MANSFIELD COLLEGE, OXFORD in association with
THE FACULTY OF LAW, UNIVERSITY OF OXFORD

Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Tutorial Fellowship and Associate Professorship of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Faculty</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Division</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>College</td>
<td>Mansfield College</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>Salary on scale within the range £52,815 to £70,918 p.a., plus a College housing allowance of £11,600 p.a. An additional allowance of £3,078 is payable upon award of Recognition of Distinction (i.e. the title of Professor).</td>
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<tr>
<td>Closing date</td>
<td>12.00 noon (GMT) 12 March 2024</td>
</tr>
</tbody>
</table>

Overview of the post

Mansfield College and the Faculty of Law at the University of Oxford are seeking to recruit a Tutorial Fellow in Law and Associate Professor of Law effective from 1 September 2024 (or as soon as possible thereafter).

The person appointed will be expected to engage in advanced study or research in Law, and to give high-quality tutorials, classes, lectures, and supervisions at both undergraduate and postgraduate level. The appointee will be expected to provide high quality teaching for Mansfield College in two or more of the following subjects: Criminal Law, Constitutional Law, Contract Law, Administrative Law, Jurisprudence and EU Law. Preference may be given to candidates who are able to teach for the Faculty in Criminal Law.

The person appointed will join one of the largest and most distinguished groups of legal scholars in the world. The appointee will have, or be on the way to establishing, a record of internationally recognised scholarship and research and will be required to provide a high standard of research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the College and the Faculty of Law, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject.
If you would like to discuss this post please contact the Senior Tutor at Mansfield College, Lucinda Rumsey
senior.tutor@mansfield.ox.ac.uk, or the Head of Administration and Finance in the Faculty of Law,
Charlotte Vinnicombe charlotte.vinnicombe@law.ox.ac.uk. All enquiries will be treated in strict
certainty and will not form part of the selection decision.

Questions about the application process should be addressed to the Mansfield College HR team
human.resources@mansfield.ox.ac.uk. If you would like to find out more about joining the academic
community at Oxford generally, you are welcome to contact Professor Jonathan Herring
jonathan.herring@exeter.ox.ac.uk, who will not be involved in the selection or interview process.

The Faculty of Law is an Athena Swan Bronze Award holder. Mansfield College and the Law Faculty
particularly welcome applications from women and black and ethnic minority candidates, who are under-
represented in senior academic positions in Oxford.

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/faculty and an Oxford college, and you will have a contract with both.

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

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

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

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

Duties of the post

The main duties of the post are as follows:

College duties

i. To engage in advanced study and research.

ii. To give eight contact hours per week of tutorials (small group teaching) during the eight weeks of full
term, averaged over the three terms of the year, in two or more of the subjects listed above.

iii. To take responsibility (shared with other Law tutors at Mansfield) for the selection, teaching, and
academic care of undergraduates in Law at the College.

iv. To take part in selecting and act as Adviser to Mansfield’s postgraduate students in Law.

v. To support the outreach and access activities of the College.
vi. To undertake a reasonable share of College administrative duties, including serving as a Charity trustee of Mansfield College, a member of its Governing Body and associated sub-committees, and, after the probationary year, from time-to-time holding one of the smaller College offices.

vii. To contribute to the intellectual life and activities of the College as an academic and research community.

University duties

The duties of an Associate Professor are to engage in advanced study and research; to give, under the direction of the Faculty Board, no fewer than 16 lectures or classes a year, or equivalent; to take part in University examining and graduate teaching and supervision as and when requested; and to take an active and engaged part in the administrative, outreach, pastoral, and other aspects of the Faculty’s work.

No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments – and that colleges will limit their demands on them – so that time will be available for research.

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.

Essential criteria

i. A doctorate in a relevant subject, or research work equivalent to that of a person holding a doctorate.

ii. A record of original, important, and rigorous published research appropriate to the applicant’s career stage; scholarship of the highest quality that demonstrates innovation and the capacity to select appropriate problems through a good knowledge of an important research area; excellent presentation skills; and the ability to contribute to a research community.

iii. The ability to provide excellent tutorials, classes, and lectures within the field of appointment as outlined under ‘Duties of the post’ above.

iv. The ability to provide academic care for students, and to undertake the administrative duties that support that care.

v. The ability or potential to provide excellent supervision to graduate research students.

vi. The ability or potential to act as an examiner.

vii. The ability or potential to undertake College and University administration effectively and willingness to participate in College and University business, working cooperatively with College and Faculty administrative staff. Applicants should demonstrate sympathy for the nature and aims of the College, and a willingness to participate in and assist its collegiate life and governance as a Charity Trustee.

February 2024
**Desirable criteria**

viii. A track record of securing, or evidence of the potential to secure, external funding for research appropriate to the applicant’s career stage.

ix. Experience of, or potential for, participating effectively in public engagement, knowledge exchange, and impact activities.

**How to apply**

There is no application form for this post. Applications should be emailed to vacancies@mansfield.ox.ac.uk by the stated deadline as a single pdf and should include:

1. Your full contact details (email address, postal address, at least one contact telephone number).

2. A covering letter or statement explaining how you meet the selection criteria set out above. This should be no longer than 2 sides of A4 (in a standard 11- or 12-point font).

3. A full CV, including a list of publications, and the names and contact details of three referees.

4. An indication of where you first heard about this post.

Should you have any queries about how to apply, please contact human.resources@mansfield.ox.ac.uk.

Candidates seeking Recognition of Distinction (i.e. the title of Professor) upon appointment **must make this clear in their application**.

**Deadline for receipt of applications:** 12:00 (GMT) on 12 March 2024.

**Submission of written work**

All candidates should also email TWO representative samples of written work, published or unpublished, directly to Human Resources at Mansfield College vacancies@mansfield.ox.ac.uk. These items, which should be pdf files with your name and a short title in the filename, should be about the length of a book or thesis chapter or scholarly article. In respect of this written work, single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such). Written work will be considered at the interview stage.

Candidates who are seeking Recognition of Distinction (i.e. the title of full Professor) on appointment must make this clear in their covering letter, and should nominate a further substantial published item. It is expected that this item will ordinarily be a scholarly monograph or similar. Candidates will not generally be required to provide copies of monographs or other books, but may be asked to do so in exceptional cases.

**Interviews**

Shortlisted candidates will be invited for interview. It is anticipated that interviews will be held in person at Mansfield College on **19 April 2024**. Further information will be sent to shortlisted candidates in advance of the interview.

Candidates invited for interview will be asked to give a short teaching presentation, aimed at an undergraduate audience, which will be followed by questions. This is designed to test candidates’ skills at undergraduate teaching. The audience may include undergraduate students and members of the selection committee. The presentation will be followed by an interview with the selection committee, at
the beginning of which candidates will be asked to give a presentation on their current research and future plans.

References

All candidates should supply each of their three referees with a copy of these further particulars and ask them to email their references directly to vacancies@mansfield.ox.ac.uk by 12:00 (GMT) on 12 March 2024. References must be sent by email from an institutional email address. Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) in their application material (see above).

The College and the Faculty wish to take this opportunity to thank in advance referees who write on behalf of applicants. We are aware that this is a time-consuming process and the selection committee values referees’ input very highly.

Referees should be aware that under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “strictly confidential” at the top of the letter itself. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

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 https://edu.admin.ox.ac.uk/disability-support 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 (https://www.accessguide.ox.ac.uk/).

Mansfield College

At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial, and organizational terms each college is an independent corporation, self-governing and self-contained. There are 39 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.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access work, promoting application to Oxford from students from backgrounds of educational and financial disadvantage, and supporting them to success in their degree and future careers. Mansfield is proud to be the Oxford college with the most diverse undergraduate body and the highest proportion of state sector students. Mansfield is one of the smaller Oxford colleges, with approximately 55 academic staff, 250 undergraduates and 230 graduates. In 2021, Mansfield College was recognised as one of the UK’s first University Colleges of Sanctuary. The Principal of Mansfield College is Helen Mountfield KC.

The College hosts the Bonavero Institute of Human Rights. https://www.law.ox.ac.uk/bonavero-institute-human-rights (Director: Kate O’Regan).
Law is a longstanding and thriving core subject in Mansfield at both undergraduate and postgraduate level. Mansfield takes an average of eight students in each year studying for Law and Law Studies in Europe. The College currently has two fellows in Law, Professor Andrew Higgins and Supernumerary Fellow in Law, Elizabeth Drummond, who takes lead responsibility for the organisation and academic care of Law students at Mansfield.

Mansfield prides itself not only on the academic support it provides for its students, but care for student welfare. Mansfield has a dedicated Academic Support Tutor, a Head of Welfare, and staff who support the needs of students with disabilities.

Further information about Mansfield College and its members can be found at: www.mansfield.ox.ac.uk

Faculty of Law

About the Faculty

The Faculty of Law is one of the largest in the United Kingdom, and is the largest unit in the Social Sciences Division of the University. There are some 240 members of the Law Faculty, of whom almost 100 are in established University academic posts. The Law Faculty has a distinguished reputation in research and publications in Law, and in the Research Excellence Framework 2021, 55% of our submissions were judged to be 4*. Oxford Law has been ranked second in the world in the QS World University rankings and first in Europe for the last four years.

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

Undergraduate teaching within the Faculty

There are approximately 220 undergraduates in each year. Most read for the three-year BA in Jurisprudence and up to 35 of these follow the Law with Law Studies in Europe course over four years, one year being devoted to study in France, Germany, the Netherlands, Spain or Italy. The full range of subjects taught at Undergraduate level may be found on the Faculty website. The undergraduate programmes, including admissions processes, are the immediate responsibility of the Faculty’s Undergraduate Studies Committee and its Associate Dean for Undergraduate Studies and Outreach.

Graduate teaching within the Faculty

The Faculty sustains a major graduate programme and its graduate research school is the largest of any law school in the English-speaking world. There are currently about 640 graduate students, of whom approximately half are enrolled in taught programmes, the largest being the Bachelor of Civil Law (BCL) and Magister Juris (MJur) which account for approximately 150 students combined. Both are full-time courses, as is the Master of Science (MSc) in Law and Finance and Master of Philosophy (MPhil) in Criminology and Criminal Justice, while the MSc in Criminology and Criminal Justice is offered both as a full-time and part-time course. There are then a number of courses which are exclusively part-time – the MSc degrees in Intellectual Property, in International Human Rights Law, and in Taxation; and the Postgraduate Diploma in Intellectual Property and Practice. Research degrees account for the remainder of the students and comprise the Doctor of Philosophy (DPhil) degrees in Law, in Socio-Legal Studies, and in Criminology (all offered as both full-time and part-time courses), and the one year Master of Philosophy (MPhil) degrees in Law and in Socio-Legal Research (both full-time courses). All part-time courses are non-residential.

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

**Research activity**

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

**Academic staff development**

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

- introductory sessions for new academic staff
- an advisor for new associate professors
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University’s postgraduate diploma in learning and teaching
- self-study resources

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

**Faculty benefits**

**Start-up costs**

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

**Research support**

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

**Libraries**

**The Bodleian Social Sciences Libraries**

The Bodleian Social Sciences Libraries work collaboratively to provide subject support, collections, and services to the Social Sciences Division of the University of Oxford, the largest grouping of social science disciplines in the UK. The Bodleian Social Sciences Libraries comprise six interdisciplinary and specialised libraries, namely the Bodleian Social Science Library; Bodleian Law Library; Sainsbury Library at the Said Business School; Tylor Library for Social and Cultural Anthropology; Bodleian Education Library; and the Bodleian Latin American Centre Library. The Rewley House Library for Continuing Education is also managed within the Social Sciences Libraries Group. Together, the Bodleian Social Sciences Libraries deliver
world-class services and collections to support world-leading social science research, doctoral training programmes, and some of Oxford’s most widely recognised teaching programmes.

The Bodleian Law Library

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

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

Social Sciences Division

The University’s academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, for oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties, and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019, and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area ‘units of assessment’ – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research’s impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights, and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance, and justice. Particular research highlights in recent years have included COVID-19 (https://www.socsci.ox.ac.uk/covid-19) and Climate Change (https://www.socsci.ox.ac.uk/climate-change-research-impact). As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development, and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations’ commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

February 2024
The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes, and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law, and education. The Division is home to several of Oxford’s most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Master’s level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

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

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

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

Oxford has a strong postgraduate student body who are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

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

**University Benefits, Terms and Conditions**

**Salary**

The University component of the salary will be on the scale for Associate Professors (£20,989-£28,183 per annum). The combined College and University salary will be on a scale up to £70,918 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.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see Recognition of Distinction | HR Support (ox.ac.uk); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see Professorial Merit Pay | HR Support (ox.ac.uk). These awards do not result in any change to the duties of the post-holder.

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 https://finance.web.ox.ac.uk/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 https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002 and managing conflicts of interest
  https://researchsupport.admin.ox.ac.uk/governance/integrity

**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 https://www.ox.ac.uk/about/organisation/governance and https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation 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 https://hr.admin.ox.ac.uk/family-leave-for-academic-staff. 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 https://childcare.admin.ox.ac.uk/home.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online
support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see https://hr.admin.ox.ac.uk/my-family-care.

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 https://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 Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes. Relocation Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

See: https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916 for further information.

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

https://hr.admin.ox.ac.uk/staff-benefits
https://hr.admin.ox.ac.uk/discounts

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 https://jobs.ox.ac.uk/pre-employment-checks.
**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 academic posts of 30 September immediately preceding the 70th birthday.

The justification for this may be found at [https://hr.admin.ox.ac.uk/the-ejra](https://hr.admin.ox.ac.uk/the-ejra)

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at [https://hr.admin.ox.ac.uk/the-ejra](https://hr.admin.ox.ac.uk/the-ejra)

**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: [https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy](https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy).

The University’s Policy on Data Protection is available at: [https://compliance.admin.ox.ac.uk/data-protection-policy](https://compliance.admin.ox.ac.uk/data-protection-policy).

**College Benefits, Terms and Conditions**

**Mansfield College Benefits, Terms and Conditions**

College benefits include Housing Allowance, College Research Allowance, free meals in college when the kitchens are open, Salary sacrifice scheme for childcare, Eye Care subsidy for DSE users, Employee assistance programme (EAP).

**Salary and benefits**

The College component of the salary will be on the scale for Associate Professors, (£31,826-£42,735 per annum). The combined College and University salary will be on a scale up to £70,918 per annum. Tutors appointed below the top of this range will receive annual increments to their College stipend until they reach the top point.

The Tutor will be entitled to the following benefits and allowances:

(i) The right to free meals in College when the kitchens are open;
(ii) Full Membership of the Senior Common Room;
(iii) Housing allowance of £11,600
(iv) A teaching room in College;
(v) The Tutor may apply each year for reimbursement of up to £1,814 research expenses;
(vi) The College provides for sick leave on the same basis as the University;
(vii) The appointment is conditional on verification of the successful candidate’s availability for employment in the United Kingdom.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both Mansfield College and the Faculty of Law. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Mansfield College and the Social Sciences divisional board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the governing body and the divisional board, and a formal contractual offer has been made.