

## DEPARTMENT FOR CONTINUING EDUCATION

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### *Job Description and Selection Criteria*

<b>Post</b>	<b>Associate Professorship in Political Economy</b>
<b>Department/Faculty</b>	<b>Department for Continuing Education</b>
<b>College</b>	<b>Kellogg College</b>
<b>Contract type</b>	<b>Fixed-term until 31 August 2023 in the first instance</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 Political Economy.

This post is an opportunity 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 Department's programme in political economy consists of the following elements:

- (i) Online short courses;
- (ii) Weekly class courses in economics, and Day & Weekend Schools;
- (iii) Economics courses in the Oxford University Summer School for Adults (OUSSA); and
- (iv) Elements within Master's degrees, such as the M.Sc. in Sustainable Urban Development.

You will be encouraged to participate in the academic life of Kellogg College, for example by taking part in the events for economics 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) 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.

### Duties of the post

The main duties of the post are as follows:

#### i. Research

- Conduct advanced research in political economy, supported by external research grants where necessary;
- Publish papers in the leading international peer-reviewed journals.

#### ii. Administration

- Serve as Director of Studies for Economics in the Department for Continuing Education; this involves academic oversight of the quality and standards of courses, and the recruitment and induction of teaching staff both from inside and outside the University;
- Direct and/or teach for three weeks on a Summer School.

#### iii. Teaching

- Supervise research students, and act as an examiner or assessor, as required;
- Contribute to teaching on Master's courses, depending on your areas of expertise, and to Graduate School activities;
- Develop and tutor online courses and teach on the Weekly Class Programme.

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 economics or a cognate field;
2. Have expertise in any area of political economy, although there will be a preference for those with expertise in the economics of developing countries;
3. Have a proven record of international standing in research and publication;
4. Have a proven record of teaching and organising economics programmes at university level;
5. Have academic leadership ability and will bring to the post a strategic vision for the development of economics 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](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](https://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***

This appointment is fixed-term until 31 August 2023 in the first instance

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.