



**ST JOHN'S COLLEGE, OXFORD, in association with
THE FACULTY OF CLASSICS, UNIVERSITY OF OXFORD**

Job Description and Selection Criteria

Post	Associate Professorship of Classical Languages and Literature
Department/Faculty	Classics Faculty
Division	Humanities
College	St John's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	The combined University and College salary will be on a scale from £46,336 - £62,219 per annum (pay award pending) (plus substantial additional benefits including housing allowance of £13,730 p.a. or free college housing, as detailed below and a Supplementary Duties Allowance of £4,870 p.a.). Associate Professors who are awarded the title of full Professor may receive from the University an additional salary payment of £2,700 p.a.

Overview of the post

St John's College, Oxford, and the Faculty of Classics are seeking to appoint an Official Fellow and Tutor in Classics and Associate Professor in Greek and/or Latin languages and literature, with effect from 1st October 2019 or as soon as possible thereafter. The person appointed will be expected to engage in advanced study and research in Greek and/or Latin languages and literature, and to give high-quality tutorials, classes, lectures, and supervision at both undergraduate and graduate level. They will also be expected to play a full and active role in both Faculty and College administration.

Candidates will have, or be able to demonstrate the promise of, a distinguished record of scholarship and teaching at a level appropriate to the stage of the candidate's career, together with clear plans for research which demonstrate an ability and willingness to maintain that record. They should also have an ability and willingness to obtain external funding for individual or larger research projects, and an awareness of the possibilities for seeking funding in this country and abroad.



Applications are invited from well qualified candidates in one or more of the following three areas of expertise only: Greek and Roman comedy; Attic Oratory; Imperial Greek Literature.

The College will elect the successful candidate to an Official Fellowship and Tutorship in Classics, in association with a University Associate Professorship in the Faculty of Classics, from 1 October 2019, or as soon as possible thereafter.

Informal enquiries about the post should be directed in the first instance to the Chair of the Classics Faculty Board (tobias.reinhardt@classics.ox.ac.uk), or to the Senior Tutor of St John's College (senior.tutor@sjc.ox.ac.uk). Queries about the application process should be addressed to the College's Academic Administrator (academic.vacancies@sjc.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/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 successful candidate will be a member of both the Classics Faculty and the College communities. They will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publication and will have access to the excellent research facilities which Oxford offers. They will have a role to play in the running of the College as a member of its Governing Body (as a Charity Trustee).

The main duties of the post are as follows:

- i. To engage in research at an internationally competitive level in Greek and Latin languages and/or literature.

- ii. To give 192 tutorial hours of teaching (an average of 8 hours each week across the 24 teaching weeks of the academic year) to undergraduate students at St John's (see below for more details);
- iii. in exercising the normal duties of a College Tutor, to take responsibility (normally shared with other members of academic staff) for the organization, supervision, and teaching of Classics at St John's College, including arrangements for the admission of new students, outreach activity, and the pastoral care of students reading Classics and its Joint Schools;
- iv. under the direction of the Faculty Board of Classics, to give 16 lectures or the equivalent in smaller class teaching, as specified from time to time by the Sub-Faculty in each academic year, including participation, where appropriate, in the MSt degree programme;
- v. to make an appropriate contribution to the supervision and teaching of graduate students;
- vi. to act as an assessor or examiner to graduate and undergraduate students, as requested;
- vii. to co-operate in the administrative work of the Faculty of Classics in both term and vacation under the direction of the Chair of the Faculty Board;
- viii. to contribute to the administration of the College, including acting as a member of College committees when called upon to do so and a willingness to take on leadership roles in St John's College from time to time;
- ix. to participate in the governance of St John's College, including exercising the duties of a Trustee as a member of the Governing Body, service on College committees and in College Offices.

College specific duties:

The Tutorial Fellow will be expected to engage in advanced study and research, and will be required to share in organizing the tuition and pastoral care of students studying for degree courses involving Classics at St John's College, and to participate in the administrative work of the College. They will be required to give tutorials in Greek and/or Latin languages and literature for eight contact hours each week during term-time, averaged over the three eight-week terms of the academic year. In addition, the Fellow will be required to share responsibility for the welfare of undergraduates in the subject, and will participate in the undergraduate and graduate admissions processes. The Official Fellow will also be responsible as a College adviser for overseeing the academic welfare of graduates in the College reading for graduate degrees in Classics.

The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background. The college has been very successful over the last fifteen years in combining academic excellence with admitting undergraduates from a broad range of social backgrounds.

As noted above, the successful candidate will give tutorials in Greek and/or Latin language and literature as agreed with the College. This teaching will include Classics Honour Moderations options in either Homer or Virgil or both, the Classics Honour Moderations option *Texts and Contexts*, and the Final Honours School options *Greek Core* or *Latin Core* or both.

Further details of all undergraduate courses are available at <http://www.classics.ox.ac.uk>. Details of options may be obtained from the Chair of the Classics Faculty Board.

No formal limitation is placed on examining or other work, but it is expected that associate professors will limit their total commitments, and colleges 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.

The successful candidate will demonstrate the following:

- i. The completion of a doctorate in a relevant field (or a completed doctoral dissertation submitted for examination by the advertised closing date for this position);
- ii. evidence of distinguished research in one or more of the three areas of Greek and Latin literature specified (Greek and Roman comedy; Attic Oratory; Imperial Greek Literature), and a research record of international standing appropriate to the present stage of the candidate's career;
- iii. evidence of successful research grant applications or of the potential to make successful applications;
- iv. evidence of excellence, or of the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students, as appropriate to the present stage in the candidate's career;
- v. evidence of the communication, interpersonal, time management and organizational skills necessary to undertake pastoral responsibilities and college administration for both undergraduate and graduate students;
- vi. ability to lecture to undergraduates and graduates at the highest level;
- vii. ability to act as an examiner;
- viii. ability to act as a graduate supervisor at the highest level;
- ix. experience at, or potential for, participating effectively in College and University administration.

How to apply

The closing date for the receipt of applications is 12.00 noon GMT on Thursday 8th November. Candidates are asked to submit their application materials in the form of a single PDF file to academic.vacancies@sjc.ox.ac.uk

There is no separate application form for this post. Applications should include:

- Your full contact details including, email address, full postal address and at least one contact telephone number
- A covering letter or statement explaining how you meet the selection criteria set out above

- A full CV and publications list
- The names and contact details (postal and e-mail addresses and telephone number) of three referees. Candidates must ask their referees to email their references directly to academic.vacancies@sjc.ox.ac.uk.
- An indication of where you first heard about this post.

Both applications and references should reach the College no later than **12 noon GMT on Thursday 8th November**. Late applications will not be accepted: **It is the responsibility of each applicant to ensure that their application arrives by the deadline.**

Should you have any queries about how to apply, please contact the Academic Administrator, St John's College via academic.vacancies@sjc.ox.ac.uk.

The University and colleges welcome applications from candidates who have a disability or a 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. 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/

All applications will be considered by the selection committee as soon as possible after the closing date. Candidates invited for interview will be asked to give a short teaching presentation on a topic of their choice (but unrelated to their direct research interests), aimed at an undergraduate audience. Members of the selection committee will also be present. The interview stage will include a research presentation, followed by an interview with the selection committee.

All reasonable interview expenses will be reimbursed. Overnight accommodation can be arranged as required.

Candidates are encouraged to include a completed equal opportunities monitoring form with their application and submit this as a separate PDF document. Your information will not form part of the selection process and will not be disclosed to the selection panel.

St John's College

Established in 1555 as a constituent college of the University of Oxford, St John's College fosters excellence in education and research and is now one of the largest among Oxford Colleges. Today, St John's is home to approximately 400 undergraduates and in excess of 200 graduate students. Most of the subjects on offer at Oxford University can be studied at the College.

The present Fellowship of the College includes 40 Tutorial Fellows, 11 Professorial Fellows, 15 Junior Research Fellows and 9 Supernumerary Teaching Fellows. All Fellows and some other staff are members of the Senior Common Room, which provides dining and social benefits. The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the President (the head of the College) and 59 Fellows. A vibrant international community, it fosters intellectual rigour, creativity, and independence in its students, teachers, and researchers. The College supports a range of research activities including discussions, seminars, workshops, public lectures and

visiting scholar schemes, as well as the Research Centre, which particularly emphasizes interdisciplinary approaches. While scholarly publication is naturally at the heart of our research endeavours, the fellowship is also committed to informing policy and public debate, and to teaching that is informed by research findings.

The College normally admits four undergraduates each year in Literae Humaniores (Classics) and two in Classical Archaeology and Ancient History, with a small number also admitted to read for one or more of the associated Joint Schools with Modern Languages, Oriental Studies, and History. The successful applicant will share responsibility for the Classics degree with Dr Georgy Kantor, Official Fellow in Ancient History, and with Professor Alison Hills and Professor Amia Srinivasan, Official Fellows in Philosophy. The Classics teaching team also includes stipendiary lecturers in classical languages and in classical archaeology. They will also work closely with the History Tutors, Professor William Whyte and Professor Hannah Skoda, with Tutors in Modern Languages, Professor Nikolaj Lúbecker and Professor Barry Murnane, and with the Tutor in Oriental Studies, Professor Mohamed-Salah Omri.

Information about all aspects of the College is available on the St John's website at <http://www.sjc.ox.ac.uk>.

The Faculty of Classics

OVERVIEW OF THE FACULTY

The Faculty of Classics is the faculty of the University which exists to promote the study of ancient Greek and Roman culture, civilisation, and history. The chronological boundaries of what the Faculty principally studies are ca. 1100 B.C. and A.D. 600. Particular subjects include the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages as a mother-tongue or as a principal mode of discourse, together with the histories, cultures and societies of those with whom such groups are closely historically or archaeologically associated, within the period above mentioned, including the peoples of Europe outside the Greek-speaking world or the Roman Empire, of Africa north of the Sahara desert, and of western Asia as far east as the Hindu Kush mountains.

The Classics Faculty comprises the two Sub-faculties of Classical Languages and Literature and of Ancient History and Classical Archaeology and currently has 55 permanent academic postholders on the University payroll; it is thus believed to be the largest Classics Faculty in the world. The Colleges employ a number of other people in this subject area on fixed-term or permanent contracts, and these are members of the Faculty likewise. Details of the Faculty's postholders and its other members are given under 'Faculty' at: <http://www.classics.ox.ac.uk>

In 2007, the Faculty entered its splendid new Ioannou Centre for Classical and Byzantine Studies at 66 St Giles, which combines harmoniously three listed Victorian shops with a very imaginative and spacious modern addition on the back. This houses the Administrative Office, the Classical Art Research Centre, the Centre for Study of Ancient Documents, a number of other research projects, Byzantine Studies, and some members of the academic staff; it also includes a common room, facilities for graduates, a lecture theatre and a number of seminar and teaching rooms. It stands conveniently next to the recent Sackler Library and the newly refurbished and spectacularly extended Ashmolean Museum, and a mere five minutes' walk from the Bodleian Library. It now acts as the focus for the Faculty's many lectures, seminars, outreach activities etc.

Like other Humanities Faculties in Oxford, the Classics Faculty is not departmentally organised at the undergraduate level. The colleges control and run undergraduate admissions, tutorial teaching and welfare. They admit about 120 undergraduates each year to read for Classical Honour Moderations and the Honour School of Literae Humaniores ('Mods and Greats', a four year course), 24 each year for Classical Archaeology and Ancient History, about 25 each year for Ancient & Modern History, and a combined total of about 25 each year for Classics & English, Classics & Modern Languages and Classics and Oriental Studies. The Sub-Faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the tutorials: lecture-list committees oversee these and try to marry lecturing needs with lecturers' expertise. The Sub-Faculties meet separately at least once a term in order to discuss issues of common concern, such as syllabus reform; these meetings are regularly preceded by joint meetings with members of both Sub-Faculties present together.

GRADUATE TEACHING AND SUPERVISION

The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees, though each graduate will also be a member of a college. About 60 people being graduate work in Greek and Latin Languages and Literature or in Ancient History every year and a further 20 in Classical Archaeology (the DPhil by thesis; the MSt and MPhil which are normally a mixture of thesis and taught course). An outline of the taught courses is available on the Faculty's website at <http://www.classics.ox.ac.uk> follow the links for Admissions: graduate: courses. The postholder will be expected to supervise graduate students for both taught courses and the doctorate where appropriate.

RESEARCH ACTIVITY

Research in Classics covers a wide range of different topics and approaches. The primary goal is to foster first-class research (supported by excellent library and IT resources) over the whole range of literature, history, archaeology, and art in antiquity: research and research strategy is considered by a Research Committee, which reports to the Faculty Board. Publications by members of the Classics Faculty include editions of literary, historical, papyrological and epigraphical texts, primary archaeological publication, monographs on authors and genres or historical periods, work on the constitutional, political and socio-economic history of antiquity, cultural history, reception and performance studies, and the history of religion and art.

The Faculty is notable for the number of research projects which it houses. It has four Centres, the Archive of Performances of Greek and Roman Drama, the Classical Art Research Centre and Beazley Archive, The Centre for Study of Ancient Documents and The Oxford Centre for Byzantine Research. In addition, it has 17 Research Projects (<http://www.classics.ox.ac.uk/projects.html>), most of which are externally funded by bodies such as the British Academy, the Arts and Humanities Research Council, the Leverhulme Trust and the Mellon Foundation. The postholder will be expected to contribute to the University's research activities, by publishing and actively seeking research grants. The policy of the Humanities Division on progress in research and reappointment after the probationary period is appended to these particulars (Appendix C).

The Board of the Faculty of Classics, advised by its Research Committee, offers a range of support for research, including:

a) a mentoring scheme in which a more established member of the Faculty gives guidance on teaching and research;

- b) research leave on a regular basis (see further below);
- c) financial support for research expenses and conference attendance;
- d) accommodation and equipment for research staff;
- e) IT equipment and resources.

In addition the University has funds which can be used to support pilot projects and other limited research schemes. The Humanities Division supports a team of research facilitators whose role is to assist academic staff in developing projects and applying for external funding.

All academic appointments at Oxford have a sabbatical leave entitlement that equates to one term of leave for every six terms of service. The Faculty Board welcomes externally funded research leave and research fellowships, and generally puts no restrictions on postholders wishing to apply to the AHRC, Leverhulme, and other outside bodies. Aside from periods of leave, opportunities for research are also enhanced by the grants for research trips and assistance and conference attendance offered by the Faculty Board.

For more information please visit: <http://www.classics.ox.ac.uk/>

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

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

About the University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

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

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

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

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

Benefits, Terms, and Conditions of the Tutorial Fellowship at St John's College

The person appointed to the Tutorial Fellowship in Classics will be required to provide eight contact hours of teaching per week during Full Term (each of Oxford's three Full Terms per year is eight weeks long). The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor's field(s) of specialisation. In addition to giving tutorials, Tutorial Fellows are normally expected to undertake the following: to meet with students at the beginning of every term to discuss their programme of work and at the end of each term to discuss their academic progress; to report on their students' progress at end of term Collections on one occasion during each academic year; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of term, where appropriate; to assist with College Open Days and outreach activities as appropriate for their subject; and to participate in the annual admissions exercise in December.

The person appointed will be a member of the Governing Body of St John's College (as a Charity Trustee) and will be expected to play a part in the administration of the College, to assist with the admission of undergraduates and postgraduates, and to assist where appropriate in advising the College's graduate students.

The Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College's Statute XIV and associated Bylaws) the College has adopted a retirement age of 30 September immediately preceding the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. Evidence of a satisfactory performance in all the duties of

the post is a prerequisite for re-election after the initial period of five years. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in Classics shall itself terminate on the same date as the Associate Professorship.

External work exceeding 30 days per annum requires the approval of the College.

A Housing Allowance (currently £13,730 p.a., provided the Fellow does not occupy residential accommodation wholly provided by the College) and a Supplementary Duties Allowance (currently £4,870 p.a.) are available, together with a study/teaching room in College. The College also offers a Joint Equity Scheme to assist in house purchase.

An Official Fellow and Tutor at St. John's is entitled to meals in College free of charge when the kitchens are open, and to an entertainment allowance (currently £380 per annum). In addition, the College operates a scheme whereby Fellows' research costs (including travel and books) can be reclaimed, up to a current maximum of £5,000 per annum. Newly appointed Fellows are provided with suitable computer equipment at the beginning of their employment, replaced at regular intervals during the period of their appointment. Private health insurance is also available.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The Fellow will be entitled to apply for sabbatical leave from College duties, without deduction of stipend, at the rate of one term's leave for every six terms of service. An Official Fellow of the College is entitled to apply to the Governing Body for one three-year period of reduced teaching after the completion of ten years' service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks' service with the College at the 15th week before the expected week of birth, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave.

The College has a purpose-built college nursery which provides places for up to 26 babies and young children of College and University staff and students. Located beside the College Sports Ground off Bainton Road in north Oxford, the nursery incorporates a range of state-of-the-art facilities while being homely, warm and welcoming for babies and young children up to the age of five. Further information is available via the nursery's website at <http://www.baintonroadnursery.co.uk/>

Following the offer of the position, appointment will be subject to 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 and (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at:

www.gov.uk/tier-2-general/overview.

Equal Opportunities

St John's College is an Equal Opportunities Employer. Further information can be obtained on the College website at: <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>

University Benefits, Terms and Conditions

Salary

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

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

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

Pension

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

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

Sabbatical leave/dispensation from lecturing obligations

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

Intellectual property and conflicts of interest

Guidance is available on:

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

Membership of Congregation

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

See www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml for further details.

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at www.admin.ox.ac.uk/personnel/during/family/. You will

have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

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

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/

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

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:

www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/

www.admin.ox.ac.uk/personnel/staffinfo/benefits/

Pre-employment screening

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

Length of appointment

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

The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday.

The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

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/.

Offer of employment

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