



## Job Description and Person Specification

<b>Post</b>	<b>Associate Professorship of Ottoman History</b>
<b>Department/Faculty</b>	<b>Faculty of Oriental Studies</b>
<b>Division</b>	<b>Humanities</b>
<b>College</b>	<b>Exeter College</b>
<b>Contract type</b>	<b>Five years in the first instance, then reappointment to retirement upon completion of a successful review.</b>
<b>Salary</b>	<b>£45,562 - £61,179 p.a.</b>

### Overview of the post

The Associate Professor will carry out research and give lectures, classes and tutorials in Ottoman language, texts and history. The person appointed will also be offered a non-teaching Fellowship by Special Election at Exeter College, with full membership of the Governing Body, and opportunities to utilise the College's facilities and to contribute to the life of the College.

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The creation of the Associate Professorship of Ottoman History (c. 1300-1800 C.E.) is an exciting new development at Oxford, reviving a major field of study in which there has been no postholder for a number of years. The post will enhance provision in the Faculty of Oriental Studies for the teaching of the history of Islamic societies and of Ottoman Turkish language and texts. Oriental Studies at Oxford allies a commitment to the highest standards of excellence in teaching and research with a multidisciplinary approach to the study of history, literature and culture. The study and teaching of Islamic and Middle Eastern history is pursued in conjunction with the study of language, art history, literature, philosophy, religion and many social sciences, all drawing upon primary sources in the original languages. The post will complement Oxford Humanities' exceptional research strength in Byzantine, medieval and early modern history, and will contribute to the current concentration on Global History in the work of the Faculty of History.

The person appointed will be joining an extensive and energetic research community that enjoys the use of Oxford's exceptional library and other resources. The Faculty of Oriental Studies and the Humanities Division offer active research support, including administrative help with research project applications and management; academic staff receive an annual research allowance to help with research expenses and conference attendance. The Oxford Research Centre in the Humanities (TORCH), and the Oxford Centres for Global History, for Byzantine Research, for Medieval History, and for Early Modern Studies are among the Oxford centres that promote research in fields overlapping with Ottoman history. The collegiate university hosts an exceptionally rich and varied programme of guest lectures, research seminars, conferences and workshops, so that in any term there will be on-going activities relevant to the interests of the incoming Professor of Ottoman History.

The postholder will join the small team of permanent staff in Turkish Studies in the Faculty of Oriental Studies: Laurent Mignon, Associate Professor of Turkish, and Emine Çakır, Instructor in Turkish. There is a tradition of the study of Ottoman history in Oxford, both in the Faculty of Oriental Studies, and in the Faculty of History. Other postholders with research interests in Ottoman history include Eugene Rogan (Oriental Studies), Zeynep Yürekli-Görkay (Oriental Studies) and John-Paul Ghobrial (History). This post will re-establish the field in Oriental Studies after a hiatus of several years. The study of the language and history of the Ottoman Empire are integral to the BA degree course in Turkish and there is an MPhil in Ottoman Turkish Studies, which has not been open during the hiatus in the appointment in Ottoman studies. The field regularly attracts enquiries from excellent research degree and postdoctoral applicants. It is also a major area for research collaboration with colleagues in History and other departments, connecting as it does with Byzantine, Medieval and Early Modern history.

Queries about the post should be addressed to Thomas Hall at [thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk) or telephone: +44 (0) 1865 278210.

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Applications are particularly welcome from women and from black and ethnic minority candidates, who are currently under-represented in academic posts within the University of Oxford. However, all applications will be considered entirely on merit, and with due regard to each candidate's relevant experience and circumstances.

## **Duties of the post**

The Associate Professor will be a member of both the University and the College community. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. She or he will have an active role to play in the running of the College as a member of the Governing Body, and as a Trustee of the College.

The main duties of the post are as follows:

- i. to engage in advanced research in Ottoman history from the beginning to c. 1800CE;
- ii. to publish the findings of that research in international journals and academic presses;
- iii. to seek opportunities for collaborative and externally funded research projects, including securing research funding and successfully completing research projects (as appropriate);
- iv. to develop Ottoman history in Oxford through conferences, workshops and seminars;

- v. to give no fewer than 36 lectures or classes (including Ottoman Turkish texts) in each academic year spread over not fewer than six weeks in each term, under the direction of the Board of the Faculty of Oriental Studies, and to undertake six hours of tutorial (small group) or equivalent teaching per week;
- vi. to co-ordinate, in conjunction with colleagues, the undergraduate degree courses in Turkish;
- vii. to contribute to the teaching of Islamic history 1500-1800 C.E. for other undergraduate courses;
- viii. to contribute to the teaching of the MSt in Oriental Studies, the MPhil in Ottoman Turkish Studies, the MPhil in Islamic Studies and History, and other Master's courses in Oriental Studies and other Faculties (according to the research specialism of the person appointed);
- ix. to contribute to the development of new teaching programmes, as appropriate;
- x. to supervise undergraduate and graduate dissertations in the field as requested, and to supervise Master's and research students;
- xi. to serve as an examiner for undergraduates and graduates when requested to do so;
- xii. to cooperate in the administrative work of the Arabic, Persian and Turkish subject group and the Faculty of Oriental Studies both in term and in vacation, and, when invited to do so, to serve on the Faculty's committees and as one of the Officers of the Faculty;
- xiii. for Exeter College, contribute to the intellectual life of the College, including acting as College Adviser to Exeter College graduate students in Oriental Studies and related subjects; and to participate in the governance of Exeter College, including exercising the duties of a Trustee as a member of the Governing Body, service on College committees and as may be appropriate in College Offices.

## **Person specification**

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 their skills and experience meet these criteria.

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 both male and female committee members wherever possible.

### ***Essential criteria***

The successful candidate will demonstrate that she or he possesses the following:

1. A doctorate in the field of Ottoman history, complete by the time of the appointment.
2. An outstanding record of internationally excellent publication and research in Ottoman history in a period or periods from c. 1300 until c. 1800 C.E, commensurate with the candidate's career stage.
3. An excellent command of Ottoman Turkish and the ability to carry out research using primary sources in that language, and to teach Ottoman Turkish to undergraduate and graduate students, and to train them to use Ottoman Turkish sources in their research; and a working knowledge of one or other or both of Arabic and Persian.
4. The ability and willingness to teach, supervise and assess effectively undergraduate and graduate students in the field of Ottoman history, including the ability to lecture to

undergraduate and graduate students at an appropriate level and in an interesting and engaging manner.

5. The ability and willingness to establish links with colleagues working on related subjects and to contribute to the teaching and supervision of students in other faculties, according to her or his specialization within Ottoman history.
6. A proven record of securing competitively awarded research grants, commensurate with the candidate's career stage.
7. Excellent communication, interpersonal and organizational skills.
8. The ability and willingness to undertake administration in the Faculty and the College and to participate in Faculty and College affairs.
9. The ability and willingness to undertake pastoral responsibilities.
10. A willingness to contribute actively to the life of the College.

### ***Desirable criteria***

The following may also be an advantage:

- Expertise in another language relevant to teaching and research in Ottoman history, including Greek, Latin, Syriac, Armenian, Hebrew and Judaeo-Spanish.
- A record of successful teaching of Masters students.
- A record of successful supervision of doctoral students.

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

## **How to apply**

To apply, click on the **Apply Now** button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will also be asked to upload a full CV and publications list, and a supporting statement. 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 employment, education, or during career breaks (such as time out to care for dependants).

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

Please provide details of three referees. You should contact all three of your referees before applying to ensure they are aware of your application and of the requirements for the post, and to ask them to write to us before the closing date. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list,

then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

All applications must be received by **12.00 noon (GMT) on Friday 24 March 2017**.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://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](http://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.

All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Oriental Studies and Exeter 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 Humanities divisional board and the Governing Body of Exeter 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.

# Essential Information for Applicants for the Associate Professorship of Ottoman History

## 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 professors, readers, and associate professors, 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 2013-18, can be found at [www.ox.ac.uk/about/organisation/strategic-plan](http://www.ox.ac.uk/about/organisation/strategic-plan).

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 over 10,000, over 45% of 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](http://www.ox.ac.uk)

## The 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](http://www.humanities.ox.ac.uk)

## **The Faculty of Oriental Studies**

The Faculty of Oriental Studies is constantly developing programmes of teaching and research on regions from Morocco in the West to Japan in the East, and from late prehistory to the present day. The Faculty is committed to maintaining its original strengths in language and literature, but also embraces other approaches and disciplines, including archaeology and art history, history, philosophy, religion, and many social sciences. This is reflected in the wide range of subjects offered at postgraduate level; fourteen one-year Master of Studies (MSt) courses and sixteen two-year Master of Philosophy (MPhil) courses (plus a further two in process) in subjects spanning the full breadth and depth of the Faculty. There are more than 180 undergraduates preparing for the honours degree in Oriental Studies and about 240 graduate students working towards higher degrees.

The administrative centre of the Faculty is in the Oriental Institute on Pusey Lane, where many postholders also have an office. It also houses the faculty's main offices, seminar and lecture rooms, a common room, and a lending library with open access to about 40,000 volumes, which is administered as a dependent library of the Bodleian, the main library of the University of Oxford.

The Faculty has an outstanding research record. Oxford emerged from the 2013 Research Excellence Framework exercise as the pre-eminent national centre for Oriental Studies. Currently, the Faculty is hosting projects with external grant income of £8.5 million, around £3.5 million of which is concerned with the Islamic world. These are funded from various sources, including the Arts and Humanities Research Council, Wellcome Trust, British Academy, European Commission, and Leverhulme Trust.

The successful candidate will be a member of, and will collaborate closely with colleagues in the Arabic, Persian and Turkish Teaching Group within the Faculty of Oriental Studies. She or he will work particularly closely with the Faculty's other historians of the Middle East: the Associate Professor in Islamic History, a post that is being advertised simultaneously with that in Islamic history; Zeynep Yürekli-Görkay, Associate Professor of Islamic Art and Architecture; Eugene Rogan, the Associate Professor in the History of the Modern Middle East; and Edmund Herzig, Masoumeh and Fereydoon Soudavar Professor of Persian Studies.

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

## **Exeter 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.

Exeter College, which celebrated its 700th anniversary in 2014, is a vibrant multi-disciplinary academic community. About 330 undergraduates study at the College, alongside approximately 190 postgraduate students, 47 Fellows, and several Lecturers. The College is located in the heart

of Oxford, next to the world-famous Bodleian Library. In early 2017, the College will open a new quadrangle on a separate site in central Oxford just a few minutes' walk from its historic site – and even closer to the Faculty of Modern Languages and the Radcliffe Humanities building. This new third quadrangle for Exeter College will include Fellows' teaching rooms, Fellows' residential accommodation, the College's archival Special Collections, lecture and seminar rooms, a learning commons (study and library space), and cafeteria facilities, in addition to student accommodation: it is therefore not only a very significant expansion to the College's infrastructure – the single most significant expansion ever of the College's estate –but also an exciting project to create a collegiate community in which our Fellows will teach and research, and in which their academic conferences and other activity can be hosted.

Exeter's working environment is very congenial, and the College has a reputation for being small and friendly, as well as for maintaining consistently high academic standards. Exeter College is committed to excellence in teaching and research, and to admitting and supporting the best students regardless of their background.

### **History and cognate subjects at Exeter College**

Exeter College typically admits c.9 students each year to study History at undergraduate level, most of whom are registered for the BA in History, with one or two places offered for the joint schools with English or Ancient History (the College does not admit for undergraduate degrees majoring in Oriental Studies, but does host graduate students working in Oriental Studies). The College also runs a programme for visiting students from Williams College (a leading US liberal arts college), which is particularly attractive to students interested in History and other Humanities options. We have a vibrant community of graduate students several of whom are conducting advanced study or research into topics related to global history, civilisations, languages, and culture. We actively encourage the mentoring of our graduate students by Fellows in cognate disciplines – and this Associate Professorship in Ottoman History will take on such a role – and of our undergraduates by our graduate students.

The College hosts two Associate Professorships (with Tutorial Fellowships) in History: one in 19<sup>th</sup>/20<sup>th</sup> Century British & European History (Professor Christina de Bellaigue), and one in Early Modern Iberian History (a new post, to begin in October 2017). In recent years, we have also been able to fund an early-career Fellowship in History, the holders of whom have progressed to posts at prestigious universities. Moreover, Exeter has, for many years, enjoyed a very fruitful association with the Bywater and Sotheby Chair of Byzantine and Modern Greek Language and Literature, which is currently held by Professor Marc Lauxtermann. The postholder appointed to the Associate Professorship in Ottoman History will have colleagues within the College who understand social practices and institutions which both pre- and post-date their own expertise. Exeter therefore offers the new Associate Professor a strong intellectual interdisciplinary community of scholars, with historians and Byzantinists who will complement the collegueship available through the Faculty and elsewhere in Oxford.

For more information on the College, please visit: <http://www.exeter.ox.ac.uk>.

### **Research, Teaching and Other Duties**

The successful candidate will have no formal teaching requirements for Exeter, but our hope is that s/he will nonetheless wish fully and actively to participate in the fostering of the scholarly community within the College. This may include participating in the annual Admissions process (as appropriate), and/ or acting as a College Adviser (a pastoral and mentoring role) to students.

### **Nature of College appointment**

The successful candidate will be elected to a non-stipendiary Fellowship by Special Election. Whilst the holding of this Fellowship will not constitute an employment with Exeter College (rather, it represents an association with the College through which the Fellow can enjoy the academic entitlement to a College Fellowship as part of their Associate Professorship, as well as all the academic and other benefits of being part of a wider, multi-disciplinary college community), it is nonetheless a full Fellowship of the College, and comes with membership of the Governing Body and therefore an expectation that s/he participates appropriately in the governance and administration of the College, including exercising the fiduciary duties of a trustee towards the running of the College, which is a registered charity.

The Fellowship also includes membership of the Senior Common Room of the College. The Fellow is entitled to lunch and dinner free of charge at the Common Table at Exeter College on each day for which the Governing Body makes such provision.

Non-tutorial Fellows are not provided with their own office space in College; however, the Fellow will have full access to the College's facilities on both the Turl Street site and at our new 'Cohen Quadrangle' in Walton Street, including common rooms, bookable seminar rooms, bookable guest rooms, and a shared hot-desking room in Turl Street.

The appointment to a Fellowship of the College is contingent on remaining in post as Associate Professor of Ottoman History: should the successful candidate's employment with the Faculty of Oriental Studies terminate for any reason then the College Fellowship will automatically terminate from the same date.

# Standard Terms and Conditions

## ***Salary, benefits and pension***

The successful candidate will be appointed on the Oxford scale for associate professors (£45,562 - £61,179).

Those 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. Faculty boards may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the faculty may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,655 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,428 to £78,220 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/).

## ***Length of appointment***

Upon completion of an initial period of appointment (which is normally five years), an associate professor 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.

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/).

## ***Sabbatical leave and outside commitments***

The appointee may apply for sabbatical leave to allow her or him to focus on 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.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other

bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at:

[www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/).

Guidance on ownership of intellectual property ([www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)) and managing conflicts of interest ([www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)) is also available on the university website.

### ***Membership of Congregation***

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml).

### ***Relocation expenses***

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

### ***Family support***

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

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 scheme is in operation. Details are available on the University's childcare website at [www.admin.ox.ac.uk/eop/childcare/](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 [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

Information for parents and carers is available at: [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/).

### ***Facilities and services***

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

Information about relocation, living and working in the UK and Oxford is available at [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/).

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

The College policies relating to equality of opportunity can be found here:

<http://www.exeter.ox.ac.uk/equality-and-diversity>

### ***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 [www.gov.uk/tier-2-general/overview](http://www.gov.uk/tier-2-general/overview).

### ***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.

### ***Data Protection***

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>1</sup> 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 [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

---

<sup>1</sup> 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 six months after the employer has ceased sponsoring the migrant.