UNIVERSITY OF OXFORD

Mathematical Physical & Life Sciences Division
Mathematical Institute

in association with Wadham College

UNIVERSITY LECTURERSHIP IN PURE MATHEMATICS

Description of Joint Appointment and Application Procedure

Applications are invited for a University Lecturership in pure mathematics. The successful candidate will also be appointed to a Tutorial Fellowship at Wadham College. Details of the Department, further details of the University post and pay scale, and further details of the College post and additional allowances are given in Sections II –V. The appointment is from 1 October 2007.

The appointee will be expected to have a record demonstrating a high standard of research ability in pure mathematics consistent with the international standing of the Mathematical Institute. There is no restriction on the field of research within pure mathematics. The appointee will also be expected to have the ability to teach effectively over a wide range of topics in the undergraduate mathematics syllabus at Oxford, not exclusively in the area of his or her research expertise, and including most topics in pure mathematics in the syllabus of the first and second year undergraduate mathematics course. The department has identified a particular need to increase the number of faculty who are able to give lectures and classes for its third-year options in logic and set theory, and this factor may be taken into account in the selection process.

Duties

The duties of the university post are as follows:
  a) to engage in research;
  b) to give, under the direction of the Chairman of Mathematics, not less than thirty-two lectures in each academic year, spread over not less than six weeks of each term, provided that the board may permit the lectures to be given in not less than twelve weeks of two terms of the year if it is satisfied that this is desirable from the point of view of the lecture list and that you will be available in Oxford in the third term unless leave of absence has been granted by the competent authority;
  c) to contribute not fewer than four classes per annum to the Inter-Collegiate Class Scheme organised by the Inter-Collegiate Class Co-ordinator.

The teaching duties may be varied by agreement with the Chairman of Mathematics (in the case of university duties), by agreement with the college (in the case of college

duties) or by agreement with the Inter-Collegiate Class Co-ordinator (in the case of inter-collegiate activities).

The lecturer will also be required to act as examiner and to supervise graduate students if requested to do so.

He or she will be entitled, on invitation from the Divisional Board, to serve as the Chairman of Mathematics (as the headship of the department, the Mathematical Institute, is known).

The normal college teaching load of a university lecturer with a tutorial fellowship is six hours per week.   The College duties are set out in detail in Sections III and IV..

Joint Selection Criteria

(a) Research

The selection committee will consider the extent to which each candidate

- shows evidence of substantial achievement or potential (commensurate with the candidate's career and with an academic position at Oxford University) in pure mathematics as demonstrated by publications, research grants etc.; the application should include a list of refereed publications, books and other articles by the applicant. The committee may ask for copies of these items;

- shows evidence of invitation to and participation in conferences, seminars and research workshops;

- shows evidence of a relevant and realisable research plan, likely to lead to successful collaborations with others in the Mathematical Institute.

(b) Teaching

The selection committee will consider the extent to which each candidate

- has the ability and experience to teach effectively over a wide range of topics in the undergraduate mathematics syllabus at Oxford, not exclusively in the area of his or her research expertise, and which should include most topics in pure mathematics in the syllabus of the first or second year undergraduate mathematics course.

It may also consider the extent to which each candidate is able and willing to lecture on third-year undergraduate topics in logic and set theory.

(c) Other duties

The selection committee will consider the extent to which each candidate
- demonstrates an understanding of the learning needs of graduate and undergraduate students and how to address them;

- demonstrates good communication skills, interpersonal skills, and the ability to provide effective pastoral care, including a willingness and ability to act as personal tutor to Maths students in College;
- demonstrates ability and willingness to participate in the full range of administrative and organisational tasks in both the department and the College;

Application Procedure

Applicants should submit 10 copies of a letter of application explaining how they meet the eligibility and selection criteria for the post, a CV and publications list, together with the names and contact details of two academic referees, at least one of whom should be from outside Oxford University, to

The Administrative Assistant (Vacancies),
The Mathematical Institute
24-9 St Giles'
Oxford OX1 3LB
(vacancies@maths.ox.ac.uk)

to arrive no later than 9 February 2007. Applicants based overseas need send only one copy of the above. **Applicants should contact their referees and arrange for references to be sent to the Administrative Assistant by the closing date.** Please quote reference number BK/06/041.

Interviews will be held on 1 March 2007. More details will be given when applications are acknowledged. Candidates short-listed for the university lecturership will be invited to give a short lecture of about twenty minutes' duration on their research interests (which need not be exclusively on the candidate's own contributions) designed for a general audience of specially invited members of the department. Fellows of the College may also attend. **Candidates who will need visas to travel to the UK if they are invited for interview should make contingency arrangements immediately. If the interview date is likely to cause severe problems, please write to the above address immediately; you need not wait until your application is ready for submission.**

The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise. All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

UNIVERSITY OF OXFORD

UNIVERSITY LECTURERSHIP IN PURE MATHEMATICS
FURTHER DETAILS CONCERNING THE UNIVERSITY POST

A.   The Department

The University of Oxford employs over 8,100 academic, research and support staff across a wide range of academic disciplines. Its mission is to achieve and sustain excellence in every area of its teaching and research, maintaining and developing its historical position as a world-class university, and enriching the international, national, and regional communities through the fruits of its research and the skills of its graduates.

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Computing Laboratory, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

The Mathematical Institute, as the Department of Mathematics is known, strives to be one of the leading mathematics departments in the world, with a significant research profile in central areas of contemporary mathematical research.

Oxford has ten statutory chairs in Mathematics (including the chair in Numerical Analysis currently held in the Computing Laboratory). In pure mathematics: the Waynflete Professorship of Pure Mathematics, to be taken up by Professor Raphael Rouquier in 2007, the Savilian Professorship of Geometry, held by N.J. Hitchin, FRS, the Wallis Professorship of Mathematics, held by T.J. Lyons, FRS, the Professorship of Pure Mathematics, held by D.R. Heath-Brown, FRS, and the Professorship of Mathematical Logic, held by B. Zilber. In applied mathematics: the Sedleian Chair of Natural Philosophy, held by Sir John Ball, FRS, the Rouse Ball Chair held by P. Candelas, the Professorship of Mathematics and its Applications held by S.J. Chapman, and the new chair in Mathematical Biology, held by P.K. Maini. L.N. Trefethen, FRS, is Professor of Numerical Analysis. Other professors include C.J.H. Batty, M. du Sautoy, E.V. Flynn, R.G. Haydon, D. Joyce, F.C. Kirwan, FRS, M. Lackenby, L.J. Mason, H.A. Priestley, A.D. Scott, D. Segal, U. Tillmann, K.P. Tod, M.R. Vaughan-Lee, A.J. Wilkie, FRS, J.S. Wilson, and N.M.J. Woodhouse. The Mathematical Institute incorporates the Oxford Centre for Industrial and Applied Mathematics (OCIAM), as well as the Centre for Mathematical Biology. Dr J. R. Ockendon, FRS is research director of OCIAM.

The Institute acts as the focus of activity in Pure and Applied Mathematics. Its facilities, such as the Whitehead Library (for research in Mathematics) and the computer network, are available for all members of the faculty. Most lectures and

research seminars in Mathematics take place in the Institute, though some first-year and second-year lectures are held nearby in the lecture theatre of the University Museum. There are outstanding library facilities in Oxford, including the Radcliffe Science Library (a copyright deposit library).

The Division of Mathematical, Physical and Life Sciences has several undergraduate courses in Mathematics, including the Honour Schools of Mathematics, Mathematics and Statistics, Mathematics and Computer Science, and Mathematics and Philosophy (jointly, in this last case, with the Faculty of Philosophy). Each can be read either as a three-year course (leading to a BA) or as a four-year course (leading to an MMath). All attract excellent students. They are designed around 16-lecture units which are shared, as far as possible, between the different honour schools, especially in the first two years. There is a large menu from which undergraduates can select in the third and fourth years of their courses, providing significant opportunities for teaching advanced material. There are also a number of one-year MSc courses.

Over the last five years several younger members of the Institute have received special recognition for their work. Marc Lackenby and Pierre Tarres have been awarded Leverhulme Prizes in 2006; Marc Lackenby, Ulrike Tillmann, and Bernd Kirchheim have all been awarded Whitehead   prizes by the LMS and Dominic Joyce has won the Adams Prize. Senior prizes have recently been awarded to Nigel Hitchin, FRS (LMS Polya Prize 2002), Peter Neumann (LMS Senior Whitehead Prize 2003), Sir John Ball, FRS (LMS/IMA Crighton Medal 2003), Boris Zilber (LMS Senior Berwick Prize 2004), and Sir Roger Penrose, OM, FRS (LMS De Morgan Medal 2004). Sir Michael Atiyah, OM, FRS, formerly a member of the department, was awarded the 2004 Abel Prize (jointly with I.M. Singer) for work carried out in Oxford. Francis Kirwan, FRS, Sir John Ball, FRS, and Nigel Hitchin, FRS, are all recent Presidents of the London Mathematical Society. Sir John Ball has recently been President of the International Mathematical Union and was knighted in 2006.

The Institute's reputation continues to attract graduate students of the highest calibre, from overseas as well as from the UK. It admits approximately 40 research students to read for the D.Phil. in Mathematics each year. Research groups organise graduate lectures in their own areas, and the arrangement of supervision of their research students is co-ordinated by the Institute's Director of Graduate Studies.

Detailed information about the Mathematical Institute may be found at http://www.maths.ox.ac.uk/.

B.   *Standard Terms and Conditions*

1.   Applications for this post will be considered by a selection committee containing representatives from both the Mathematical Institute and Wadham 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 Mathematical, Physical and Life Sciences divisional board and the governing body of Wadham 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.

2.	The successful candidate will be appointed on the Oxford lecturer scale (£31,570 - £42,427). Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review. [Departments/faculty boards] may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment.

The combined university and college salary will be on a scale up to £50,589 (as at 1 August 2006) per annum.The lecturer will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

3.	Additional remuneration is currently paid to those undertaking examining and graduate supervision.

4.	Upon completion of an initial period of appointment (which is normally five years), a university lecturer is eligible for reappointment until retiring age, 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 the retiring age.

The University's normal retirement date for university lecturers is 30 September immediately preceding the 66th birthday, except that, if the successful candidate can establish vested rights, as defined in the University's statutes (details available on request), in retirement at age 67 or later, then the date of retirement will not normally be later than the 30 September immediately preceding the 68th birthday.

5.	All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.

All university lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive full details soon after he or she takes up the appointment.

6.	The holder of this post is eligible to apply for sabbatical leave. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms). Further details are available on request.

7.   The University encourages links with industry and other outside bodies. Although the holding of outside appointments such as consultancies must be approved by the head of department, no limit as such is set on the amount of money individuals may receive in this way. The criterion is the amount of time such appointments take up: a maximum of 30 days per annum may be spent on such activities before any deduction in stipend is considered.

8.   The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

9.   All staff participate in the University's appraisal scheme which is currently under review.

10.   The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, or at the fifteenth week before the expected week of childbirth have had two years' continuous service with any employer in the past, or were at any stage entitled to the benefits of a previous employer's paid maternity leave scheme, women may choose between two schemes offering combinations of maternity leave on full and half pay: both schemes also offer periods of unpaid leave. Arrangements are available for the flexible use of untaken unpaid leave to enable a phased return to full duties; for women to return to work on a part-time basis after the birth of their child; and for paternity leave. We will consider requests for flexible working arrangements.

11.   The University has a few subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school-age children. Further information may be obtained from the childcare website (www.admin.ox.ac.uk/eop/child), by e-mailing childcare@admin.ox.ac.uk, or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

12.   *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 his or her sex, marital or civil partnership status, sexual orientation, religion or belief, racial group or disability.

       Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

13.   All data supplied by applicants 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.

14.   All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire.

15.   Removal expenses and travelling expenses in connection with the move to Oxford of the successful candidate are generally paid in full in appropriate cases. Professional expenses of up to £6,500 also are available where appropriate to cover solicitors' and other costs in connection with a move. Further details are available on request.

PAY SCALE FOR UNIVERSITY LECTURERS

WITH TUTORIAL FELLOWSHIPS

(Joint University/College salary)

Main Lecturer Grade		
Pay spine for joint salary	Joint annual salary	Scale point
52	£50,589	11
51	£49,116	10
50	£47,685	9
49	£46,295	8
48	£44,947	7
47	£43,638	6
46	£42,367	5
45	£41,133	4
44	£39,935	3
43	£38,772	2
42	£37,642	1

WADHAM COLLEGE TUTORIAL FELLOWSHIP IN MATHEMATICS
in conjunction with the University Lecturership in the Pure Mathematics in
the Mathematical, Physical and Life Sciences Division

A   GENERAL

The College proposes to elect to an Official Tutorial Fellowship in Mathematics in association with the university lecturership, from the same date. Together with Professor Woodhouse, the Fellow will be responsible for the guidance and tuition of Wadham undergraduates reading Mathematics and Mathematics Joint Schools.

As a Fellow of Wadham College, the successful candidate will be a member of the Governing Body and will hold the Fellowship under the terms of the Statutes and By-laws in force from time to time. Election to the Fellowship will be for ten years in the first instance, and the Fellow will be eligible for re-election for further periods of ten years until retiring age (see further particulars above). The election of the successful candidate to the Fellowship will be subject to the conferment of the associated University Lecturership in Pure Mathematics and continued tenure will be dependent on holding the University Lecturership.

Mathematics at Wadham

The College has a distinguished tradition in mathematics, and has a very strong undergraduate intake. The Rouse Ball Chair of Mathematics is attached to the College: it was held until a few years ago by Professor Sir Roger Penrose, OM, FRS, and is now held by Professor Philip Candelas, who is a leading figure in String Theory.   Professor Marcus du Sautoy is also a fellow of the College, and runs the undergraduate mathematics society. Dr Alex Paseau is a tutorial fellow in Philosophy, with research interests in the philosophy of mathematics. Dr Andrew Hodges, a mathematical physicist and expert on the work of Alan Turing, is a stipendiary lecturer, teaching applied mathematics.

The College currently accepts just under ten undergraduates a year to read Mathematics and Joint Schools with Mathematics (Maths & Philosophy; Maths & Computer Scsince and Maths & Statistics). The Fellow appointed would, along with Professor Woodhouse, have tutorial oversight of these students as well as acting as College adviser to any graduates in the subject.

Informal contact details: potential applicants can find out more about Wadham College from the College website: http://www.wadh.ox.ac.uk. Informal enquiries about the College post should be made to Dr Caroline Mawson, Registrar, Wadham College (Telephone 01865 277947; Email registrar@wadh.ox.ac.uk).

B COLLEGE DUTIES

Academic
The Fellow will share with the other Tutors in Mathematics responsibility for the academic progress of all Wadham students in the subject. In particular, the Fellow will be required (i) to engage in advanced study or research; (ii) to give tutorials to undergraduates reading Mathematics and Joint Schools with Mathematics for 6 hours a week, averaged over three eight week terms of the academic year (the College allows Fellows to 'weight' their hours, and thus real contact hours may be slightly less); (iii) to undertake the normal duties of a college tutor, which include setting and marking collections (internal termly examinations), assisting with admissions (including College Open Days), monitoring progress and writing termly reports on students, and organising the teaching of papers by specialist colleagues in other colleges.

The successful candidate will be able to teach across the full range of compulsory first- and second-year papers in pure mathematics in the Honour School of Mathematics, as well as most of the second-year options. He or she will also be expected to contribute to intercollegiate classes on a range of third- and fourth-year options. The full details of the course can be seen at

http://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/

Pastoral
The new Fellow will share with the other Tutors in Mathematics, and Tutors in relevant Joint Schools, pastoral responsibility for all undergraduates reading Mathematics and Mathematics Joint Schools in the College. In addition, the Fellow may be required to act as College Adviser to a number of Visiting and Postgraduate students studying Mathematics and related subjects, taking an interest in their welfare and progress.

Administrative
The Fellow will be a member of the Governing Body and of the Tutorial Board, and is required to attend their meetings. In addition, the Fellow will be required to participate in the general administration of the College. This will involve, from time to time, serving on College committees and holding Office within the College.

The College reserves the right to require the Fellow to undertake some of his or her college duties and other responsibilities for another college, if there is a substantial change in the college's need for tutorial teaching in Mathematics. There is, however, no current expectation that this will happen.

Please see Section IV (The Tutorial Fellowship: General Template of Duties) for further information.

C REMUNERATION

Stipend
The successful candidate will be appointed on the Oxford lecturer scale specified above (the combined notional College and University salary will be on a scale from

£37, 642 to £50,589 p.a. – as at 1 August 2006). Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review.

The post-holder will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

Allowances
The Fellow will be offered either single accommodation in College, free of rent, or a living-out allowance (at present £5500 p.a.) and a teaching room in College (perhaps shared). The Fellow will be entitled to lunch and dinner at Common Table free of kitchen charge, and to allowances for the purchase of computer equipment (currently up to a maximum of £750 over 3 years), for the entertainment of students (currently £280 p.a.) and to cover research expenditure (currently up to £750 p.a.).

The College is currently developing improvements to its scheme for assisting new Fellows with the purchase of accommodation in the Oxford area.

Sabbatical and Other Leave
Tutors are entitled to one term's paid leave in respect of each completed six terms' service, subject to the making of satisfactory arrangements for the teaching of their students.

The College provides for maternity, paternity and sick leave on the same basis as the University. Full details are on the website at
http://www.admin.ox.ac.uk/ps/staff/academic.

Term of appointment
Election to the Fellowship will be for ten years in the first instance, and the Fellow will be eligible for re-election for further periods of ten years until retiring age (see details above – or, if not allowed in section II, need to put here). The election and continued tenure of the successful candidate to the Fellowship will be subject to the conferment and continued tenure of the associated UL in Pure Mathematics.

Termination of Appointment: The length of notice required to resign an appointment shall (a) be at least three months and (b) include one complete Full Term. The conditions under which the College may in certain circumstances terminate an appointment are laid down in its Statutes. Separate procedures are involved in respect of the university appointment; copies of these procedures are available on request. In accepting the College appointment, the successful candidate agrees that the University may make available to the College any relevant information arising from such university procedures.

D   SELECTION PROCEDURE

There is no separate selection procedure for the Fellowship post. Details of the joint selection procedure for the University Lecturership and College Fellowship are outlined above in the departmental further particulars. However, all short-listed candidates will be invited to dinner in College, usually on the evening following their formal presentations and interviews. This is an informal opportunity for candidates to

learn more about the College; it is not part of the selection process and no member of the selection committee will be present.

The College is an Equal Opportunities Employer. The policy and practice of the University of Oxford and of the Colleges require that all staff are offered equal opportunities within employment and that 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 his or her sex, marital or civil partnership status, religion or belief, age, racial group, disability, or sexual orientation.

The Tutorial Fellowship: General Template of Duties

1   Introduction
Tutorial Fellowships represent the college side of CUF (college and University funded) and most University lecturerships. Both forms of lecturerships are joint appointments i.e. appointees are selected and funded jointly by the college(s) concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular colleges, where they are members of an interdisciplinary community of moderate size. In those colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges*,* aims to set out the key features of this unusual role, and the general expectations that colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by colleges.

2   Research and academic standing
The colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the colleges normally provide an appropriate research environment; for all joint appointments colleges and the University jointly fund regular sabbatical research leave. The colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both a University Lecturer and a college Tutorial Fellow, and all need to be taken into account in making joint appointments.

3   Teaching and tutorial responsibility
Those appointed to Tutorial Fellowships are obliged to perform for the college or for the benefit of the college the stint of tutorial teaching specified in their contract or further particulars, under the supervision of each college's Senior Tutor. The timing of tutorials and the exact numbers in them are usually matter*s* for the individual tutor, though each college will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. Appointees should have the human qualities required to relate effectively to students and their academic and personal needs. Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their college. This normally covers the following duties:

a) arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
b) pastoral care of undergraduates reading the subject in question;
c) monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;
d) organisation of the admissions procedure for candidates applying to read the subject at the college, including interviewing and selecting students;
e) writing references for students, and dispensing careers advice;
f) appropriate liaison with college officers;
g) recommending and selecting books for their subject area in the college library;
h) delegation of responsibilities (a)-(g) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in colleges or in their Departments, and should be easily contactable through their colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods normally require consultation with and agreement from colleges.

4   Pastoral care of students
The Oxford colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for the pastoral care of a defined group of undergraduates, and also act as college advisers to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other college officers and by professionals such as medical advisers, a counsellor or chaplain. At Wadham College there is a well-developed system of student peer support and tutor support.

5   College administration
Oxford colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of college Governing Bodies, the sovereign bodies of colleges. As such they are trustees as well as employees. Non-academic managerial and administrative roles are commonly performed by appropriate professionals, but in Wadham the roles of Senior Tutor, Tutor for Graduates and Dean are performed by Tutorial Fellows for agreed limited periods (usually of several years) in return for additional stipend or partial remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the government of the college but also to take a fair turn in performing such key academic administrative offices when asked to do by their colleges. The normal expectation would be that every Tutorial Fellow would be willing to take on one of the key administrative roles at some stage in their career, but not normally in their probationary period of the first five years.

6   The wider university
The duties of a Tutorial Fellow, whether a CUF or a University Lecturer, are not confined to the college. All have an obligation to give University lectures, nearly all can expect to supervise graduate students, and all have a role in contributing to the research environment in their Faculty or Department. Furthermore, they have an obligation to contribute both to discussion and to the exercise of functions at Faculty, Sub-faculty and Departmental level: to participate in debates, for instance, on the syllabus in the light of their tutorial experience, and to revise their tutorial practice in

the light of discussion with colleagues in other subjects. University examining is an important part of a tutorial fellow's duties. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

Academic appointments at Oxford
There are three main categories of academic post at Oxford: professorships, readerships, and lecturerships. Professorships and readerships form respectively about 11 per cent and 3 per cent of the posts on the academic establishment: the vast majority of initial academic appointments are therefore to lecturerships. As a result of cash-limited promotions exercises held between 1988 and 1994 a small number of staff hold *ad hominem* professorships or readerships. Under a new policy for the recognition of distinction, all academic staff are eligible to apply in annual exercises for the conferment of the title of reader or professor (with no change in duties or stipend). Virtually all university academic posts at Oxford have a formal association with a college. For lecturers the nature of this association broadly determines which particular type of lecturership they hold. **University lecturerships** are found primarily, but not exclusively, in the sciences, and the majority are associated with a tutorial fellowship with a college, i.e. a college appointment which carries with it an obligation to undertake college teaching and other duties, and associated additional remuneration. University lecturers with tutorial fellowships receive, when they reach the top of the University and college salary scales, about 84 per cent of their overall basic stipend from the University, and 16 per cent from the college. University lecturers without tutorial fellowships have a *university* duty to give some college tutorial teaching: this duty usually begins at age 42 and is accompanied by additional university salary, there being a special scale for university lecturers without tutorial fellowships which is longer than that for other university lecturers. **CUF (Common University Fund), special (non-CUF), and Faculty lecturerships,** in the arts and social sciences, are always associated with college tutorial fellowships: at the top of the scales such lecturers receive roughly 40 per cent of their combined stipend from the University and 60 per cent from the college. **Titular** university, CUF and Faculty lecturerships may be advertised where the college will bear all of the combined costs of the appointment until such time as the University is able to fund its share and so make a substantive appointment.