

Job Description and Selection Criteria

Post	John G Winant Associate Professor in US Foreign Policy (broadly conceived)
Department	Department of Politics and International Relations (DPIR)
Division	Social Sciences
College	Nuffield College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary on the scale within the range £52,815 to £70,918 p.a. plus additional benefits, which include the College's Academic Responsibility Allowance of £25,405 p.a. as detailed below.
Closing date	12:00 Midday (UK time) on Friday 16 February 2024
Vacancy ID	170215
Additional Information	Subject to HMRC regulations and the availability of funding, a relocation allowance may be available.

Overview of the post

The Department of Politics and International Relations (DPIR) in association with Nuffield College are recruiting to the post of John G Winant Associate Professor in US Foreign Policy.

Applications are welcomed from outstanding candidates with research and teaching expertise in any major aspect of American foreign policy and of the role of the United States in world politics. The field is open to those who approach this subject broadly. The appointee will be required to carry out advanced research in the field and to contribute to graduate and undergraduate teaching in International Relations, including, amongst other things, delivery of a course on US Foreign Policy to graduate students, provision of undergraduate teaching on US foreign policy, and contributions to graduate research design and methods teaching; to supervise graduate students; and to participate in academic administration, examining and assessment, the admission of students to the Department and College, and in the governance of the Department and the College.

The post will be held in conjunction with a Non-Tutorial, Professorial Fellowship at Nuffield College.

The post-holder will have an office in College, and access to office facilities in the Department of Politics and International Relations.

The Associate Professorship is tenable from the start of the 2024/2025 academic year, or on a mutually agreed date soon thereafter.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Petra Schleiter, Joint Head of Department at DPIR, at petra.schleiter@politics.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

The main duties of the post are as follows:

For the Department

1. To engage in research and contribute through world-class publications to the Department's and the University's international reputation for research excellence;
2. To develop courses and provide teaching and supervision to undergraduate and graduate students on taught courses and to supervise research students in the Department;
3. To raise external research funds, preparing proposals and securing grants and funding for major new research projects;
4. To develop research impact beyond academia by engaging with a wide range of policy-makers, practitioners and other non-academic stakeholders;
5. To provide, organize and contribute to undergraduate teaching in International Relations, US foreign policy, and of the role of the United States in world politics;
6. To provide, organize and contribute to graduate teaching in International Relations, including the core course of the MPhil in International Relations, and to provide an optional course on US Foreign Policy and of the role of the United States in world politics;
7. To contribute to the research design and methods training for the Department's MPhil, MSc and DPhil programmes;

8. To supervise graduate students on the Department's Masters and DPhil programmes;
9. To undertake undergraduate and graduate examining for the Department as required;
10. To contribute to the administrative work of the Department, in both term-time and vacation under the direction of the Head of Department or their delegate, including assessment and admissions duties for the graduate programmes, which require an ability to assess outside the candidate's immediate area of specialization.

Teaching duties

The level of expected teaching and supervision is equivalent to a standard two-two teaching load in North America. For the purposes of managing academic workload, departments use 'stint units' to account for teaching and supervision contributions. Various amounts of stint are assigned to different teaching and supervision activities. For example, supervision of a doctoral student counts for 24 stint units per year, and lectures, tutorials, class teaching all count towards stint.¹ The expectation is that teaching and supervision duties will amount to 288 units per annum for full-time staff on average. The amount of teaching must not normally exceed an average of 288 teaching units per year without approval by the divisional board. Please see the Appendix for the amounts of stint assigned for different activities. Academic staff enjoy a good deal of flexibility in how to meet their stint. Some administrative roles also come with stint relief.

This teaching obligation could, for instance, be met over the course of the academic year by supervision of 8 doctoral students (192 units), 4 masters' students (40 units, on average if you have a mix of first and second years), the provision of one eight-week two-hour graduate seminar series (48 units) and 2 one-hour lectures for the graduate methods programme (6 units) = 286 units.

For Nuffield College

In addition to the duties relating to the University side of the post, the appointee will also be required to perform the College duties outlined below:

1. To engage in advanced study and internationally excellent research in the specified field of the post;
2. To play an active part in the academic and research life of the College, for example by organising seminars, workshops and other academic activities and events;
3. To contribute to the recruitment, admission, and training of high calibre graduate students;
4. To act as College supervisor for Nuffield students and mentor for postdocs and incoming academic staff as requested; College supervisors are expected to meet with their supervisees during the course of each term and to write progress reports at the end of each term;
5. To be a member of and take an active part in the work of the College's Politics Group;
6. To contribute to the governance and academic strategy of the College by participation in the College's Governing Body (subject to appointment as a charity trustee) and in other committees, whether standing or ad hoc, as required.

¹ One hour small group teaching (paired tutorial), 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

Essential

1. A completed doctorate in International Relations or Political Science, or in a closely related field;
2. An internationally recognised portfolio of research and publications in International Relations or Political Science (or a closely related field), or demonstrable potential to achieve this, appropriate to your career stage and accounting for career breaks or personal circumstances;
3. An original programme of research relevant to US Foreign Policy and of the role of the United States in world politics;
4. Strong potential to secure competitive external funding for research, manage research projects and deliver grants successfully;
5. Commitment to teaching and a demonstrable ability to enthuse, educate and inspire high-achieving graduate and undergraduate students from all backgrounds and to help them reach their full potential;
6. An ability to provide excellent graduate and undergraduate teaching of courses in International Relations, including the core course of the MPhil in International Relations and the optional course on US foreign policy and of the role of the United States in world politics, as well as other courses in the post-holder's fields of expertise;
7. The ability to make a strong contribution to research methods training sequences for the Department's graduate programmes;
8. The ability to be an effective supervisor of graduate students on the MPhil and DPhil programmes;
9. Willingness to assess and examine in undergraduate and graduate degree programmes;
10. Ability and commitment to provide pastoral and academic support for students at all stages in their university career;
11. Commitment to promoting a culture of equality, diversity and inclusion in the workplace, including the undertaking of appropriate training as and when asked to do so;
12. Evidence of, or potential for good citizenship and a willingness to undertake a reasonable share of administrative duties effectively to support the smooth running of the Department and the College;

13. Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators.

Desirable

1. A successful record of securing competitive external funding for research, managing research projects and delivering on grants;
2. A track record of delivering research impact beyond academia by engaging with a wide range of policy makers, practitioners and other non-academic stakeholders;
3. Evidence of contributions to equality, diversity and inclusion in research, teaching and/or the broader community.

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=170215 then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment. You are also required to provide details of three referees whom you have asked to submit confidential reference letters to vacancies@politics.ox.ac.uk. Please ensure that your referees send their letters by the stated deadline for applications.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left hand side of the page

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post- doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, Operations and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

Nuffield College

Brief Information about the college.

For more information please visit: <https://www.nuffield.ox.ac.uk/>

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.

Nuffield College is a graduate college within the University of Oxford which was founded in 1937 and specialises in the Social Sciences, particularly Economics, Politics, and Sociology. It aims to be one of the world's outstanding social science institutions, providing a stimulating research-orientated environment for postgraduate students, research fellows, and senior academics and promoting, according to its Charter, "the study by co-operation between academic and non-academic persons of social (including economic and political) problems". About 30 students are admitted each year to undertake both taught masters courses and doctoral research for most of whom the College provides financial support in the form of studentships. In total there are about 100 students enrolled at any one time, many of whom either live in College or have offices in College. In addition in 2023/24 the College has 37 permanent academic Fellows (of whom 4 are College-funded Official Fellows), 60 Research Fellows (of whom 12 are College-funded

Postdoctoral Prize Fellows), 19 non-academic Visiting Fellows drawn from the world of business, industry, politics and administration; and a number of Research Officers working on research projects run by the College's Fellows. The College enjoys strong links with the University's social science departments and works closely with the Social Sciences Division.

Nuffield College has been – and continues to be – the source of some of the major research developments in social science. These include the British Election Studies and the major programme of research on Social Mobility in Britain. It was the birthplace of the "Oxford School" of Industrial Relations; it pioneered the development of cost benefit analysis for developing countries; and it has made a major contribution to the methodology of econometrics. At the moment the College hosts five research centres: the Centre for Experimental Social Sciences (CESS); the Centre for Social Investigation (CSI); the Nuffield Politics Research Centre; the Nuffield Centre for Applied Macro Policy (NuCAMP); and the Climate Econometrics project (see further information below).

Professorial Fellowships at Nuffield College

The Associate Professor will be elected to a Non-Tutorial, Professorial Fellowship at Nuffield College. Professorial Fellowships are typically linked with tenure-track academic positions within the University of Oxford (joint appointments), at the level of either associate or full professor. The post-holders are expected to engage in advanced study and research in their field of expertise, falling within the research areas of the College; to provide supervision and academic support for graduate students; to participate actively in the intellectual life of the College; and to take part in College governance. Professorial Fellows are expected to be members of the College's Governing Body (subject to appointment as a charity trustee). Governing Body Fellows are ex officio trustees of the charity which is "The Warden and Fellows of Nuffield College in the University of Oxford".

Research Facilities

The size and specialised nature of the College enable its members to work closely with one another in a stimulating and research-orientated environment. A "critical mass" of students and Fellows working in the social sciences is helpful both in terms of facilities and of intellectual activity, such as the active seminar and conference programme.

The College Library is one of the finest in the social sciences and functions as a research library, reflecting the academic interests of the Fellows. Fellows also have access to all the facilities of the Bodleian Library, including full-text access to nearly all journals in the social sciences.

The College has an Information Systems Department to serve the computing needs of Fellows.

The College provides facilities and grants for Fellows to invite academic visitors to the College to enable them to carry out collaborative work.

Research Centres in Nuffield College

The College currently hosts five research centres, focusing on different aspects of and approaches to the study of social sciences:

The [Centre for Experimental Social Sciences](#) (CESS) was established to promote and facilitate experimental research by social scientists in Oxford. The CESS offers an on-site laboratory with 25 computer stations, and maintains a large subject pool. The facilities are designed to support a wide range of experiments. The CESS also maintains an online panel of UK residents, and provides support for fielding online survey experiments and, recently, the facility for virtual lab experiments. The CESS has a regular seminar series that highlights the work of renowned scholars employing experimental methods. Periodic workshops held

by the CESS provide training for researchers in experimental research design, experimental data analysis, and programming languages (including z-Tree and Qualtrics). More information on CESS is available at [CESS Nuffield \(ox.ac.uk\)](http://CESS.Nuffield.ox.ac.uk).

The [Centre for Social Investigation](#) (CSI) is an interdisciplinary research programme; in keeping with the College's Charter which emphasizes "the study by co-operation between academic and non-academic persons of social (including economic and political) problems", the Centre aims to address contemporary social issues of public interest and to engage with policy-makers and the public more generally, carrying out authoritative, non-partisan research on central social issues which draws upon expertise in economics, politics and sociology and related disciplines such as social policy. The Centre seeks to establish itself as an independent and rigorous source of information and analysis of contemporary social issues, communicated in an accessible way to nontechnical audiences, in addition to publishing technical work for academic audiences. Professor Anthony Heath was the inaugural Director for the CSI and Professor David Kirk is the current Director, assisted by post-doctoral researchers. More information on CSI is available at [here](#).

The [Nuffield Politics Research Centre](#) was established with the aim of conducting innovative research in problems and challenges of contemporary politics, specialising in questions of accountability and representation, and improving communication of political science research to people in public life. The Nuffield Politics Research Centre includes the Nuffield Elections Unit, of which Professor Geoffrey Evans is Director, and which is home to our research on the British Election Study, as well as the UK local elections archive. The Director of the Centre is Professor Jane Green, who is currently a member of the Scientific Leadership Team of the 2019-2023 BES, together with Professor Geoffrey Evans. The Centre includes affiliated Research Fellows, currently Professor Gary King (Harvard University Professor, and Director of the Institute for Quantitative Social Science), and a number of active graduate and post-graduate researchers in the University. More information is available at <https://politicscentre.nuffield.ox.ac.uk/>.

The [Nuffield Centre for Applied Macro Policy](#) (NuCAMP) was established in the Summer of 2017 to create a space in which academics and policymakers can freely and openly discuss current trends, insights and policies that influence how economies function. Through its convening power and activities focussed on holding conferences, workshops and visitor programmes, NuCamp fosters the development of fresh analytical and empirical approaches that promise to create better links and improved knowledge exchange between the academic and policy worlds of macroeconomic problems.

The [Climate Econometrics](#) project and network, under the leadership of Professor Sir David Hendry, is based at Nuffield College, in collaboration with the Department of Economics at the University of Victoria, and the Environmental Defense Fund. The research is funded by the Robertson Foundation. The project and network concentrate on developing econometric methods to augment climate-economic research by helping disentangle complex relationships between human actions and climate responses and their associated economic effects, masked by stochastic trends and breaks. The project team aims to improve our understanding of the impact of humanity on climate and vice versa, as well as on how econometrics can be used in climate-economic research, and bring together researchers in the field of Climate Econometrics through an international network. More information on the Climate Econometrics project is available at <http://www.climateeconometrics.org/>.

Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included [COVID-19](#) and [Climate Change](#). As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

About the University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and a large number University research staff. 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.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the 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, who 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/about/organisation

University Benefits, Terms and Conditions

Salary

The salary will be on the scale for Associate Professors (£52,815 - £70,918 per annum).

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition](#)

[of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

Pension

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <https://finance.web.ox.ac.uk/uss>

Sabbatical leave

You will be eligible for sabbatical leave to allow you to focus on your 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.

Outside commitments

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

ownership of intellectual property

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and

managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>

Membership of Congregation

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

See <https://www.ox.ac.uk/about/organisation/governance> and

<https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online

support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at <https://www.newcomers.ox.ac.uk/>.

Welcome for International Staff

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

Relocation

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

Promoting diversity

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see <https://edu.admin.ox.ac.uk/home> for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at: <https://hr.admin.ox.ac.uk/staff-benefits>
<https://hr.admin.ox.ac.uk/discounts>

Pre-employment screening

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for academic posts. With effect from 1 October 2023 the retirement date will be 30 September immediately preceding the 70th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

In addition to the University salary, the Associate Professor will receive the College's Academic Responsibility Allowance, which is currently £25,405 per annum (2023/24 rate), taxable and pensionable, and paid directly to the Fellow; the rate is reviewed each August.

The successful candidate will also receive the following benefits that are normally associated with Professorial Fellowships at Nuffield College (estimated 2023/24 rates):

- Research Allowance: Up to £16,249 per annum, refunded against specific, approved research-related expenditure, and therefore not taxable.
- Entertainment Allowance: £771 per annum.
- Start-up allowance: Up to £6,766 available in the Fellow's first year to assist with set-up costs, such as IT and other office equipment.
- Option to join the College's private health insurance scheme. Further details about the scheme are available on request.
- The College operates a Housing Scheme for Fellows designed to assist with the purchase of a dwelling in the Oxford area. Further details about the scheme are available on request.
- Professorial Fellows are provided with an office in College and relevant IT equipment and software for the duration of the Fellowship; they are entitled to Common Table meals (i.e. free lunches and dinners in College, including High Table) and are members of the College's Senior Common Room (subscription fees payable).

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from DPIR and Nuffield 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 Social Sciences Divisional Board and the Governing Body of Nuffield 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.

Appendix

1. Stint Tariff (2023-24)

Teaching	Stint Units
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar	3
2-hour class/seminar	6
Other teaching provision**	Apply for approval
Supervision	
Supervision of one DPhil student (during fee liability)	24 p.a.
Supervision of one DPhil student (first year beyond fee liability)	12 p.a.
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student (during fee liability)	12 p.a.
Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR 'Departmental Assessor' for IR DPhil students.	4 p.a.
Supervision of one MPhil student (year 1)	8 p.a.
Supervision of one MPhil student (year 2)	12 p.a.
Supervision of one MSc student	12 p.a.

**Organising the main research colloquium for each pillar (Government, IR, and Political Theory) counts towards teaching stint at the same rate as a class/seminar (e.g. organising a 1-hour colloquium session counts for 3 stint units).

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

2. Research Allowance (2023-24)

The postholder will be eligible for a research allowance from both departments. The combined amount is presently £2450.