Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship (or Professorship) of Cognitive Neuroscience, in association with a Tutorial Fellowship at New College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Faculty</td>
<td>Experimental Psychology, 9 South Parks Road, Oxford, OX1 3UD</td>
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<tr>
<td>Division</td>
<td>Medical Sciences Division</td>
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<tr>
<td>College</td>
<td>New College, Oxford OX1 3BN</td>
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<tr>
<td>Contract type</td>
<td>Five years in the first instance, then reappointment to retiring age upon completion of a successful review.</td>
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<tr>
<td>Salary</td>
<td>Grade 10a: £44,620 - £59,914 p.a. + £22,410 p.a. taxable and pensionable college housing allowance and other college benefits.</td>
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</tbody>
</table>

Overview of the post

We are seeking to appoint a candidate with an internationally strong research profile who would complement existing research strengths in the Department. We would particularly welcome candidates who would strengthen the research grouping in cognitive neuroscience.

The University of Oxford uses the grade of associate professor for most of its senior academic appointments, including this position. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The person appointed will be expected to take up this post by 1 October 2015.

Queries about the post should be addressed to Professor Glyn Humphreys, Head of Department, at glyn.humphreys@psy.ox.ac.uk or telephone: +44 (0) 1865 271356 or Professor Kia Nobre, at kia.nobre@psy.ox.ac.uk. Applications (electronic copy) should be sent to the PA to the Head of Department, Dept of Experimental Psychology, South Parks Road, Oxford OX1 3UD at hod.secretary@psy.ox.ac.uk.

All enquiries will be treated in strict confidence; they will not form any part of the selection process.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level, and the Department holds a similar level of award. Contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford.
Duties of the post

The Associate Professor will be a member of both the University and the College community. He or she will be part of the stimulating research community which Oxford offers and have access to the excellent research facilities available. It is expected that research and publications will be at the highest international level. He or she will also have a role to play in the running of the College as a member of its Governing Body (a Charity Trustee).

The successful candidate will have the ability and commitment to contribute effectively to the Department's programme of undergraduate and graduate teaching, at a level appropriate to the standards of Oxford students. As an Associate Professor, he or she will be required to engage in advanced study and research and to co-operate in the teaching and administrative work of the Department of Experimental Psychology and the Medical Sciences Division, under the direction of the Head of the Department of Experimental Psychology, in both term time and vacation. The appointee will be expected to contribute to the teaching of papers in the Honour Schools of Experimental Psychology, Psychology, Philosophy & Linguistics, and Biomedical Sciences through lectures, the provision of practical classes and the supervision of research projects and dissertations. The appointee will also be expected to undertake examining, to supervise Masters and Doctoral students, and to participate in graduate teaching for the Masters courses associated with the Department. As a Tutorial Fellow of New College, the successful candidate will be required to deliver tutorials to New College students and to students of other Colleges, up to the agreed 'stint' level of 6 hrs per week, and to undertake both an academic advisory and pastoral role for New College students.

At Oxford a strong emphasis is put on tutorial teaching to very small groups of students, and this forms a major part of the duties of a College Tutorial Fellow. These are specified in more detail in the College section of the further particulars below.

The main duties of the post are as follows:

- To deliver international quality research, including research supervision;
- To deliver undergraduate teaching as agreed with the Head of Department;
- To help support graduate-level teaching in the Department;
- To carry our administrative duties within the Department at a high level;
- To undertake tutorial teaching and administrative duties for New College.

It is the policy of the Division and the Colleges to arrange duties in the first 5 years to give time for Associate Professors to build up their research programme. Such arrangements will include relief from some administrative duties and a reduced load of teaching duties in the Department during the first years of the appointment.

Cognitive Neuroscience at Oxford

The Department of Experimental Psychology at Oxford University was part of the recent Psychology, Neuroscience and Psychiatry submission that had the highest GPA in the field in the 2014 REF. The Department is internationally strong in cognitive neuroscience and can provide state-of-the-art facilities for research in this area. There are excellent facilities for brain imaging (3T and 7T MRI at the FMRIB imaging centre, a new 3T facility in the Warneford Hospital (Psychiatry)), MEG also on the Warneford site, several EEG labs, labs for TMS and tDCS. There is also good access to important participant populations including a panel of older, normal participants, and a large neuropsychology panel (primarily stroke but also dementia patients). The Department houses several substantial research groups in the field and there is an active community of post-doctoral and post-graduate researchers. There are also opportunities to contribute to two MSc courses, in
Psychological Research and in Neuroscience. There are also very good links with other relevant Departments within the Medical Sciences Division, most notably the Nuffield Department of Clinical Neuroscience and the Department of Psychiatry, giving good opportunities for translational research. Other information on the facilities available in Experimental Psychology and elsewhere in the university is given in the section on Essential Information for Applicants below.

**Person Specification**

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. Chairs of selection committees 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:

*Essential*
- the attainment of a higher degree in psychology or a closely related discipline;
- evidence of sustained research achievement, reflected in peer-reviewed publications;
- the ability to obtain peer-reviewed research funding;
- excellence, or the potential for excellence, in teaching undergraduate and graduate students, and a strong and demonstrable commitment to the organisation and delivery of teaching;
- the ability to provide excellent tutorial and small group teaching, in an area or areas within the syllabus of the Final Honour Schools of Experimental Psychology, PPL (Psychology, Philosophy & Linguistics), and Biomedical Sciences, and to give tutorial teaching in one or more areas within the Psychology and the Biomedical Sciences Preliminary courses;
- communication and interpersonal skills relevant to teaching and research;
- willingness to contribute to the overall objectives of the Department and the College;
- sympathy for the nature and aims of the College; and an ability and willingness to fulfil the full range of duties of a Tutorial Fellow.

*Desirable*
- an ability to collaborate in research;
- experience of teaching Psychology at an advanced level.

**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 including a statement (not more than two pages) outlining how the applicant's future research strategy would build on current research, and how it would complement existing research in the Department of Experimental Psychology and/or the University of Oxford, and including a
statement of teaching experience and areas of the subject where he/she would be able to provide teaching;

- a full curriculum vitae;
- a list of research grants received to date (including amount and co-investigators);
- a full list of publications: the five publications considered to be the most important should be starred and copies (one set) of these included if available;
- an indication of where you first heard about this post;
- the names and contact details (postal and e-mail addresses and telephone number) of three referees. Your referees should be asked to send letters to the address listed below, by the closing date.

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.

Applications (electronic copy) should be sent to the PA to the Head of Department, Dept. of Experimental Psychology, South Parks Road, Oxford OX1 3UD at hod.secretary@psy.ox.ac.uk, to arrive no later than 12 noon on Friday 24 April 2015.

Should you have any queries about how to apply, please contact Professor Glyn Humphreys (at glyn.humphreys@psy.ox.ac.uk or telephone +44 (0)1865 271356), or Professor Kia Nobre (at kia.nobre@psy.ox.ac.uk or telephone: +44 (0) 1865 618601).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed. Interviews will take place on Monday 1st and Tuesday 2nd June 2015.

Applications for this post will be considered by a selection committee containing representatives from the Department of Experimental Psychology, the Medical Sciences Division and New College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Medical Sciences Divisional Board and the Governing Body of New College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Divisional Board and the Governing Body, and a formal contractual offer has been made.

### Interview Arrangements

Those applicants who are shortlisted will be asked to give a 30-minute seminar on an aspect of their current research and future plans. This will be open to all members of the Department of Experimental Psychology and New College. At the interview there will also be a 10 minute talk which should address a topic at undergraduate level (a mini-lecture), followed by the interview.

All reasonable interview expenses will be reimbursed. The College will arrange accommodation if candidates wish to stay overnight.
Essential Information for Applicants for the Associate Professorship (or Professorship) of Cognitive Neuroscience

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 professors, readers, and associate professors, 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 2013-18, can be found at www.ox.ac.uk/about/organisation/strategic-plan.

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 nearly 10,000, nearly 45% 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 Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

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

The Department of Experimental Psychology

Experimental Psychology at Oxford is widely regarded as the leading psychology department in the UK, and a major international centre for research in psychology and cognitive neuroscience, with over 120 postgraduate and postdoctoral research and academic staff. In the 2014 Research Excellence Framework 69% of the research was classified as world leading and 100% ranked as internationally excellent. Current (2013/14) external grant awards exceed £15 million.
Research in the Department is organised into 4 research groupings roughly equal in size: Behavioural Neuroscience, Cognitive Neuroscience, Developmental Psychology, and Social Psychology & Psychological Disorders.

The Department has a state-of-the-art Developmental Science research centre, created in 2010, and facilities for EEG, TMS, and tDCS, along with multiple laboratories with eye movement recording equipment. In 2011 and 2012 two new clinical research centres were created – the Oxford Centre for Anxiety Disorders and Trauma (OXCADAT) and the Oxford Cognitive Neuropsychology Centre (CNC) – which provide facilities for the treatment, as well as the assessment, of patients within Experimental Psychology. The new centres form part of a new NIHR Clinical Research Facility in Oxford Cognitive Health.

The Department has close links with Psychiatry and Clinical Neurosciences and we make substantial use of the FMRIB brain imaging centre at the John Radcliffe Hospital (3 and 7T MRI) and the Oxford Centre for Human Brain Activity (OHBA) at the Warneford Hospital (3T MRI and MEG). A new Biomedical Services Building (BSB) also provides state-of-the-art facilities for animal research.

There are excellent links to a wide variety of special populations including a panel of older participants (ageing research), mothers and babies (BabyLab), schools (developmental research), acquired and developmental neuropsychological patients, patients with psychological problems. There is an exceptionally rich intellectual environment offering many opportunities for interaction within and outside the Department itself.

At the undergraduate level, the Department is the focus for lectures, classes, practicals and project work. It is a centre used by the undergraduates from all colleges for the Experimental Psychology (EP), Psychology, Philosophy and Linguistics (PPL) and Biomedical Science (BMS) courses. The Department provides lecture rooms, IT facilities and laboratories for experimental and project work.

Through both the University and Colleges, Oxford places a high priority on teaching quality, recognised by the award of 24 points (the maximum possible) to Psychology in the Quality Assurance Agency’s Subject Review in 2000, and was specifically sampled with positive reviews in the QAA Institutional audit of Oxford’s teaching provision in 2004. (The QAA report for 2000 is available at www.qaa.ac.uk/reviews/reports/subjectLevel/q313_00.pdf, and for 2004 at www.qaa.ac.uk/reviews/reports/institutional/Oxford04/RG052_Oxford.pdf).

The Department’s research is supported by an extensive range of laboratory and IT facilities. The Department has a wide portfolio of research grants from UK and international charities, Research Councils and government organizations, the EU Scientific Programme, NIHR and industrial sources. Much of the work is collaborative with other Departments and often includes work in hospitals, schools and industrial settings both locally and further afield. Many researchers in the Department also have collaborative research programmes with leading institutions elsewhere in the UK, in Europe, North America, and Japan.

For more information please visit: http://www.psy.ox.ac.uk.

New College

(a) Introduction

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.
(b) **Teaching**

Founded in 1379, New College is one of the oldest and largest of the colleges of Oxford University. The colleges are independent, self-governing establishments which function both as academic institutions and as social and residential centres for students. New College currently has approximately 420 undergraduate and 350 graduate students, studying most of the subjects offered by the University of Oxford.

Undergraduate teaching at New College is organised and provided by around 45 Tutorial Fellows (nearly all of whom also hold University posts), assisted by some 16 Stipendiary Lecturers (college tutors employed on a fixed-term basis). There are also 15 Professorial Fellows, 2 Junior Fellows with pastoral responsibilities, and, at any one time, about 10 to 12 Junior Research Fellows. All these categories are members of the Senior Common Room, which provides dining and social benefits. Governing Body, which has overall responsibility for all aspects of the running of the College, comprises the Warden (the Head of the College) together with the Official Fellows (the Tutorial, Professorial and Supernumerary Fellows).

New College has a distinguished tradition in Psychology within the University. There are two Tutorial Fellows in Psychology at New College (this being one of the two). Professor Miles Hewstone directs a large social-psychology research group, whose particular interest is inter-group relations and the reduction of conflict (http://www.psy.ox.ac.uk/oxcsic). Professor Masud Husain is a Professorial Fellow in Cognitive Neuroscience and Neurology (http://www.cineuro.ox.ac.uk/team/principal-investigators/masud-husain) and Dr Holly Bridge works at the Oxford Centre for FMRI of the Brain (FMRI) and is a stipendiary lecturer (http://www.fmrib.ox.ac.uk/research/vision-group-1). The College admits an average of 6 undergraduates and 4 graduates per year in psychology/BMS, and attracts applicants of the highest standard.

(c) **Other Duties**

See Appendix.

(d) **Terms of Employment**

**Probationary period**

The appointment is subject to an initial probationary period of up to five years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation in College administration, will result in appointment to retiring age under the College statutes, currently at 30 September immediately preceding the 68th birthday, subject to legislation in place at the time. The appointment is subject to quinquennial renewal under the terms of the College statutes. This is subject to change with legislation. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

**College benefits**

The post holder will be entitled to College residential accommodation, subject to availability, free of charge. A Fellow living out is entitled to a housing allowance (currently £9,290 p.a.). Financial assistance will be made available in the form of a Joint Equity purchase scheme for a Tutorial Fellow purchasing a home in Oxford or the immediate vicinity (up to a maximum of £200K).

The post holder is entitled to a Tutorial Fellow’s Allowance (£9,765 p.a.) [see Appendix for details], a Fellowship Allowance (£3,355 p.a.) and to two business expense allowances: an Entertainment Allowance (£625 p.a.) and a Research Allowance (£3,040 p.a.). The research allowance is double in the first year of appointment. The Housing Allowance, the Tutorial Fellow’s Allowance and the Fellowship Allowance are taxable and pensionable. Reimbursement for the costs of books, research and entertainment is made on the presentation of appropriate invoices and receipts. In addition
there is optional membership of a medical insurance scheme. There is a Gym Allowance which is the lower of either 60% of the membership fee or £335 p.a. Provision is made for sabbatical leave and for maternity and paternity leave; nursery facilities are available in the University subject to waiting lists. There is a low cost loan facility up to £5,000. The appointment will be pensionable under the USS scheme, the Fellow currently contributing 7.5% of the appointee’s College stipend, the College contributing 16%.

Tutorial Fellows are also entitled to free lunches and dinner at the common table when this is available, and a College teaching room.

**Standard Terms and Conditions of the Associate Professorship (or Professorship)**

**Salary, benefits and pension**

The successful candidate will be appointed on the Oxford scale for associate professors (£37,423 - £50,250 p.a.). The combined college and university salary will be on the scale £44,620 - £59,914 p.a., plus college benefits as mentioned above.

Those appointed below the top of the associate professor scale will receive annual increments until they reach the top point. There is also an annual ‘cost-of-living’ review. Departments may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the Department may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,600 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,394 to £77,446 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the postholder.

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

**Length of appointment**

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at [http://www.admin.ox.ac.uk/personnel/end/retirement/acarelretire/ejra/](http://www.admin.ox.ac.uk/personnel/end/retirement/acarelretire/ejra/).

**Sabbatical leave and outside commitments**

The appointee may apply for sabbatical leave to allow her or him to focus on 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.
Staff may apply to 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 without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments.

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

Membership of Congregation

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Relocation expenses

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

Family support

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks’ leave and up to 37 weeks’ pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at www.admin.ox.ac.uk/personnel/during/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 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 www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

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

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at 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 under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: www.gov.uk/tier-2-general/overview.

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\(^1\) 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 www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

\(^1\) But NB if the person appointed to the post is a migrant sponsored under the UK’s points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.
APPENDIX: RESPONSIBILITIES OF TUTORIAL FELLOWS AT NEW COLLEGE
(for which the Tutorial Fellows Allowance is paid)

The duties of Tutorial Fellows (which are separate from the contractual teaching stint of the Associate Professorship and the associated marking and feedback, and which are those for which the Tutorial Fellows’ Allowance [TFA] is paid) are as follows:

To plan and co-ordinate tutorial provision in the subject so that the syllabus(es) are properly covered, the teaching is spread across the year in an appropriate way and each undergraduate receives (either singly or in a pair) at least 16 hours of academic contact in every academic year with a post-holder (including stipendiary lecturers) responsible for the student’s progress. In subjects for which a good deal of the tutorial organising is done centrally, to monitor this centrally organised activity and act as a point of advice for students on its operation.

To arrange outside tutors as and when necessary (in specialist areas outside the Director of Studies’ competence this may be delegated to colleagues) and to inform the Tuition Office of these arrangements in a timely way (currently via OXCORT).

To ensure that the Tuition Office is informed of arrangements for termly collections in the subject (if these are set). The College Handbook states (Section 9): “Every effort will be made by tutors to mark and return collections by the end of the second week after that in which collections are taken, with appropriate feedback. Where collections are being marked externally, tutors will endeavour to ensure that they are marked and returned promptly”.

To ensure that College tutors in the subject are undertaking their contractual obligations for college properly (e.g. carrying out the teaching that they are supposed to be doing).

To act as informal College mentor for any new post-holder in their subject area during the probationary period of appointment and to help to write the required report when a new colleague is being considered by the dept/faculty for conversion to a permanent contract.

To ensure that the undergraduates in their subject area are kept informed of their progress, for example through termly report readings and informative evaluation of tutorial assignments.

To take part in and co-ordinate (or to help co-ordinate) the organisation of modern languages as a subject and the admissions process in the subject.

To help deal with their students’ pastoral needs (in collaboration with the college pastoral team) as and when problems arise.

To ensure that during term there is always a Tutorial Fellow in the subject in Oxford who is available to deal with any problems.

To liaise with Senior Tutor and Head of House about academic strategy for their subject (particularly when a colleague resigns or is about to retire).

To act as College Advisor to graduate students as requested by the Tutor for Graduates.

To sit on relevant appointment committees.

To represent the subject at College open days, or to arrange for one Fellow in the subject to do so.

To keep an eye on the College library provision of essential works/recommended textbooks in their subject.

To write references for their students.

[N.B. The TFA is lost when a Tutorial Fellow is not performing the duties of a Tutorial Fellowship]