



## Job Description and Selection Criteria

<b>Post</b>	<b>Professorship of Pathology</b>
<b>Department/Faculty</b>	<b>Sir William Dunn School of Pathology</b>
<b>Division</b>	<b>Medical Sciences Division</b>
<b>College</b>	<b>Lincoln College</b>

### Overview of the post

The University intends to make an appointment to the Professorship of Pathology in the Sir William Dunn School of Pathology, to succeed the current post-holder Professor Herman Waldmann, FRS on his retirement, with effect from 1 January 2013 or as soon as possible thereafter.

The Professorship is a key post in the University's Medical Sciences Division, and it is expected that for five years in the first instance the appointee will also be appointed to the Headship of this highly regarded and exceptionally well-equipped pre-clinical department of the University (<http://www.path.ox.ac.uk/>). The successful candidate will have an outstanding research record and will be of internationally recognised standing in a research area relating to the understanding and/or treatment of human disease. Current research strengths in the Dunn School include immunology, microbiology and molecular, developmental and cell biology. The appointee will be expected to pursue a research programme at the forefront of their subject, to provide research leadership to colleagues, and to co-ordinate and contribute to the department's undergraduate and graduate teaching activities. He/she will have the opportunity to shape the direction of research in the University in the field of pathology, and would be expected to be elected as a trustee of the EP Abraham Research Fund, a registered charity supporting biomedical and chemical research in the Dunn School and Lincoln College, and more broadly within the University of Oxford and its associated colleges.

The Professorship is associated with Lincoln College, which has a distinguished history of research in the biomedical sciences.

Further information about the department may be obtained from Dr CJ Norbury at the Sir William Dunn School of Pathology, South Parks Road, Oxford OX1 3RE (Tel: +44 (0)1865 275540; Email: [chris.norbury@path.ox.ac.uk](mailto:chris.norbury@path.ox.ac.uk)). Further information about the strategic aspects of this appointment may be obtained from the Head of the Division of Medical Sciences, Professor Alistair Buchan (Tel: +44 (0)1865 220346; Email: [head@medsci.ox.ac.uk](mailto:head@medsci.ox.ac.uk)). All enquiries will be treated in strict confidence; and will not form part of the selection decision.

## **Duties of the post**

The Professor of Pathology will be a member of both the University and the College community. He or she 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. He or she will be expected to lead a substantial group undertaking original research and to provide general supervision of research and advanced work in an area of pathology, to provide leadership in administration and management of the Sir William Dunn School of Pathology, and to take on the Headship of the Dunn School on appointment.

He or she will have a role to play in the running of the College as a member and trustee of its Governing Body.

The main duties of the post are as follows:

- providing leadership in research and in the training of medical students and postgraduate scientists;
- delivering lectures and giving instruction in pathology;
- taking part in University examining as and when requested to do so by a committee for the nomination of examiners;
- supervising graduate students as and when requested to do so by a faculty board or other competent body, unless he or she can show reasonable cause, to the satisfaction of the body concerned, why on a particular occasion he or she should not do so;
- acting as a Trustee of Lincoln College and as a member of its Governing Body, attending its meetings (two or three per term) and playing a full part in the governance of the College, including sitting on its sub-committees.

## **Selection criteria**

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, and unsuccessful applicants may request feedback against the published selection criteria for the specific post. (We are, however, unable to provide general advice about the suitability of applicants' CVs for future vacancies in Oxford or elsewhere.) Chairs of selection committees (known as electoral boards) will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

The successful candidate will demonstrate the following.

<b>REQUIREMENTS</b>	<b>ESSENTIAL or DESIRABLE</b>	<b>ASSESSED BY:</b>
The post-holder must be able to demonstrate:		
An outstanding international reputation in scholarship and research, and an excellent publication record, in an area related to the understanding and/or treatment of human disease.	Essential	application, interview
The leadership and managerial skills successfully to head a large department and to contribute effectively to the formation and implementation of divisional and university strategies.	Essential	application, interview
The ability to manage, and generate funding to support, a substantial research team, and to train, guide and motivate research students and junior colleagues.	Essential	application, interview
Experience of university governance and management, and of academic administration.	Desirable	application, interview
The ability to contribute effectively to ensuring the long-term development of pathology in its broadest sense, and to maintaining interest in the subject in Oxford and its wider recognition elsewhere.	Essential	presentation, interview
Commitment to providing and developing inspiring teaching at the undergraduate and postgraduate level.	Essential	presentation, interview
Ability to communicate effectively (in writing and orally).	Essential	application, presentation, interview

## How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post

- the names and contact details (postal and e-mail addresses and telephone number) of precisely **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 ensure that they would be content to write a reference for you for this post, if they were asked to do so.

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.

If you are shortlisted but only Oxford references are available for you, you will be asked at a later stage to provide the name of an additional referee outside Oxford.

Applications should be sent by email to Dr Gwen Booth, Personnel Officer, Senior Appointments at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk).

The deadline for applications is **Monday 5 September 2011**.

Should you have any queries about how to apply, please contact Mrs Elaine Eastgate at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk) or telephone: +44 (0) 1865 280189.

The full membership of the board of electors will be published in the University Gazette (<http://www.ox.ac.uk/gazette/>) when it is finalised. All applications will be acknowledged after receipt and will be considered by the board of electors as soon as possible after the closing date. The board is free to search for other candidates at this or any subsequent stage in its proceedings. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the electors as part of the interview. The board's decision will be communicated as soon as possible after the interview but in some cases there may be a delay while deliberations are ongoing.

# Essential Information for Applicants for the Professorship of Pathology

## 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 university professors, readers, and lecturers, 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 2008-12, can be found at <http://www.admin.ox.ac.uk/praplanningcycle/stratplan.shtml>.

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 about 7,000, well over a third of the full-time 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 Medical Sciences Division

The Professorship is attached to the Sir William Dunn School of Pathology. This Department is part of the Division of Medical Sciences, which also includes the Department of Biochemistry and the pre-clinical departments (the departments of Physiology, Anatomy and Genetics; Experimental Psychology; and Pharmacology) and all the clinical departments of the Medical School (<http://www.medsci.ox.ac.uk/>). The Division is one of the major centres for clinical and basic biomedical research in Europe, with more than 2,200 staff on the payroll and 800 postgraduate students. It achieved first or second place nationally in seven units of assessment (including

Psychology) in the 2008 national Research Assessment Exercise. The annual grant income from external sources for the Medical Sciences Division is over £165 million. The Division fosters the highest possible standards in research, teaching and patient care and seeks to recruit staff who share this vision.

## **The Sir William Dunn School of Pathology**

The Sir William Dunn School of Pathology is perhaps most famous for the pioneering work of Florey, Chain and Heatley in the mid-20<sup>th</sup> century, which led to the clinical application of penicillin, and for numerous other key advances including the development of cephalosporins by Abraham and Newton. The department now provides a vibrant and supportive environment for around 220 academic scientists with a range of research interests within the broad area of pathology. It was awarded the highest rating among UK biomedical research departments in the most recent national research assessment exercise. The recent completion of the Oxford Molecular Pathology Institute (OMPI) has made available to the Dunn School some 5,000m<sup>2</sup> of high-quality space designed to promote collaborative work between research groups, and to attract new recruits at all levels. The department as a whole houses exceptionally well equipped research support facilities for proteomics, light and electron microscopy, flow cytometry, surface plasmon resonance and histology, and benefits from direct access to the University's wide range of electronic journal subscriptions as well as having its own library on site.

The Dunn School has an extensive research programme covering a wide range of fields including immunology, microbiology and molecular, developmental and cell biology. The strong tradition of excellence in immunology goes back to the discovery of lymphocyte recirculation by James Gowans and of the immunoglobulin superfamily by Alan Williams. Under the leadership of Herman Waldmann the department has developed excellence in both innate and acquired immunity, the cellular basis of immunological tolerance and immunity, the signalling networks that underlie these processes, the interplay between the immune system and microbes, and the application of therapeutic antibodies in transplantation, the treatment of immunological disorders and of cancer. Within the broad area of microbiology, the department has gathered together groups studying viruses, archaea, bacteria and protozoan parasites at the genomic, molecular and cellular levels. George Brownlee, who cloned and patented the production and clinical use of recombinant human blood clotting factor IX, first brought molecular biology to the Dunn School in the early 1980s. Molecular studies of gene expression and its regulation, and of DNA replication and repair, remain a major strength of the Dunn School today.

The department provides a distinctively collegial environment that promotes interaction between researchers with diverse interests and engenders a sense of common purpose. Three departmental committee meetings per year give all academic staff an opportunity to become fully involved in strategic planning and other aspects of departmental life. Numerous administrative duties including those relating to finance, personnel, graduate studies, research seminars and annual symposia, are undertaken on a part-time basis by other members of academic staff, with appropriate secretarial support. The department in addition employs full-time staff with responsibility for accounts, information technology, stores, workshop services, technical services, flow cytometry, microscopy, histology and proteomics.

The teaching of medical sciences to undergraduate students is an important core activity of the Dunn School, whose staff provide the Principles of Pathology course during the second year of the Bachelor of Medicine programme, as well as third year courses on Infection and Immunity and Molecular Medicine as part of the honours degrees in Medical and Biomedical Sciences. The department takes on 15-20 graduate students each year for study and research towards a DPhil degree, with 60-80 graduate students on course at any one time.

Laboratory and office space for the Professor of Pathology and his/her research group will be available in one of the three buildings of the department (the original 1926 Dunn School building, the EP Abraham Building opened in 2003 or the newly constructed OMPI building), according to the preference of the appointee and the number of personnel to be accommodated. The department will provide salary support and office space for a Personal Assistant to the Professor.

It is expected that on appointment, the appointee will be appointed to the Headship of Department for a five-year period. Heads of department and institutions are accountable to the divisional board, through the head of division, for the performance of their duties. They are responsible for initiating and maintaining policies within their departments which promote and support learning, teaching and research of the highest quality and which create in the department a climate in which individuals at all levels can work together constructively to further their objectives.

More information about the Sir William Dunn School of Pathology can be found at <http://www.path.ox.ac.uk/>

## **Lincoln College**

As well as working in the Sir William Dunn School of Pathology the appointee will also be a Fellow (that is senior member) of Lincoln 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.

Lincoln is one of the oldest Oxford Colleges with fine historic buildings located in the centre of the City of Oxford. It has a strong sense of collegiality with a reputation for integrating its graduate and undergraduate students in a highly successful traditional community. There are currently 38 permanent and 13 fixed-term Fellows, of whom 27 are also College Tutors responsible for teaching and the welfare of students. About 95 undergraduates and 120 graduates in a wide range of subjects are admitted to Lincoln each year and around 600 students are in residence at any one time.

### **Biomedical Sciences at Lincoln College**

The biomedical sciences are strongly represented in Lincoln and the College has a long association with the Dunn School, having numbered among its Fellows Howard Florey, EP Abraham, Norman Heatley, and others. This legacy lives on in the number of Statutory Professorships in pathology and related sciences that are held at Lincoln. In addition to the Chair in Pathology, the College Fellows include the EP Abraham Professor of Cell Biology (Prof. Peter Cook), the Brownlee-Abraham Professor of Molecular Biology (Prof. Nick Proudfoot), EP Abraham Professor of Chemical Pathology (Prof. Neil Barclay) and the César Milstein Professor of Cancer Cell Biology (Prof. Jordan Raff), all of whom head research groups at the Dunn School. The Newton-Abraham Visiting Professorship in Medical, Biological and Chemical Sciences is also held at Lincoln. In addition to these professorships the College has also elected Professors Oreste Acuto and Bass Hassan as Senior Research Fellows of the College. The current holder of the College's Kemp Post-Doctoral Fellowship in Medical Sciences is a member of Professor Cook's group.

The College has two Tutorial Fellows in Medicine (Drs Nigel Emptage and David Vaux, whose research group is also at the Dunn School) and Dr Pietro Roversi, also of the Dunn School, is the College's EPA Tutorial Fellow in Biochemistry. Lincoln admits 10-12 students each year across the undergraduate courses in Medicine, Biochemistry and Biomedical Sciences. There is also a

lively group of research students. Currently, 80 of the College's 300 graduate students are engaged on programmes in the medical and biomedical sciences and three new EPA Doctoral studentships in Pathology are awarded each year to students of Lincoln. The recently constructed EPA Science Centre, only a few hundred metres from the Dunn School, provides high quality accommodation for many of these students,

The appointee will be elected to a Professorial Fellowship at Lincoln College. The Fellowship carries full membership of the College's Senior Common Room including full rights at common table (lunch and dinner free of charge when the kitchens are open), use of the College's post, telephone, fax and photocopying facilities, and the right to book College rooms for seminars and social functions. Professorial Fellows are able to draw on the Fellows' Research and Equipment allowance, to a maximum of £1,560 per annum, and are entitled to apply to an additional, endowed source of funding for Fellows of Lincoln, the Zhilka Fund.

More details about the College can be found at [www.lincoln.ox.ac.uk](http://www.lincoln.ox.ac.uk).

# Standard Terms and Conditions

## *Standard duties*

(i) to lecture, or hold classes, in at least two of the three university terms and to give at least thirty-six lectures or classes in all and not less than twelve in each of two terms; and

(ii) to undertake research and original work and the general supervision of research and advanced work in your subject and department, and to assist students in their studies by advice or informal instruction.

It is expected that professors will generally participate in the business and affairs of the relevant faculty or department.

## *Salary, benefits and pension*

The salary of the person appointed will be determined by the Vice-Chancellor, after appropriate consultation. In addition the professor will be eligible for consideration, in regular reviews, for one of a number of additional salary awards which may be made in recognition of outstanding academic distinction and/or contribution to the academic work of the University (e.g. in leadership in, or in the development of, some field of study).

The salaries of professors at Oxford are generally above the average of those in other leading UK universities.

An additional pensionable allowance will be payable in respect of any period during which the professor is Head of Department. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

## *Length of appointment*

The professorship is tenable until retirement. At present the normal retirement age is 65, but those who are able to demonstrate an interest in a later retirement date under the University's procedures (details are available on request) may retire at a later date.

The University is currently considering the introduction of an Employer Justified Retirement Age of 67. If adopted, this would mean that, with effect from 1 October 2011, the normal retirement date for all academic and academic-related staff would be 30 September immediately preceding the 68th birthday. There would be a procedure for considering requests from individuals to continue in employment beyond that age.

## *Sabbatical leave and outside commitments*

All professors may apply for sabbatical leave to allow them to focus on their 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.

Professors may also 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. Full details are available on the university website at <http://www.admin.ox.ac.uk/ps/staff/codes/outsidecov.shtml>. Guidance on ownership of intellectual

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

### *Residence*

Professors are required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during at least six months in each academic year, between 1 October and 1 August, and in particular during not less than six weeks of each term.

### *Relocation expenses*

The University has a generous relocation expenses scheme for eligible staff, which covers removal and travelling expenses connected with relocation, as well as up to £6,500 to cover professional fees in appropriate cases. Further details are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

### *Family support*

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/ps/staff/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 <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 <http://www.admin.ox.ac.uk/ps/staff/family/>.

### *Facilities and services*

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/ps/staff/benefits/>.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <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.

### *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 they may need to enter the UK under the Tier 1 (Exceptional talent) category of the UK's points-based system. Further information is available at:

<http://www.ind.homeoffice.gov.uk/workingintheuk/tier1/exceptional-talent/>.

### *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 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 <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).