

Job Description and Selection Criteria

Post	Laudian Professorship of Arabic
Faculty	Oriental Studies
Division	Humanities
College	St John's

Overview of the post

The University intends to appoint a Laudian Professor of Arabic with effect from 1 October 2012 or as soon as possible thereafter.

The Laudian Professorship, established in 1636, is one of the oldest professorships of Arabic in Europe. It plays a pivotal role in teaching and research in Arabic language, literature and civilisation in the University and in the on-going development of Arabic studies, in particular at graduate level. The preferred candidate will be a scholar of the highest international calibre, with an outstanding record of research and publication in Classical Arabic Language and Literature. He or she will provide research leadership in the faculty and be to teach these subjects and inspire students at all levels.

Since 1937, the Laudian Professorship has been associated with a Professorial Fellowship at St John's College. St John's was founded in 1555 and has some of the most beautiful buildings and gardens in the University. It is situated in the historic centre of Oxford.

Queries about the post should be addressed to Ms Charlotte Vinnicombe at charlotte.vinnicombe@orinst.ox.ac.uk or telephone: +44 (0) 1865 278210. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties of the post

The Laudian Professor of Arabic 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 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.

Teaching and Research

The Professor will be required to deliver lectures and give instruction in Arabic and in particular to perform the following duties:

(i) to lecture, or hold classes, in two at least 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 and publish research at an international level of excellence in his or her field, to lead and encourage the research of other colleagues, and to be active in applying for research grants.

It is important to bear in mind that the person appointed will be responsible for instruction in the subject at all levels, from undergraduate teaching to advising on post-doctoral research. The supervision of research students and the provision of specialist advice as appropriate will form important aspects of the Professor's duties.

Examining

The Professor will be required to take part in university examining as and when requested to do so by a committee for the nomination of examiners, unless he or she can show reasonable cause, to the satisfaction of the Vice-Chancellor and Proctors, why on a particular occasion he or she should not do so. (This requirement does not apply to invitations from faculty boards to examine theses submitted for research degrees.)

Supervision

The Professor will be required to act as the supervisor of a graduate student 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.

Headship of departments and faculties

This Professorship is held in the Faculty of Oriental Studies. The Faculty is not departmentally organised, but is instead managed by the Board of the Faculty and by an elected Chair, who normally holds office for two years. The current Chair of the Board of the Faculty is Professor Edmund Herzig.

Every professor or reader who is employed by the University, unless individually exempted, has the obligation to accept the headship of the department or faculty in which his or her post is held if invited to do so by Council.

Faculty administration

The Professor, like other senior academics, will be expected after a period of settling in to make a reasonable contribution to chairing the major sub-committees of the Faculty and to academic administration and leadership.

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.

REQUIREMENTS	ESSENTIAL or DESIRABLE	ASSESSED BY:
A substantial international reputation in scholarship and research in Classical Arabic Language and Literature and an excellent publication record of book-length works and articles in international journals on these subjects.	Essential	application, interview
An on-going research agenda covering the next 5-10 years which will result in further substantial publications of international quality.	Essential	application, interview
The ability to train, guide and motivate research students and junior colleagues, and to develop and present proposals for research funding.	Essential	application, interview
A commitment to providing effective and innovative teaching at undergraduate and postgraduate level.	Essential	Interview, presentation
The ability to contribute effectively to ensuring the long-term development of the subject, and to maintaining interest in it in Oxford and to its wider recognition outside.	Essential	Interview, presentation
Ability to communicate effectively (in writing and orally).	Essential	application, interview, presentation
Experience of university governance and management, and of academic administration.	Desirable	application, 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.

The deadline for applications is **Monday 7 November 2011**.

Should you have any queries about how to apply, please contact Mrs Elaine Eastgate at 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 Laudian Professorship of Arabic

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/prs/planningcycle/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

The Humanities Division

The Faculty of Oriental Studies is part of the Humanities Division along with more than a dozen other Faculties and institutions. For more information about the Humanities Division see <http://www.ox.ac.uk/divisions/humanities.html>

The Faculty of Oriental Studies

The Faculty of Oriental Studies, located on a number of sites but with its centre in the Oriental Institute on Pusey Lane in the centre of Oxford, is one of the largest institutions of its

kind in Europe. The academic staff in Oriental Studies teach and research the ancient and modern languages, literatures, and histories of the Near and Middle East, South Asia, and East Asia. The Faculty comprises three Sub-Faculties, within each of which there are separate subject groups. Arabic falls within the Islamic World Subject Group (IWSG) of the Sub-Faculty of Near and Middle Eastern Studies.

The Faculty has some 180 undergraduate students and 239 postgraduate students (120 taught, 119 research) and over 90 teaching and research staff across an extremely wide range of subjects. It was ranked exceptionally high in the most recent external assessment of its teaching and research, the Research Assessment Exercise for 2008. Forty-four staff members were entered in the Middle East and Africa unit of assessment, nearly twice as many as the next largest entry. The submitted research of 40% of those staff was awarded the top rating of 4* ("Quality that is world-leading in terms of originality, significance and rigour"), the highest proportion of any university entered in this unit of assessment, with another 30% gaining 3* ("internationally excellent").

The main fields of research in Arabic Studies currently being pursued in the Faculty, in addition to Classical Arabic literature, are: Modern Arabic Literature, Arabic Linguistics, Arabic Popular Literature and Culture, Islamic History, Qur'an and Hadith, Islamic Law, Islamic Philosophy and Thought, Islamic Science and Medicine.

As well as the Laudian Chair, there are the following statutory Professorships (all endowed) in the Faculty in allied subjects: the Khalid bin Abdullah Al-Saud Chair for the Study of the Contemporary Arab World (Professor Clive Holes); the His Highness Shaikh Hamad bin Khalifa Al-Thani Chair for Islamic Studies (Professor Tariq Ramadan); the I.M. Pei Chair for Islamic Art and Archaeology (Professor Oliver Watson); and the Masoumeh & Fereydoon Soudavar Chair of Persian (Professor Edmund Herzig). In addition, Professor Jeremy Johns hold a titular professorship in Islamic Art and Archaeology. A complete list of Faculty academic staff categorized by subject is available at: <http://www.orinst.ox.ac.uk/staff/faculty.html>.

Resources

The Oriental Institute Library, situated on the ground floor of the Oriental Institute, has an excellent working collection of books, reference works and periodicals on all subjects taught and researched in the Faculty, from which staff members may freely borrow. The Bodleian Library, the university's main research library, is a Legal Deposit library and has comprehensive holdings in Arabic and Middle Eastern Studies and a large collection of Arabic manuscripts, including many unique and rare items.

There are a number of Trust Funds which support research in Arabic, and the Sub-Faculty has funds to support research assistance, publications, and conference attendance.

The Professor will have a work/teaching room and personal computing facilities in the main Oriental Institute building. He or she will have access to shared administrative and secretarial resources in the faculty, and will also receive support from the Divisional Research Facilitators for external grant applications, and administrative support from the faculty for the management of research projects.

The faculty will provide a 'start-up' budget of £7,500 during the first two years of the appointment, from which can be purchased I.T. equipment and any exceptional items required by the ne professor. The budget may also be used to cover the cost of the professor's inaugural lecture and any conferences, seminars etc. organised by the professor on his or her arrival to Oxford.

The Near and Middle East Sub-Faculty receives an allocation from the Faculty Board for distribution to staff and students in support of research activities of any kind. An application may be made for up to £800 per annum.

The John Fell OUP Research Fund will make small or large research grants, seedcorn and start-up grants, and provide funds to stimulate applications to external agencies. This fund is also currently used to bring research projects to fruition in time for the forthcoming Research Excellent Framework exercise in 2012.

Teaching

At undergraduate level, Classical Arabic Literature is a compulsory component of the BA degree in Arabic, as well as in the BA in European and Middle Eastern Studies for those who choose Arabic as their Oriental language. Classical Arabic Literature is also taught as an element of the BA course in Classics and Oriental Studies. The Laudian Chair-holder will be expected to teach on these courses.

At graduate level, the current Laudian Professor contributes to literature options within the two-year taught Masters degree in Islamic Studies and History, and there is also a regular requirement for one-year Masters and doctoral supervision in Classical Arabic Literature. The appointee will be expected to continue the successful record of post-graduate supervision at Masters and DPhil level. The present postholder has attracted two British Academy 3-year Postdoctoral Fellows in Classical Arabic to the subject group in the last three years (Dr Marlé Hammond, Dr Nefeli Papoutsakis), and two 2-year Mellon Career Development Fellowships in Arabic Literature in the same period (Dr Yossef Rapaport, Dr Istvan Kristo-Nagy, Dr Abdulrazzak Patel); the person appointed will be expected to continue to encourage applications for post-doctoral fellowships in the Faculty.

It is expected that the appointee will take a lead in the review and development of new taught graduate courses with a Classical Arabic Literature component. One possibility would be a new two-year taught Masters degree (MPhil) in Arabic Literature aimed at those who already have a BA degree in Arabic or equivalent. Here, there is the possibility of team-teaching with colleagues who have complementary expertise: Dr Mohamed-Salah Omri (Modern Arabic Literature) and Prof Clive Holes (Arabic Popular Literature). Another possibility is an MPhil in Comparative Literature, involving Middle Eastern (Arabic, Persian, Turkish, Hebrew) and European literatures.

Further information may be obtained from the faculty website at: <http://www.orinst.ox.ac.uk/>,

St John's 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.

St John's College proposes to offer a Professorial Fellowship in association with the Laudian Professorship of Arabic. The Professor will be a full member of the College's Governing Body and the Senior Common Room. The Professor will be entitled to apply for reimbursement of research expenses up to a maximum of £2,500 per year. A Responsibility Allowance is also available. Professorial Fellows may be asked to act as college advisers for graduate students in their field, and it is hoped that they will play a role in encouraging and developing the research culture within the College.

Founded in 1555, St John's College is among the older of the thirty-eight colleges of Oxford University. Like all the colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College currently has approximately 375 undergraduate and in excess of 250 graduate students. Most of the subjects on offer at Oxford University can be studied at the College. There are currently approximately 20 students studying subjects under the aegis of the Oriental Studies Faculty, including a small number of graduate research students.

The College is committed to maintaining an internationally excellent teaching and research environment. A vibrant international community, it fosters intellectual rigour, creativity, and independence in its students, teachers, and researchers. The College's Research Centre was established in 2001 to provide focus and support for intellectual and academic life as it already exists, and to support new research, particularly of an interdisciplinary nature that might otherwise be unfunded, and to enhance the College's role in promoting first-class innovative research in the University of Oxford and the academic community at large.

Among the Fellows of the College are over 30 Tutorial Fellows, 9 Professorial Fellows and 18 Junior Research Fellows at the present time. 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 approximately 50 Fellows.

The University Lecturer in Modern Arabic, Dr Mohamed Salah Omri, is a St John's Tutorial Fellow. From 2002 to 2005, the St John's College Research Centre funded a project in Arabic Poetry and Comparative Poetics, run by the Laudian Professor, the College's Tutorial Fellow in Arabic (at that time Dr Robin Ostle), and two research fellows, Dr Marle Hammond and Walid Khazendar, himself a poet. For more details see:

<http://www.sjc.ox.ac.uk/2628/Past%20Projects%20to%202009.html>

More information about the College may be found at <http://www.sjc.ox.ac.uk/>.

Standard Terms and Conditions

Standard duties

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

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/Faculty Board Chairman. (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. 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.

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

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