### Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship (or Professorship) of Statistics in Statistical and Population Genomics</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Statistics, 24-29 St Giles’, Oxford, OX1 3LB</td>
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<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
</tr>
<tr>
<td>College</td>
<td>Somerville College, Woodstock Rd, Oxford OX2 6HD</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<tr>
<td>Salary</td>
<td>Combined University and College salary from £47,263 to £63,463 p.a. plus substantial additional benefits including college housing allowance of £8,932 or free accommodation may be available within the College for single occupancy, a research allowance of up to £2000 p.a. which can be accumulated for up to two years, an entertainment allowance of £425 p.a. and a tax-free book allowance of £374 p.a. An allowance of £2,754 p.a. would be payable upon award of Full Professor title.</td>
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<tr>
<td>Vacancy number</td>
<td>137789</td>
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### Overview of the post

Applications are invited for the post of Associate Professor (or Professor) of Statistics, to be held in the Department of Statistics, with effect from 1st September 2019 or as soon as possible thereafter. The Department seeks to appoint a researcher to grow and strengthen the world-leading research group in Statistical and Population Genetics. The successful candidate will be an outstanding individual who is, or has the potential to become, a leader in their field. They will also be appointed to a Tutorial Fellowship at Somerville College.

The successful candidate will have a doctorate in Statistics or a related discipline, and an outstanding research record, as well as the potential to attract research funding. Their research interests will build upon those of current members of the Department. They will have the skills and enthusiasm to lecture at undergraduate and advanced graduate level,
over a range of topics within Mathematical Sciences, including Statistics and Probability, and to provide supervision for graduate students and undertake tutorial teaching in a range of subjects within the first two years of the courses in Mathematics and Statistics joint honours school. The Departmental teaching workload will be at a reduced level for the first few years. The Department actively seeks to provide an excellent work–life balance for all of its employees.

This is an exciting time for the Department of Statistics, as the Department relocated to our new home in a prominent building in the centre of Oxford in January 2016, a move which has enhanced our already vibrant research environment. Oxford Mathematical Sciences was ranked top in the UK in the 2014 REF (Research Excellence Framework) Exercise. The department enjoys close connections to a range of others within Oxford, including the Wellcome Centre for Human Genetics (WCHG) and the Big Data Institute (BDI). This broad community of computational and experimental researchers within the University will provide a unique range of opportunities for the successful applicant, to build collaborative networks, and to enhance their research. If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Prof. Simon Myers (myers@stats.ox.ac.uk) or Prof. Charlotte Deane (deane@stats.ox.ac.uk). All enquiries will be treated in strict confidence and 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 you will have a contract with both.

Associate Professors are full members of University departments and college governing bodies, playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

For the University the post-holder will be expected:

Research

- to engage in original research within the broad area of statistical and/or population genetics, with an emphasis on the development of new statistical approaches;
- to secure research funding and engage in the management of research projects;
- to disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.

Teaching
• to carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department;
• to supervise research students.

Examining
• to take part in University examining as and when requested to do so.

Administration
• to participate in the administration of the department as and when requested by the Head of Department.

For the College the post-holder will be expected:

Research
• to engage in advanced research;

Teaching
• will have a contractual obligation to give six weighted hours\(^1\) per week of tutorial teaching averaged over the three terms (twenty-four weeks) of the academic year. If the requirements of Somerville student teaching do not fill this requirement, the post-holder will be expected to teach students of other Colleges up to the total of six weighted hours\(^1\). The post-holder will teach Statistics and topics in Mathematics to Undergraduates studying for the degrees in Mathematics and Statistics and Mathematics, noting that up to a third of college teaching may fall in an area which is not Probability or Statistics.
• to take responsibility for the selection, teaching and pastoral care of undergraduates in Statistics and Mathematics;

Administration
• to take part in selecting and to act as Adviser to the College’s graduate students in the relevant subject(s);
• to take a full part in the administration of the College including acting as a member of the Governing Body; and
• to participate in the governance, intellectual life and academic activities of the College.

Selection criteria

Essential
• A doctorate in the field of Statistics or related discipline
• Proven research record of high quality at international level in the areas of statistical and population genomics
• Research interests that compliment and extend those of existing Department members
• Ability to attract research funding and develop an independent programme of research;
• Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of Statistics and Mathematics
• Ability to supervise and provide support and guidance to graduate students;
• Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students;
• Ability and willingness to undertake the full range of administrative duties both within the department and the College.

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\(^1\) At Somerville College, a single tutorial is one weighted hour; a paired tutorial, 1.25; a trio or more, 1.5. Given the teaching norms for this subject, the number of actual contact hours is expected to be 4 or 5 per week.
Desirable

- Excellent track record of obtaining research grants;
- Experience of research collaborations at national and international level;
- Experience of supervising research students.

How to apply

To apply, visit www.ox.ac.uk/about/jobsacademic/index/, click on the relevant post title, then click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the “Terms of Use” in the left hand menu bar for information about privacy and data protection.

You will be asked to upload a full CV with publications list, a supporting statement and a research proposal. The research proposal should set out your plans and priorities for research over the next five years. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment.

You will also be asked to provide details of three referees and indicate whether the University may contact them now. If you give us permission to contact your referee’s, we will request references only if you have been shortlisted and invited to interview. Your referees should be people who have direct experience of your work through working closely with you for a considerable period, and ideally, at least one of them should be your line manager from your most recent job.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University’s disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. College support for disability is organised through the HR office – please contact human.resources@some.ox.ac.uk for information. 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/.

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

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12.00 noon on the 21 February 2019.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.
The Department of Statistics

The Department of Statistics at Oxford carries out world-leading research in computational statistics, machine learning, statistical and population genetics, bioinformatics, core theoretical statistics, and probability. As part of the Oxford Mathematical Sciences submission, the Department was ranked first in the UK in the 2014 REF exercise; this included having the highest proportion and highest volume of research judged to be world-leading or internationally excellent.

This is an exciting time for the Department, which relocated to new premises on St Giles’ in the heart of the University of Oxford in 2015. Our newly-renovated building provides state-of-the-art teaching facilities and modern space to facilitate collaboration and integration, creating a highly visible centre for Statistics in Oxford.

The Department’s research grant portfolio is currently over £8.3m. Industrial partners from Pharma, Finance and the Information sector all also support research in the Department.

The Department’s research excellence has been recognised both collectively through success in REF 2014 and individually. Awards include Fellowships of the Royal Society to Professors Christl Donnelly, Peter Donnelly, Alison Etheridge, and Gilean McVean, FMedSci to Professors Christl Donnelly, Peter Donnelly, and Gilean McVean and the Weldon Memorial Prize to Professors Peter Donnelly and Gilean McVean, the Guy Medal in Bronze to Professor Chris Holmes, the Francis Crick Prize Lecture, and the Genetics Society Balfour Prize to Professor Simon Myers. Professor Gesine Reinert has been elected an Institute of Mathematical Statistics Fellow, and Professor Etheridge was awarded an OBE in the 2017 birthday honours for services to science, in addition to being President of the Institute of Mathematical Statistics 2017–2018. Professor Christl Donnelly was awarded a CBE in the 2018 New Year’s honours for services to epidemiology and the control of infectious diseases.

The Department recently launched Oxford University Statistical Consulting, which provides comprehensive statistical consultancy services to both internal departments and external businesses. It operates across a wide range of sectors and offers experience in all aspects of data-based research, allowing businesses and academics to access our world-leading statistical research in computational statistics, statistical methodology, applied probability, bioinformatics and mathematical genetics.

The Department of Statistics offers an undergraduate degree (BA or MMath) in Mathematics and Statistics and an MSc in Mathematical Science (OMMS), both joint with the Mathematical Institute, and an MSc in Statistical Science, as well as a lively and stimulating environment for postgraduate researchers (DPhil or MSc by Research). The Department leads two Centres for Doctoral Training (CDTs): the EPSRC/MRC CDT in Systems Approaches to Biomedical Science and the EPSRC/MRC CDT in Next Generation Statistical Science, a joint programme in Statistics with the University of Warwick. The Department is also part of the National Academy for PhD Training in Statistics, which provides graduate training in fundamental areas of Statistics and Applied Probability. Our students go on to work in a wide range of occupational sectors throughout the world, including higher education.

The Department leads and participates in many interdisciplinary research centres, including the Big Data Institute, part of the Li Ka Shing Centre for Health Information and Discovery, where Professor McVean is Director, and the Wellcome Trust Centre for Human Genetics, where Professor Myers is a Researcher. We are a founding partner in the Alan Turing Institute (ATI), the UK’s national data science centre, which brings together world-leading expertise in the emerging field of data science. Professor Holmes has recently been appointed the Health Lead at the ATI and six other members of the Department currently hold Turing Fellowships.
The Department continues to grow and is now flourishing in its new home under the leadership of Professor Charlotte Deane, whose own research in structural bioinformatics links the Department to many pharmaceutical and other biotech partners.

For more information please visit: [www.stats.ox.ac.uk](http://www.stats.ox.ac.uk).

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

**The Mathematical, Physical and Life Sciences Division**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and Mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its 10 academic departments span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of ten Athena Swan Awards (3 Silver and 7 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 full and part-time students (including approximately 2000 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal ([www.oxfordsparks.net](http://www.oxfordsparks.net)) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.
For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

Somerville College

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.

Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian College, and one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994.

There are approximately 200 graduate students currently reading for masters and doctoral degrees and approximately 400 undergraduates following three and four-year courses across a wide variety of disciplines.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. Tutors are assisted by College lecturers, and the research community includes a number of postdoctoral research fellows. There are approximately 100 members involved in the College’s academic community. The College employs approximately 125 support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

Statistics and Mathematics at Somerville

Statistics at Somerville is thriving and continues to attract outstandingly able, enthusiastic and energetic students at undergraduate level through the Mathematics and Statistics (MMathStat) programme and other degrees in Mathematical Sciences. Each year about twelve students are admitted to study for various degrees in Mathematics, Statistics and Computer Science. The post-holder will work closely with Professor Dan Ciubotaru and Professor Renaud Lambiotte, Somerville’s Tutorial Fellows in Mathematics, and Dr Quentin Miller, Somerville’s Stipendiary Lecturer in Computer Science, to deliver the College-based teaching for these courses. Tutorials with one, two or three students (depending on the topics chosen each week) are the major form of teaching.

For more information please visit: www.some.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

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**University Benefits, Terms and Conditions**

**Salary**

The successful candidate will be appointed on the Oxford scale for associate professors, as 
shown in the table in the annexe.

Those appointed below the top of this salary range will receive annual increments to the 
University component of the salary until they reach the top point. There is also an annual ‘cost-
of-living’ review. In exceptional cases, the Departmental 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 may be eligible for 
additional payments.

**Pension**

The University offers 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**

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one 
term of leave is available for each six terms worked. This leave may either be taken as one 
term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 
years of service.

**Outside commitments**

You may apply to spend up to 30 working days in each year on projects outside your 
employment duties, such as consultancy, spin-out activity and membership of research 
councils and other bodies. There is no limit to earnings from these activities without deduction 
from salary. Details of the approval process may be found at 
www.admin.ox.ac.uk/personnel/staffinfoacademic/approvaltoholdoutsideappointments/.
Guidance is also 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/.

**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 welcome.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:
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 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+

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

College Benefits, Terms and Conditions

Salary

The College salary will be in the range £7,624 to £10,237 (as of 01 August 2018, subject to annual review)

College benefits

1. A taxable and pensionable housing allowance (currently £8,932 per annum) for a Fellow not living in College accommodation.
2. Assistance with house purchase (details can be provided by the College Treasurer on request).
3. Free lunches in College when the kitchens are open and available for meals. Dinner is available during term time only.
5. Annual tax-free book allowance of £374
6. Reimbursement of research expenses of up to £2,000 per year, which can be accumulated for up to two years.
7. Priority access to and discounted fees for the Somerville Nursery – see http://www.some.ox.ac.uk/living-here/st-pauls-nursery/ for more details.

Accommodation and teaching room

Free accommodation may be available within the College for single occupancy. A teaching room will be provided in the College free of charge.
**Sabbatical leave**

The Fellow will be eligible for sabbatical leave from College duties, without deduction of stipend, at a rate of one term of leave for every six terms of service. The college may be able to grant an additional term of leave from College teaching duties from time to time under the provision of the Rosmunder Countess of Carlisle and Constance Lee trust fund.

**College Nursery**

Somerville has an on-site nursery which offers up to 16 places for babies and children up to the age of 5

– see www.some.ox.ac.uk/living-here for further details.

**College Trustee**

In common with other Fellows on the Governing Body, the Fellow will be a trustee of the College, and responsible to discharge the duties of a trustee by acting lawfully and prudently in the interests of the College. The holding of any outside appointment must be approved by the Governing Body. A maximum of 30 days per annum may be spent on such activities before any deduction of stipend is considered.

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Statistics and Somerville College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Mathematical, Physical and Life Sciences Divisional Board and the governing body of Somerville College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.
Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

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

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

2: Research

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

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College’s Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including 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).
## PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)

(with effect from 1 August 2018)

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<th>Grade (30S)</th>
<th>Scale point</th>
<th>National Pay spine</th>
<th>University Salary</th>
<th>College Salary</th>
<th>Total Salary</th>
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