faculty—including research appointments and college tutors—numbers more than 180. The Professorship of Poetry (currently held by Simon Armitage), a chair hosted by the Faculty, is elected every five years, and has brought internationally prestigious writers and scholars into the academic community.

The English Faculty is housed in the St Cross Building, which contains lecture theatres, seminar rooms, administrative offices, and the English Faculty Library.

The Faculty offers financial support 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, the College, and external funding sources; the Faculty provides assistance with external applications. 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 Foundation, the British Academy, the Mellon Foundation and other major funding bodies.

The English Faculty construes the field of 'Literature in English' in a comprehensive spirit, including book history and intellectual history, and encompassing American and world literatures in English. With the extraordinary resources of the Bodleian and the college libraries, including world-class holdings of manuscripts and printed books, and innovative developments in digital scholarship and digitization, the University's resources are unrivalled. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century and collects materials from all over the Anglo-Celtic archipelago, Europe and the world in all periods. Its historical collections are outstanding, second in size only to the British Library. Its new Weston Library is an outstanding facility for the study of special collections. The University's Ashmolean Museum and Pitt Rivers Museum include collections from diverse cultures and periods of history and can, on arrangement, collaborate in co-teaching with their collections.

The English Faculty has its own library with over 100,000 volumes, including important holdings of pre-1800 material and several specialist collections. Every college also has its own library, many of which (such as All Souls, Balliol, Christ Church, Magdalen, Merton, New College, Queen's, and St John's) have important holdings of manuscripts and early printed books that are normally open to scholars.

Undergraduate teaching in the Faculty

The colleges of Oxford University are responsible for undergraduate admissions and for the main bulk of undergraduate tutorial teaching. Some 300 students are admitted each year to read for the Honour School of English Language and Literature, and the Joint Schools with Classics, Modern Languages and History. The undergraduate syllabus offers courses in all historical periods of writing in the English language, from Anglo-Saxon times to the present day. The course is assessed by a mixture of submitted course work, a dissertation, and end-of-year examinations. All students take a centrally-taught special option in their third year. In addition, around twenty to thirty undergraduates each year (across the University, so no more than one or two in any one College) choose to take a specialist course, 'Course II', focused on medieval literature and language. That course includes a compulsory paper in

comparative European literatures (from 2018, focused the medieval lyric) and options for students to learn other medieval languages.

The Faculty puts on a programme of undergraduate lectures (usually held in the St Cross Building) which are designed to complement and support the tutorial and class teaching that goes on in the colleges. The successful candidate will be required to contribute to this programme. It is anticipated that the appointee would be able to offer appropriate lectures for Prelims Paper 2 and FHS Paper 2, contribute to the provision of centrally-taught special topics, and supervise final-year dissertations that fall appropriately within his or her area of specialism.

Graduate teaching in the Faculty

The Oxford English Faculty has the largest English graduate school in the country, and one of the most vibrant and successful. The admission and supervision of graduate students is under the control of the English Faculty Board rather than the colleges, though each graduate student is also a member of a college. The Faculty Board (through its Graduate Studies Committee) admits about 90 students a year to the MSt, our one-year taught course Master's degree, which spans all areas of English Studies from Old English to World Literature. Within this programme, around fifteen students a year focus on medieval literatures in English, often in comparison with writing from other related cultures. These students are of a high calibre, as our external examiners' reports consistently confirm. Details about the structure and contents of the Faculty's MSt courses can be found on its website www.english.ox.ac.uk/masters-programmes.

The Faculty also admits up to 40 doctoral students each year, typically recruiting a good proportion from our own MSt: at any one time we might have as many as 200 doctoral students in place. The successful candidate will be expected to supervise doctoral students and generally to enhance the Faculty's very active graduate culture.

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 faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students, and 720 students on postgraduate taught courses. The Division offers world-class teaching and research, 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.

Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: 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 over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

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

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

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

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

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£18,414 - £24,726). The combined College and University salary will be on a scale from £46,336 up to £62,219 per annum.

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

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

Pension

The college and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

Sabbatical leave/dispensation from lecturing obligations

You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. You may be dispensed from up to two courses of eight lectures or classes in any period of three years, up to a maximum of four courses in any period of fourteen years.

Intellectual property and conflicts of interest

Guidance is available on: ownership of intellectual property www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/.

Membership of Congregation

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation. See www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml for further details.

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at www.admin.ox.ac.uk/personnel/during/family/. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see www.admin.ox.ac.uk/childcare/.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space. For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at www.newcomers.ox.ac.uk/.

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities. For details, please see www.careers.ox.ac.uk/.

Welcome for International Staff

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at www.internationalstaffwelcome.admin.ox.ac.uk/ If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

Relocation

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

Promoting diversity

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see www.admin.ox.ac.uk/eop/ for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at: www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/ www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

Pre-employment screening

The appointment of the successful candidate will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at www.ox.ac.uk/about/jobs/preemploymentscreening/.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday. The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/. For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

College Benefits, Terms and Conditions

A Tutorial Fellow at St Edmund Hall is entitled to meals in College and is provided with a teaching room. A Housing Allowance is also available. Tutorial Fellows have access to a Research Expenses Allowance (currently up to £1,500 per annum) and an Entertainment Allowance per student.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both St Edmund Hall and the Faculty of English Language and Literature. 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 Edmund Hall 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. The appointment will be conditional on verification of the successful candidate's availability for employment in the UK. Applicants who would need a work visa if appointed should consult the Home Office website: www.ukba.homeoffice.gov.uk/workingintheuk/.