

## DEPARTMENT FOR CONTINUING EDUCATION

Rewley House, 1 Wellington Square, Oxford OX1 2JA  
Tel: +44 (0)1865 280152  
jonathan.michie@conted.ox.ac.uk  
www.conted.ox.ac.uk



### *Job Description and Selection Criteria*

<b>Post</b>	<b>Associate Professorship in History</b>
<b>Department/Faculty</b>	<b>Department for Continuing Education</b>
<b>College</b>	<b>Kellogg College</b>
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	<b>£48,114 – £64,605 per annum (plus College allowances of £1576 p.a.)</b>
<b>Additional information</b>	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.

This post is an opportunity for an Associate Professor with an established research record and research interests in the early modern period to join the leading Continuing Education department in the UK. Committed to public engagement, the Department is multidisciplinary and encourages interdisciplinary teaching and research. You will be responsible to the Director of the Department for Continuing Education and under the direction of the Director of Public and International Programmes. You will be part of a team led by Professor Tom Buchanan, Professor of Modern British and European History and Director of Studies of the Department's programme in Modern History and Politics.

The History teaching portfolio includes a History specialisation in the Certificate of Higher Education; a Foundation Certificate in History; an Undergraduate Diploma in English Social and Local History; an Undergraduate Advanced Diploma in Local History; a Postgraduate Certificate in Historical Studies; a Master of Studies (MSt) in Historical Studies; an MSc in English Local History; a Master of Studies (MSt) in Literature and Arts; a doctoral programme in Local History; 34 open access weekly classes each of 10 weeks each year; 18 day and weekend events each year; 15 open access online courses each of 10 weeks annually; and an International Summer School in History and Politics during July/August each summer. The person appointed will be expected to contribute to the direction and quality assurance of the programme as a whole.



You will be encouraged to participate in the academic life of Kellogg College, for example by taking part in the events for History 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](mailto:jonathan.michie@conted.ox.ac.uk), telephone: +44 (0)1865 270376 or Professor Tom Buchanan at [tom.buchanan@conted.ox.ac.uk](mailto:tom.buchanan@conted.ox.ac.uk), telephone: +44(0)1865 270382. 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**

- Direct the History Foundation Certificate, Postgraduate Certificate in Historical Studies and MSt in Historical Studies, possibly in rotation with another member of the academic staff;
- Organise and lead day and weekend events on topics in the early modern period;
- Take part in the administration and governance of the College by participation in the Governing Body and other committees.

### **iii. Teaching**

- Supervise students on the MSt in Historical Studies;
- Undertake teaching within the programmes you direct and others including the MSc in English Local History.

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.

The post provides the teaching and examination of a core paper (British History 1485–1603) and an optional subject for the Foundation Certificate in History. (The optional subject will depend on the particular specialisms of the person appointed.) As well as being awards in their own right, the Department's Foundation Certificates are a core component of the pathways of progression which it enables the University to offer to part-time students. The History Foundation Certificate is a part-time, two-year course, equivalent to the first year of undergraduate study in History. Accordingly it enables students to apply for entry to the second year of a History degree, at Oxford or elsewhere, and it is mapped onto the syllabus for the first year of the Oxford degree. You would be expected to serve as course director, possibly in rotation with another member of the academic staff.

At graduate level, 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 each of the medieval, early modern, and modern periods. You will provide teaching and examining of the early modern sections of Unit 1 (Princes, States and Revolutions) and Unit 3 (Religious Reformations and Movements) of the course and will offer a Special Subject on an early modern topic. You will be an examiner for the course and one of three members of academic staff among whom the directorship of the course rotates.

You would be a dissertation supervisor and examiner for the MSt in Historical Studies and would be expected to serve as course director in rotation with another member of the academic staff. You will also be asked to teach an Advanced Paper (currently Kinship, culture and community: provincial élites in early modern England – offered every other year) for the MSc in English Local History.

The Department has developed a highly successful programme for doctoral students in local and social history. Alongside the Associate Professor post in English Local and Social History, you will be expected to be available to offer research supervision for students working on early modern topics.

Finally, you will be expected to contribute to organising and leading day and weekend events on topics in the early modern period. These events enable us to disseminate Oxford's research to national and even international audiences. The input of our own academic staff enables us to build and develop links with renowned scholars working in the relevant subject areas.

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 or a cognate field;
2. Have expertise in History with a proven record of research and publication in the early modern period;
3. Have a proven record of teaching and organising History 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

5. Interest, enthusiasm and expertise in online teaching and development;
6. Experience of academic administration and programme development;
7. 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](mailto: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](http://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](http://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](http://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](http://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](http://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](http://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/](http://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](http://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.