



## Common Room Members Information Pack 2023-24

For the most up-to-date information about College life, please visit the [Kellogg website](#).

### Useful links:

**Staff:** Staff details and their contact information can be found on the ['Our people'](#) pages of the College website

**Events calendar:** The College schedules an extensive programme of events throughout the academic year. To view the list, visit our ['Latest events'](#) page of the website.

**College accommodation:** Kellogg members have access to our short-term accommodation at a discounted rate. Further details are available on the ['Short-stay accommodation'](#) pages of the website.

**Oxford University Newcomers' Club:** The ['Oxford University Newcomers' Club'](#) is run by volunteers whose aims are to help those who are new to the University of Oxford to settle in, to find out more about Oxford, and to provide opportunities to meet people.

**International staff:** Visit the University's ['Welcome'](#) pages for help with all the practicalities before, during, and after your move, plus information to help you to settle in as quickly as possible and make the most of all the wonderful opportunities the University and city have to offer.

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## Committee Structure

### Governing Body

All Official Fellows

Academic Committee Chair: Senior Tutor  
Secretary: Academic Administrator

Communications Committee  
Chair: Fellow  
Secretary: Communications Manager

Development & Alumni Relations Committee  
Chair: President  
Secretary: Director of Development & Alumni Relations

Domestic Committee  
Chair: Fellow  
Secretary: Accommodation Officer

Equality & Welfare Committee  
Chair: Dean  
Secretary: Academic Administrator

Finance & Resources Committee  
Chair: President  
Secretary: Finance Bursar

IT Committee  
Chair: IT Fellow  
Secretary: IT Officer

Nominations Committee  
Chair: President  
Secretary: College Administrator

Site Committee  
Chair: President  
Secretary: Head of Facilities Management

Sustainability Committee  
Chair: Sustainability Fellow  
Secretary: Staff Sustainability Champion

Scholarship Sub-Committee  
Chair: Senior Tutor  
Secretary: Academic Administrator

Junior Research Fellow Sub-Committee  
Chair: Senior Tutor  
Secretary: College Administrator

Sports, Recreation & Wellbeing Sub-Committee  
Chair: Fellow  
Secretary: College Administrator

Garden Sub-Committee  
Chair: Fellow  
Secretary: Head of Facilities Management

## COLLEGE MEMBERSHIP DESCRIPTIONS

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### Official Fellows

Official Fellows are elected on appointment to an affiliated post, approved by Governing Body; the University appointment comes with Fellowship attached.

The length of fellowship is co-terminous with the University post. Official Fellows make up the Governing Body of the College and are required to attend Governing Body meetings and to participate in College committees as invited.

Official Fellows are required to act as student advisors. The College Academic Office assigns around 12 students to each Fellow.

University cards allowing access to University buildings and the Bodleian as well as various online access are distributed through the Fellow's department. However, Kellogg will add a College 'link' that enables College access and provides a Kellogg email address. Fellows' cards access main reception, the rear patio doors, no. 62 kitchen, and the Fellows' work room as well as the post room for officers. Official Fellows are also offered the use of meeting rooms, the Fellows' flat and short-term accommodation.

Official Fellowship comes with the rights of Common Table which comprise free lunches and Guest Night Dinners as well as being invited to College-wide seminars and events.

### Ordinary Fellows

Ordinary Fellows are proposed by Official Fellows to Academic Committee and agreed by Governing Body. They hold academic or senior administrative University roles.

The length of fellowship is co-terminous with their University post. Ordinary Fellows do not sit on the College's Governing Body but may serve on College committees by invitation from the President.

Ordinary Fellows are required to act as student advisors. The College Academic Office will assign around 12 students to each Fellow.

University cards allowing access to University buildings and the Bodleian as well as various online access are distributed through the Fellow's department. However, Kellogg will add a College 'link' that enables College access and provides a Kellogg email address. Fellows' cards access main reception, the rear patio doors, no. 62 kitchen, and the Fellows' work room as well as the post room for officers. Ordinary Fellows are also offered the use of meeting rooms, the Fellows' flat and short-term accommodation.

Ordinary Fellowship comes with the rights of Common Table which comprise free lunches and Guest Night Dinners as well as being invited to College-wide seminars and events.

## COLLEGE MEMBERSHIP DESCRIPTIONS

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### Junior Research Fellows

Junior Research Fellows are employed by the University in a research role. They apply to College when the fellowships are advertised in Hilary term and are interviewed by a panel comprising the Senior Tutor and other Fellows.

The length of fellowship is co-terminous with the University post or for 3 years, whichever is first.

Junior Research Fellows are required to act as student advisors. The College Academic Office will assign around 9 students to each JRF.

Junior Research Fellowship comes with the rights of Common Table which comprise free lunches and discounted Guest Night Dinners per term as well as being invited to College-wide seminars and events.

### Senior Research Fellows and Research Fellows

Senior Research Fellows and Research Fellows are proposed by Official Fellows and agreed by Governing Body. They hold senior research roles in the University and are associated with the work of the College Research Centres.

The length of fellowship is for two years and may be renewed by Governing Body to be co-terminous with the University appointment.

Senior Research Fellows and Research Fellows are required to act as student advisors. The College Academic Office will assign around 6 students to each Fellow.

If the Research Centre is funded, a contribution to the cost of the Senior Research Fellow is £1500 per annum.

University cards allowing access to University buildings and the Bodleian as well as various online access are distributed through the Fellow's department. However, Kellogg will add a College 'link' that enables College access and provides a Kellogg email address. Fellows' cards access main reception, the rear patio doors, no. 62 kitchen, and the Fellows' work room as well as the post room for officers. Senior Research Fellows and Research Fellows are also offered the use of meeting rooms, the Fellows' flat and short-term accommodation.

Fellowship comes with the rights of Common Table which comprise free lunches and Guest Night Dinners as well as being invited to College-wide seminars and events.

### Visiting Fellows

Visiting Fellows are senior academics, sometimes at the University on a visiting basis, or Fellows who have left the University for academic posts elsewhere. Visiting Fellowships are proposed by Official Fellows to Academic Committee and agreed by Governing Body.

## COLLEGE MEMBERSHIP DESCRIPTIONS

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The fellowship expires on 30<sup>th</sup> September approximately 2 years from the start date or less if co-terminus with a shorter visiting post.

Visiting Fellows may act as student advisors if invited by the President or Senior Tutor and with the approval of the Academic Committee, in which case the College Academic Office will assign around 6 students to each Visiting Fellow.

University cards allowing access to University buildings and the Bodleian as well as various online access are usually distributed through the Fellow's department. However, Kellogg's College Administrator can issue an Academic Visitor card if needed. If card is issued by department, the College Administrator will add a College 'link' that enables College access and provides a Kellogg email address. Fellows' cards access main reception, the rear patio doors, no. 62 kitchen, and the Fellows' work room as well as the post room for officers. Visiting Fellows are also offered the use of meeting rooms, the Fellows' flat and short-term accommodation.

Visiting Fellowship comes with the rights of Common Table which comprise discounted lunches and guest night dinners as well as being invited to College-wide seminars and events.

### Emeritus Fellows

Emeritus Fellows are retired Official or Ordinary Fellows who intend to continue to be actively involved in and supportive of College life. They are approved by Governing Body.

Fellowship is for life.

Emeritus Fellows may act as student advisors, in which case the College Academic Office will assign around 6 students to each Emeritus Fellow.

Emeritus Fellows may order their own University cards through the University website with 'retired' status for a £15 charge. If a College link is requested on the form, Kellogg will approve and provide a Kellogg email address. Fellows' cards access main reception, the rear patio doors, no. 62 kitchen, and the Fellows' work room as well as the post room for officers. Emeritus Fellows are also offered the use of meeting rooms, the Fellows' flat and short-term accommodation.

Emeritus Fellowship comes with the rights of Common Table which comprise free lunches and discounted Guest Night Dinners as well as being invited to College-wide seminars and events.

### Honorary Fellows

Honorary Fellows are proposed by Official Fellows and agreed by Governing Body.

Honourary Fellowship comes with the rights of Common Table which comprise free lunches and Guest Night Dinners as well as being invited to College-wide seminars and events.

## COLLEGE MEMBERSHIP DESCRIPTIONS

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Kellogg does not offer University cards to Honorary Fellows.

### Research Members of Common Room

Research Members of Common Room are elected through an application and interview process led by the Research Coordinator. Membership gives post-doctoral researchers a chance to contribute to and enjoy college life. It costs £60 per annum and applications are made to the Academic Administrator, with a reference and statement as to how one would contribute to the life of the College, and are approved by the Research Coordinator.

The length of membership is as offered, usually one year and renewable annually with payment.

In most cases, RMCR are required to act as student advisors. If advising, the £60 fee is waived. The College Academic Office will assign around 6 students to each member.

University cards allowing access to University buildings and the Bodleian as well as various online access are distributed through the members' departments only. Kellogg does not provide a College 'link' on University cards.

RMCR are offered the use of meeting rooms, and short-term accommodation when available. Membership comes with discounted lunches and Guest Night Dinners as well as being invited to College-wide seminars and events.

### Common Room Members

Common Room members are proposed to Academic Committee by Official Fellows and agreed by Governing Body. Members can be non-academics, or academics whose standing is not regarded as of a Fellowship level. The membership is £60 per annum.

The length of membership is one year and renewable annually with payment.

If invited by the President or Senior Tutor and approved by the Academic Committee, Common Room Members may act as student advisors, in which case the £60 fee will be waived. The College Academic Office will assign around 6 students to each member.

Common Room Members will receive discounted lunches and Guest Night Dinners as well as being invited to College-wide seminars and events

Kellogg does not offer University cards to Common Room Members.



Kellogg College  
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## College Lunch

Usually Served Monday-Friday, 12.00pm-1.45pm

(Weeks 0-Weeks 9, may be available outside of these weeks)

*It is possible that service will close early if demand exceeds the available supply of food.*

### Main College Lunch is two courses:

Option 1: Soup and a main course (note salad boxes are considered as main course)

Option 2: Main Course and Dessert (or cheese)

Option 3: Soup, Dessert (or cheese) and fruit

### Tea and Coffee:

Tea and coffee are available for everyone taking lunch.

Please help yourself from the side table.

**Menu:** The menu for Main College Lunch rotates on a three-week cycle. It can usually be found on the College's website with lunch and dinner dates for the term, and is displayed in the hall and servery each day.

**Seating:** We eat at Common Table. This means that there is no hierarchy for seating. You may sit anywhere that has a place setting. Sometimes seats might be reserved for a particular group. This will be indicated by signs on the table.

**Dietary Requirements and Allergy Information:** There is a food allergen chart displayed in the servery for every meal, and if you have any questions, you are welcome to ask the chefs at time of service. If you or a guest have an allergy or intolerance to particular foods and will be taking lunch or dinner in College, please inform [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) 48 hours in advance. This will enable the kitchen team to prepare a suitable meal for you without causing delays to you or other diners.

**Charges for Lunch:** Common Room members are charged student rates for college lunches. You will be asked to pay with a bank card when you get to the till.

### How does Upay work?

- You will queue as normal and as you receive your meal and exit, you will come to a till point.
- You will need to tap your University Card on the smart reader at the till point. You may also use a Upay app that can be downloaded to your smart device from Apple/Android stores.
- If successfully registered on Upay, as most College members would be, the till will bring your account up and charge your Upay account in line with your membership entitlement.
- If you don't have any credit in your Upay account, you may choose to pay with a debit or credit card (except American Express) \* where applicable.
- Having an active Upay account will enable payments through it in the Dining Hall, the Hub Café and on [upay.co.uk](https://upay.co.uk).
- This is the fastest method of payment and minimize your time in the queue. Payment via credit or debit cards are likely to cause a slight delay due to additional steps involved.



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**What do I need to do?**

Your Upay account is linked to your active/current University Card (but not to the expiry date on the card), therefore always bring it with you when dining in College.

An active Upay account can also be accessed via the Upay app on a smart device, in absence of a University Card.

In absence of both of these, the staff may ask you for a valid ID.

If you think you should, but do not, have a Upay account, please email us.

The minimum amount you'll need to top-up is £15. We recommend a maximum balance of not more than £150.

**Contact:** [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) for all queries regarding Upay