

## Job Description and Selection Criteria

<b>Post</b>	<b>Shaw Professorship of Chinese</b>
<b>Department/Faculty</b>	<b>Oriental Institute</b>
<b>Division</b>	<b>Humanities</b>
<b>College</b>	<b>University College</b>

### Overview of the post

The University intends to appoint a Professor of Chinese with effect from 1<sup>st</sup> September 2012 or as soon as possible thereafter.

The Shaw professor plays a central role in research and teaching in Chinese language, literature and civilization in the University. The preferred candidate will be a scholar of the highest international calibre, with an outstanding record of research and publication in pre-modern or early modern studies, the ability to teach and inspire students at all levels, and the ability and willingness to undertake administration. He or she will possess strong leadership qualities and will be ready to represent and promote the interests of Chinese Studies in Oxford, as well as nationally and internationally.

The Chair, which is based in the Faculty of Oriental Studies, dates from the appointment of James Legge as Professor of Chinese in 1876, and was most recently held by Professor Tim Brook. Previous holders of the Professorship in Chinese have included David Hawkes, Piet van der Loon and Glen Dudbridge, FBA. The post was endowed by the Shaw Benefaction in 1990 and established as the Shaw Professorship in 1992. All previous holders of the Chair have been leading scholars in pre-modern Chinese Studies.

The Shaw Chair is associated with a professorial fellowship at University College, one of the oldest colleges in Oxford. University College is known as a centre of excellence in the humanities and social sciences. The College's commitment to the research efforts of its Fellows is reflected in the provision of Visiting Fellowships, research and conference grants, a significant number of stipendiary Junior Research Fellowships, and a number of research centres. It has a vibrant student body, and admits for Egyptology and Chinese Studies at both the undergraduate and graduate levels.

Further information may be obtained from Ms Charlotte Vinnicombe, Secretary to the Faculty Board of Oriental Studies ([charlotte.vinnicombe@orinst.ox.ac.uk](mailto:charlotte.vinnicombe@orinst.ox.ac.uk)). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

## **Duties of the post**

The Shaw Professor of Chinese 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 one or more fields of Chinese Studies 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, as do all professors in the Faculty of Oriental Studies, the person appointed will provide 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 other faculty boards to examine theses submitted for research degrees.)

### *Supervision*

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

### *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 post-holder, 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. Within the Chinese subject group the post-holder will be expected to maintain oversight of the delivery of the various teaching programmes and the career development of junior colleagues. He or she will be eligible to be appointed as the Director of the Institute for Chinese Studies. The post-holder will also work with the University Development Office, members of the Institute for Chinese Studies and the China Centre to identify and support fund-raising opportunities and initiatives.

### **Selection criteria**

Applications will be judged by the Electoral Board 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 postholder must be able to demonstrate:		
Substantial international reputation in scholarship and research and an excellent publication record of book-length works and articles in international journals in pre-modern or early-modern Chinese Studies.	<i>Essential</i>	<i>application, interview</i>
An on-going research agenda covering the next 5-10 years which will result in further substantial publications of international quality.	<i>Essential</i>	<i>application, interview</i>
A solid linguistic knowledge of both Classical and Modern Chinese and an interest in promoting the study and teaching of both the modern and classical languages	<i>Essential</i>	<i>application, interview</i>
An ability and enthusiasm for teaching both undergraduate and graduate students over a range of subjects (including text teaching), as well as the ability to train, guide and motivate research students and junior colleagues.	<i>Essential</i>	<i>application, interview</i>
The ability to contribute effectively to ensuring the long-term development of Chinese Studies, and to maintaining interest in the subject in Oxford and its wide recognition outside	<i>Essential</i>	<i>presentation, interview</i>

<b>REQUIREMENTS</b>	<b>ESSENTIAL or DESIRABLE</b>	<b>ASSESSED BY:</b>
The postholder must be able to demonstrate:		
Experience of university governance and of academic administration	<i>Essential</i>	<i>application, interview</i>
Ability to lead, organize and inspire colleagues and students alike	<i>Essential</i>	<i>application, presentation, interview</i>
A record of obtaining external funding for individual research or larger projects	<i>Desirable</i>	<i>application</i>

## 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 14 November 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 Shaw Professorship of Chinese

## 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](http://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. Chinese falls within the Sub-Faculty of East Asian Studies.

The Shaw Professor will play a key role in the development of Chinese Studies, both within the Faculty of Oriental Studies and across the wider University. Oxford has long been an internationally-recognized centre of excellence in pre-modern Chinese Studies. In recent years new appointments and courses in the social sciences and major grants from HEFCE and the Leverhulme Trust have ensured that modern Chinese Studies is now also embedded throughout the University. The new China Centre acts as an umbrella institute to promote collaboration between those working in pre-modern and modern studies, to co-ordinate activities and engage in strategic thinking about the development of Chinese. The Shaw Professor will work with faculty colleagues to build on existing strengths in Oriental Studies, while representing Humanities scholarship in the strategic development of teaching and research on China across the University, as Oxford consolidates its position as a world-leading centre in all fields of Chinese Studies. Strong academic leadership is especially crucial at the current juncture, when Chinese Studies is more widely dispersed among several departments than ever before, when there are major new initiatives gathering momentum.

With its emphasis on culture and language, both classical and modern, the Faculty of Oriental Studies is well placed to complement the specialised teaching of China that is now embedded in other faculties and departments in Oxford. The new Professor will be expected to spearhead initiatives to make the work of the faculty more widely known throughout the university, to promote inter-disciplinary projects across faculties and divisions, and to take a lead in developing externally-funded research projects. Oxford's long-standing pre-eminence in the teaching of classical Chinese and pre-modern China is well known throughout the UK and Europe, but the breadth of the graduate courses on offer and the unique nature of the teaching, with its strong focus on language skills and text reading, are still relatively little known in the United States and East Asia. The Shaw Professor will play an active role in promoting the graduate courses and research training offered by the faculty, as well as attracting his or her own group of international research students.

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. The Faculty was ranked exceptionally high in the most recent external assessment of its teaching and research, the Research Assessment Exercise for 2008. Its annual budget is over £7 million, including trust fund income of some £1.4m. In addition, the Faculty secures grants from a wide variety of sources to support research, principally from the Arts and Humanities Research Council and the Leverhulme Trust, but also from the Mellon Foundation, the Nuffield Foundation and the Economic and Social Research Council. External research income in 2009-10 amounted to £1.3 million (including overhead income) and the Faculty is committed to continuing to build up its research activity and income.

At the undergraduate level, the Faculty offers Chinese, Japanese, Arabic, Persian, Turkish, Sanskrit, Egyptology and Ancient Near Eastern Studies, Jewish Studies and Hebrew Studies, plus the following additional languages Akkadian, Aramaic and Syriac, Modern and Classical Armenian, Coptic, Hindi, Korean, Old Iranian, Pali, Prakrit and Tibetan. Last year there were 174 undergraduates on course for the BA in Oriental Studies, in addition to students reading for joint BA degrees in Classics and Oriental Studies, European and Middle Eastern Languages, and Theology and Oriental Studies.

As well as the Shaw Professor, there are the following statutory Professorships in the Faculty: the Regius Professor of Hebrew (Professor Hugh Williamson), the Laudian Professor of Arabic (Professor Geert Jan van Gelder), the Professor of Egyptology (Professor John Baines), the Spalding Professor of Eastern Religions and Ethics (Professor

Alexis Sanderson), the Professor of Indian History and Culture (Professor Rosalind O'Hanlon), the Numata Professor of Buddhist Studies (Professor Vesna Wallace), the Boden Professor of Sanskrit (Professor Christopher Minkowski), the Khalid bin Abdullah Al-Saud Professor for the Study of the Contemporary Arab World (Professor Clive Holes); the His Highness Shaikh Hamad bin Khalifa Al-Thani Professor for Islamic Studies (Professor Tariq Ramadan); the I.M. Pei Professor for Islamic Art and Archaeology (Professor Oliver Watson); and the Masoumeh & Fereydoon Soudavar Professor of Persian (Professor Edmund Herzig).

The following academic staff have offices in the Institute for Chinese Studies and teach on the graduate and undergraduate degree courses: Dr Robert Chard, University Lecturer in Classical Chinese (history and religion of imperial China); Dr Hilde de Weerd, University Lecturer in Chinese History (Chinese history, 600-1700 and Chinese intellectual history and political culture in imperial China); Dr Peter Ditmanson, Departmental Lecturer (Chinese intellectual and cultural history, 13th-19th centuries), Ms Fang Jing, Instructor in Chinese (sociolinguistics, applied linguistics, teaching Chinese as a foreign language), Dr Margaret Hillenbrand, University Lecturer in Modern Chinese (Modern Chinese and Japanese Literature; East Asian comparative literature; Chinese cinema; Asian American literature and cinema), Ms Hu Bo, Instructor in Chinese (teaching Chinese as a foreign language), Mr Kan Shio-yun, Senior Instructor in Modern Chinese (teaching Chinese language through web-based tools; Chinese as a second language), Dr Dirk Meyer, University Lecturer in Chinese Philosophy (Chinese Philosophy; orality and literacy in early Chinese philosophical discourse; excavated manuscripts; phonology and palaeography), Professor Rana Mitter, University Lecturer in the Politics and History of Modern China, Faculty of History and Department of Politics and International Relations (history of the Republican period; contemporary politics, nationalism and ideology), Dr Laura Newby, University Lecturer in Chinese (history of late imperial China, the borderlands and non-Han peoples, Manchu studies), Dr Nie Hongping, Faculty Tutor (nationalism, political/ideological education; contemporary internet culture), Dr Biljana Scott, Faculty Tutor in Chinese Linguistics (Chinese Linguistics), Ms Song Yang, Shaw Instructor in Chinese (linguistic studies of modern Chinese; Chinese as a second language), Ms Shelagh Vainker, University Lecturer in Chinese Art and Curator of Chinese Art (early Chinese art; Chinese ceramics) and Dr Justin Winslett, Departmental Lecturer in Chinese (religion, myth and folklore of early and middle China, history and intellectual traditions of early China).

Scholars working in other Faculties, Departments and Colleges in Oxford whose research is focused on China include Professor Craig Clunas (Art History), Professor Vivienne Shue (Politics), Dr Elizabeth Hsu (Anthropology), Professor Dame Jessica Rawson (Archaeology) and Dr Karl Gerth (History), Dr Roderick Campbell (Archaeology), Dr Biao Xiang (Social Anthropology), Dr Christine Wong (Economics), Dr Anna Lora-Wainwright (Geography), Dr Nicholas Bunnin (Philosophy), Professor Rosemary Foot (International Relations), Dr Patricia Thornton (Politics), and Dr Rachel Murphy (Sociology).

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 website of Chinese Studies at in Oriental Studies is at:

<http://www.orinst.ox.ac.uk/ea/chinese/index.shtml>

### *Resources*

The Institute for Chinese Studies, where the Shaw Professor will be based, is constitutionally and administratively a part of the Oriental Studies Faculty, but has a wider role to play in Chinese Studies at Oxford and also acts as a centre for visiting scholars from the Chinese

world. The Institute, in Walton Street, houses teaching and seminar rooms, a lending library, a language laboratory, together with a common room. The Chinese library has an excellent working collection of books, reference works and periodicals on all the areas of Chinese Studies taught and researched in the Faculty.

The Bodleian Library, the university's main research library, is a Legal Deposit library. Its Chinese collection is the largest and fastest growing of any university library in Europe. It comprises over 200,000 printed titles together with a substantial coverage of electronic resources, including the major periodicals and newspaper databases. The collection is divided between the basic reference and teaching collection in the Institute for Chinese Studies (some 35,000 volumes), and the much larger research collection which is housed in the Library's new depository in Swindon. Books housed in the depository are delivered to readers on request. The Library has a continuous history of collecting Chinese books since Bodley made the first accession in 1604, and its pre-modern collections are also among Europe's largest.

There is a trust fund for promoting the study of China, and the Sub-Faculty of East Asian Studies also has funds to support research assistance, publications, and conference attendance.

The Shaw Professor will have an office in the Institute of Chinese Studies in Walton Street. The office adjoins that of the Institute's administrator, Mrs Rosanna Gosi, who oversees the day to day running of the building and provides secretarial and administrative support.

The Professor will 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 new 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.

### *Teaching*

The Chinese subject group is responsible for the delivery of a BA degree in Chinese, which comprises courses in modern and classical Chinese language and texts, as well as a range of compulsory and optional subjects including history, literature, philosophy, linguistics and art. This is a four year course with approximately 12-15 students in each year group. Students spend the second year of their course in China. Chinese is also available as a subsidiary language to students reading for the BA degree in Japanese.

At Masters' level the faculty offers a two-year MPhil in Modern Chinese Studies, which accepts approximately 10 students every year, and a one-year MSt which is designed as a research training degree for those working on traditional and modern China. Those enrolling for the MSt and DPhil number approximately 6-10 per year. In conjunction with colleagues in Japanese and Korean, the Chinese subject group has also recently launched a new MPhil in Traditional East Asia.

The Shaw professor will be expected to teach, including Chinese text classes, on the BA degree course in Chinese (and Chinese as a subsidiary language) and on the MSt and MPhil graduate taught courses.

The post-holder will be expected also to continue the successful record of post-graduate supervision at Masters and DPhil level and of attracting Post-Doctoral Fellows in Chinese Studies to the Faculty.

## **University 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.

Founded in 1249, University College is one of the oldest 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 around 360 undergraduates and in excess of 200 graduate students. Most of the core subjects on offer at Oxford University can be studied at University College.

The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the Master (the Head of the College) together with most of the Fellows. The Shaw Professor will be a member of the Governing Body and a trustee of the College, and will be expected to play a full part in the College's self-governance. The current Master is Sir Ivor Crewe, former Vice-Chancellor of Essex University and a distinguished political scientist. Among the Fellows of the College are six Professorial Fellows (i.e. holders of statutory professorships), some thirty-two Tutorial Fellows and eleven non-Tutorial Fellows, as well as up to ten Junior Research Fellows at any one time. The Reader in Coptic, Professor Mark Smith, is a Fellow of the College. All these categories of academics are members of the Senior Common Room, which provides intellectual, dining, and social benefits.

University College is committed to maintaining a vibrant and internationally excellent teaching and research environment. It accordingly expects its Fellows to be active in research and to contribute to a high-quality teaching and learning experience for its student body.

University College currently has undergraduates and graduate students from many nationalities. It has one of the highest concentrations of Chinese students in the collegiate University, and has an Adviser for International Students, Ms Fang Jing, to provide guidance and welfare support.

University College takes pride in being seen as a place for open minds, where the highest standards of academic endeavour and achievement are pursued in an informal and friendly atmosphere. The College is strongly committed to attracting and supporting the best students regardless of their social or educational background.

# 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>).

#### *Glossary of Oxford terms*

A glossary of Oxford terminology is available at  
[http://www.ox.ac.uk/about\\_the\\_university/introducing\\_oxford/oxford\\_glossary/](http://www.ox.ac.uk/about_the_university/introducing_oxford/oxford_glossary/)