

DEPARTMENT FOR CONTINUING EDUCATION

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Job Description and Selection Criteria

Post	Associate Professorship in History of Art
Department/Faculty	Department for Continuing Education
College	Kellogg College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	£48,114 – £64,605 per annum (plus College allowances of £1576 p.a.)
Additional information	Associate Professors may apply for the title of full Professor in annual exercises. In exceptional cases, the title of full Professor may be awarded on appointment with an additional salary payment of £2,804 p.a.

Overview of the post

The Department for Continuing Education and Kellogg College are recruiting an Associate Professor in History of Art.

This post is an opportunity for an Associate Professor with an established research record and research interests in the visual and material culture of the later medieval/early modern periods to join the leading Continuing Education department in the UK. Committed to public engagement, the Department is multidisciplinary and encourages interdisciplinary teaching and research. The History of Art teaching portfolio includes a History of Art specialisation in the Certificate of Higher Education; a Certificate in History of Art; a Diploma in History of Art; a Master of Studies in Historical Studies; a Master of Studies in the History of Design; a Postgraduate Certificate in Historical Studies and a Master of Studies in Historical Studies; a Master of Studies in Literature and Arts; a doctoral programme in Literature and Arts; 18 open access weekly classes each of 10 weeks each year; 11 day and weekend events each year; and 11 open access online courses each of 10 weeks annually.

You will be encouraged to participate in the academic life of Kellogg College, for example by taking part in the events for History of Art students and being willing to act as a College Adviser for graduate students, and will be expected to play a part in the administration of the College.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Jonathan Michie at jonathan.michie@conted.ox.ac.uk or telephone: +44 (0)1865 270376. 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 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:

i. Research

- Conduct advanced research, supported by external research grants where necessary;
- Disseminate research through publication and public engagement activities.

ii. Administration

- Director of Studies for the History of Art programme;
- Co-direct the MSt in Literature and Arts;
- Chair of examiners for individual programmes.

iii. Teaching

- Supervise students on the doctoral programme in Literature and Arts;
- Dissertation supervisor and examiner for the MSt in Historical Studies;
- Undertake teaching within the programmes you direct and others including the Postgraduate Certificate in Historical Studies and the MSt in Historical Studies.

The Associate Professor will engage with and contribute to the research culture of the History Faculty as well as to the Department's own programme of activities which foster its research environment, disseminating their research through public engagement activities.

You will co-direct and teach on the Master of Studies in Literature and Arts. This is a part-time, blended course of study, offering periods of residence in Oxford which enable students to take advantage of Oxford's exceptionally rich material culture. It is inter-disciplinary, studying the cultural and intellectual activity of people in the past, and the context in which that activity occurred. The syllabus is designed

around three sequential periods of British History, between them taking in the period from c. 1500-1914. You will be expected to contribute to teaching the visual culture components of the course and to supervise dissertations. You will be an examiner for the course.

You will supervise students admitted to the doctoral programme in Literature and Arts.

You will teach on the Postgraduate Certificate in Historical Studies and the Master of Studies in Historical Studies. The Postgraduate Certificate is designed for students who wish to study the historical disciplines at graduate level and it introduces them to a range of periods, approaches and sources. It is an award in its own right but also forms the first of two years of part-time study for the Master of Studies in Historical Studies. An especially valuable feature of the syllabus is that it enables students to engage with a variety of sources, both documentary and material, from each of the medieval, early modern, and modern periods. You will provide teaching and examining of the visual culture components of Unit 1 (Princes, States and Revolutions) and Unit 2 (European Court Patronage, c. 1400) and will offer a Special Subject on a period-based visual culture topic. You will be an examiner for the course and would also be a dissertation supervisor and examiner for the MSt in Historical Studies.

You will be one of the academic staff among whom the role of Director of Studies for the History of Art programme would rotate, and would also be expected to take responsibility for directing and acting as Chair of examiners for individual programmes within the History of Art and related portfolios, again, on a rotational basis.

You will undertake such other duties as may be required by the Director of the Department. Many of the Department's courses run in the evenings and over weekends and there is an expectation that staff will work as required to support the smooth running of the Department and its activities.

The Official Fellowship at Kellogg carries no teaching duties for the College; but the Fellow will be expected to participate in the academic life of Kellogg, taking part in events for students, acting as a College Adviser for students, and playing a part in the administration of the College, including through attending Governing Body meetings, serving on other committees and taking part in appropriate events that support the development of the College's activities.

In due course the Fellow may serve as a member of the committees of the Governing Body and to carry out the duties of College Officers, which are held for three years and rotate among members of the Governing Body. (The College does not normally expect new Fellows to undertake more onerous College Offices in the first five years of their appointment.)

More information about Fellowship and its benefits can be found below in College Benefits, Terms and Conditions.

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. Chairs 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 criteria

The successful candidate will:

1. Have a doctorate in History of Art or a cognate field;
2. Have expertise in History of Art with a proven record of research and publication;
3. Have a proven record of teaching and organising History of Art or cognate programmes at university level;
4. Have academic leadership ability and will bring to the post a strategic vision for the development of the subject area within the Department for Continuing Education.

Desirable criteria

1. Interest, enthusiasm and expertise in online teaching and development;
2. Experience of academic administration and programme development;
3. Experience of university continuing education and outreach activity.

How to apply

To apply, visit the [academic vacancies page](#), click on the relevant post title, 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, publications list and supporting statement. (*Customise this statement if you want additional material included with the application.*) 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.

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/>.

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 go to: www.recruit.ox.ac.uk.

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 for Continuing Education

The Department for Continuing Education is one of the University's largest departments and every year has more than 19,000 student enrolments on its courses and programmes. Our main areas of work are in continuing and professional education, and we engage with individuals and organisations locally and globally. The Department is headed by the Director, Professor Jonathan Michie, and the senior management team which includes three Deputy Directors. There are some 200 members of staff in the Department. Departmental facilities include a Residential Centre (with a hotel and catering operation), Common Room, Library, Lecture Theatre, Registry and a range of teaching and computing rooms. We have a dedicated online course production unit, Technology-Assisted Lifelong Learning (TALL), which specialises in course development and consultancy. For more information, please visit: www.conted.ox.ac.uk.

Kellogg College

The President and Fellows of Kellogg are committed to supporting the lifelong learning work of the University and the expansion of opportunities for full-time, part-time and professional development students. Kellogg is Oxford University's largest College and, at present, comprises the President, 163 Fellows, 29 Common Room Members and more than 1000 Master's and Doctoral students (over 990 part-time and 269 full-time).

The College is based on the Norham Manor site in North Oxford, a short distance from the city centre. The College has a reputation for being a friendly and supportive community, which encourages diversity and excellence in all its activities. The College maintains its sense of community through its active calendar of events and its growing student accommodation.

Kellogg is a vibrant, growing and egalitarian College and each of our members and our staff has the opportunity to shape our future and our traditions.

For more information please visit: <https://www.kellogg.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 over 2,500 other 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 is ranked first in the UK for university spin-

outs, with more than 130 spin-off companies created to date. 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 which now numbers over 10,000. 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/about/organisation

University Benefits, Terms and Conditions

Salary

The salary will be on the scale for Associate Professors (£48,114 - £64,605 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.

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 www.admin.ox.ac.uk/statutes/regulations/182-052.shtml 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 www.admin.ox.ac.uk/statutes/781-121.shtml 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 My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

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 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 team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

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://www.jobs.ox.ac.uk/pre-employment-screening>.

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 all academic posts, for which the retirement date is 30 September immediately preceding the 69th 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

The Associate Professorship is associated with a non-stipendiary Official Fellowship at the College. The Fellow appointed will hold the Fellowship under the terms of the College Statutes and By-Laws in force at any time during the appointment.

The Fellow will be entitled to the following benefits and allowances:

- the rights of Common Table which comprise free lunches and Guest Night Dinners
- a pensionable academic allowance of £732 per annum
- an advisor's allowance of £644 per annum
- a library allowance of £200 per annum

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department for Continuing Education, cognate subject-based departments and Kellogg 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 Continuing Education Board and the governing body of Kellogg 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.