

Job Description and Selection Criteria

Post	Numata Professorship of Buddhist Studies
Department/Faculty	Oriental Institute
Division	Humanities
College	Balliol

Overview of the post

The University intends to appoint a Numata Professor of Buddhist Studies with effect from 1 October, 2012, or as soon as possible thereafter.

The Numata Chair was created in 2006 by means of a generous donation from the Bukkyo Dendo Kyokai (BDK) of Tokyo, held in trust by Balliol College. It is named after the BDK's founder, Mr Yehan Numata. The Chair plays a pivotal role in teaching and research in Buddhist studies in the University and in the on-going development of Buddhist studies, both at the undergraduate and at the graduate level. A scholar of the highest international calibre is sought, with an outstanding record of research and publication in any area of Buddhist Studies, and the ability to teach and inspire students at all levels.

The Numata Professorship is associated with a Professorial Fellowship at Balliol College. Balliol is one of the most ancient of the Oxford colleges, having been founded in 1263. It enjoys a reputation as one of Oxford's most academically dynamic and publically engaged colleges. Balliol is situated in the historic centre of the city of Oxford.

Further information may be obtained from Ms Charlotte Vinnicombe in the Faculty of Oriental Studies (charlotte.vinnicombe@orint.ox.ac.uk) and all enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties of the post

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

Teaching and Research

- (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 provide strong research leadership, and to be active in applying for research grants.

It is important to bear in mind that the person appointed will give 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.

The professor will also serve on committees of the Faculty and the College, and it is expected that senior academics, such as the Numata Professor, will also chair major Faculty committees, though only after a period of settling in.

Selection criteria

The University interprets Buddhist Studies widely, to include all historical periods and all relevant academic disciplines. The Faculty assumes that research and teaching at the highest standard in this subject will best be carried out by someone who has attained a high degree of expertise in at least two of the major Buddhist languages of Asia. The successful candidate will be one who, whatever his or her specialization, can through a broad interest in the whole sweep of the history of Buddhism provide leadership for the Buddhist Studies Unit of the Oriental Studies Faculty, and draw together other aspects of the study of the cultural and religious history of Asia currently represented within the University. The Oriental Studies Faculty would particularly welcome applications from those whose research expertise complements the faculty's existing strengths.

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 selection criteria for this post are as follows:

REQUIREMENTS	ESSENTIAL or DESIRABLE	ASSESSED BY:
The postholder must be able to demonstrate:		
Substantial international reputation in scholarship and research and excellent publication record in international journals in Buddhist Studies	Essential	application, interview
The ability to provide strong research leadership in the subject, including the ability to manage a substantial research team, to train, guide and motivate research students and junior colleagues, and to develop and present proposals for funding	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 contribute effectively to ensuring the long-term development of the subject, and to maintaining interest in the subject in Oxford and its wide recognition outside	Essential	presentation, interview
Commitment to providing effective and innovative teaching at undergraduate and postgraduate level on a wide range of topics in Buddhist Studies	Essential	presentation, interview
Record of successful supervision at doctoral level	Essential	application, interview
Ability to communicate effectively (written and orally)	Essential	application, presentation, interview
Expertise in at least two of the major languages of Asian Buddhism, and ability to use the primary sources that are central to Buddhist Studies	Essential	application
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 21 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 Numata Professorship of Buddhist Studies

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 in the centre of Oxford, is one of the largest institutions of its kinds in

Europe. Its staff teach and research the ancient and modern languages, literatures, and histories of the Near and Middle East, South Asia, and East Asia. The Faculty is not departmentalized, but is divided into four Sub-Faculties, within each of which there are separate subject-groups. Specialists in Buddhist Studies belong to several subject groups in the South Asia and East Asia subfaculties.

The faculty has some 180 undergraduate students and 239 postgraduate students (120 taught, 119 research) and over 90 teaching and research staff working across an extremely wide range of subjects. The Faculty of Oriental Studies is committed to the view that its disciplines must be studied on the basis of mastery of the original languages in which they were communicated. The Faculty of Oriental Studies is constantly developing programmes of teaching and research on regions from Japan in the East to Muslim Spain in the West, and from late prehistory to the present day. Approaches and disciplines range widely, including language, literature, history, social sciences, archaeology and art history, among others.

The Faculty website is at: <http://www.orinst.ox.ac.uk/>, and a complete list of Faculty academic staff categorized by subject is available at: <http://www.orinst.ox.ac.uk/staff/faculty.html>

The Buddhist Studies Unit

The Buddhist Studies Unit is established within the Faculty and has as its purpose to coordinate the activities of all specialists within the University who work in the field of Buddhist Studies, and to encourage the academic study of Buddhism within the University. The Numata Professor will be expected to take a turn as director of the Buddhist Studies Unit.

Please visit <http://www.orinst.ox.ac.uk/isa/buddhist/index.html> for further information.

Research support facilities, including library provision and relevant trust funds

Oxford has excellent library resources for Buddhist Studies, which are kept in collections associated with the different parts of Asia. For South and Inner Asian Studies these resources are supported by the Bodleian Library which includes the Indian Institute Library. The Oriental Manuscripts department at the Bodleian possesses one of the finest collections of pre-modern South Asian manuscripts in the world. For East Asian Studies, there are, in addition to the main Bodleian collection, special libraries both for Japanese and for Chinese. Other collections are located in the Sackler Library and the Theology Faculty.

This range of central University provision is supported by college libraries. The SOLO cataloguing system incorporates the holdings of all major and most other college libraries.

The University and colleges also house a number of world-class museum collections supported by expert curators, notably the Ashmolean Museum, the Pitt Rivers Museum, the Museum for the History of Science, and the Christ Church Picture Gallery.

There are funds for the encouragement of Indian, Japanese and Chinese studies at the University on which the Numata Professor may be able to draw, among them the Davis (Chinese), Max Müller Memorial (India), and Sasakawa (Japanese) funds. These funds are managed by the Oriental Studies Board, which has designated responsibility to a management committee. The committees make recommendations on grants connected with the advancement of studies in their dedicated subjects within the University. The Faculty's Sub-Faculties may also be approached for travel and research grants.

IT support is provided by Oxford University Computing Services and by the IT Support Officer in the Faculty of Oriental Studies.

Academic staff in related areas of study

South and Inner Asian Studies:

With Professor Alexis Sanderson (Spalding Professor of Eastern Religions and Ethics), Professor Christopher Minkowski (Boden Professor of Sanskrit), Dr James Benson (University Lecturer in Sanskrit), Dr Ulrike Roesler (University Lecturer in Tibetan), Dr Imre Bangha (University Lecturer in Hindi), and one Instructor in Tibetan, currently the faculty is able to cover a broad range of classical Indology, including Sanskrit, Prakrit, and Pali, and also Tibetan and Hindi.

East Asian Studies:

With Dr Robert Chard (University Lecturer in Classical Chinese), Dr Laura Newby (University Lecturer in Chinese), Dr Hilde de Weerd (University Lecturer Chinese History), Dr Margaret Hillebrandt (University Lecturer in Modern Chinese), and four instructors and departmental lecturers in Chinese language and history, the Faculty is able to cover a broad range of classical Sinology. The Shaw Professorship in Chinese is currently vacant, but the Faculty anticipates that the position will be filled beginning in October, 2012.

With Professor Bjarke Frellesvig (Professor of Japanese Linguistics), Dr Phillip Harries (University Lecturer in Japanese), Dr Linda Flores (University Lecturer in Japanese Literature), Dr Jay Lewis (University Lecturer in Korean History), Dr Jieun Kiaer (University Lecturer in Korean Language and Linguistics), three language instructors and two tutors in Japanese and Korean, the Faculty is able to cover a broad range of pre-modern Japanese and Korean Studies.

Specialists in Other Faculties, and in the Libraries and Museums

There are specialists in Buddhist Studies in other Faculties of the University, including Professor David Gellner (Professor of Social Anthropology) and Dr Sondra Hausner (University Lecturer in the Study of Religion – Theology). There are also specialist librarians for Indian and Tibetan Studies, for Chinese, and for Japanese. Dr Clare Harris (University Reader-Curator in Anthropology) is the curator for the Asian collections at the Pitt Rivers Museum. The Ashmolean Museum employs curatorial specialists in Indian art and Indian numismatics, Dr Andrew Topsfield and Dr Shailendra Bhandare, respectively, as well as Mrs Shelagh Vainker (Curator of Chinese Art), and Dr Clare Pollard (Curator of Japanese Art).

Faculty provision

Most teaching members of the Faculty of Oriental Studies are based at the Oriental Institute which, in addition to teaching and lecture rooms, also houses a library, a newly-refurbished language laboratory, a common room and the faculty office.

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.

New professors in the Humanities have available to them a start-up budget of up to £7,500 to cover the cost of IT equipment, travel, conference attendance, books, furniture, etc.

The Faculty website is at: <http://www.orinst.ox.ac.uk/>, and a complete list of Faculty academic staff categorized by subject is available at: <http://www.orinst.ox.ac.uk/staff/faculty.html>

Balliol 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.

Balliol is one of the most ancient Colleges in Oxford and is well-known for its outstanding intellectual tradition. It has some 60 permanent academic staff (known as Fellows), and provides a small supportive community for students and academics. College colleagues will often be international scholars from a range of disciplines. The Professor of Sanskrit, for example, is a Fellow of Balliol and the College is particularly strong in the Humanities, especially in History and Classics. It also has an unusually large and active graduate community, based around Holywell Manor, where many graduate students live. The College has recently converted St Cross Church, next door to Holywell Manor, into a special Historic Collections Centre and its extensive archives and medieval manuscripts will be held there.

An Official (Professorial) Fellowship carries with it no additional stipend, but all Fellows are full members of Balliol's Senior Common Room. The facilities provided include breakfast, lunch and dinner in College on weekdays during term and also during large parts of the vacation; lunches are also generally available on Saturdays, and dinners on Sunday Concert Nights. All these meals are free of charge. The professor will have access to post, fax and photocopying services and to facilities for accommodating academic visitors in College guest rooms (when available). There is an academic support allowance of £545 per annum for expenditure on books, conference travel, computer equipment, etc. Balliol operates a small (16-place) Day Nursery, about which further information is available at <http://web.balliol/official/nursery/index.asp>

The professor will be a full member of Balliol's Governing Body (the principal executive body of the College, of which all Fellows are members), which meets three times every term. Professorial Fellows are able to serve on college committees, and are asked to do so from time to time, though there is no expectation of their taking on a major college office. Although there are no official College teaching duties, it is hoped that the professor will seek to contribute to the intellectual life of the College and the educational experience of its students.

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

The Oxford Centre for Buddhist Studies

The Oxford Centre for Buddhist Studies (OCBS) (<http://www.ocbs.org>) is a Recognised Independent Centre of the University. That is, it is a fully independent organisation, but one that works with the University in furthering shared goals of research and teaching. Founded in 2004, it received formal recognition from the University in September 2006.

The OCBS sponsors lecture series, summer instruction, academic visitors, and other academic activities which contribute to the academic environment in which Buddhist Studies is pursued in Oxford. The Numata Professor will be invited to participate in guiding the work of the Centre.

For further information about the Oxford Centre for Buddhist Studies (OCBS) see <http://www.ocbs.org/>.

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/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. 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

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>).