



## Fellows' 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

## Governing Body roles for MT 2023 to TT 2024

Note that 'years' refers to the years left to serve at the beginning of Michaelmas 2023.

### Governing Body Officers:

**Vice-President:** David Mills – 1 year

**Senior Tutor:** Sandie Byrne – 2 years

**Dean:** Jeremy Gibbons – 3 years

**Welfare Dean:** Tara Stubbs – 3 years

**Secretary to Governing Body:** Andrew Simpson – 3 years

Leah Clark – MT23 only while Andrew is on Sabbatical

### Other College Roles:

**Senior Fellow:** Alistair Ross - 1-year term (by rotation)

**Admissions Tutor:** Jim Davies – 2 years

**Fellow for Part Time Students:** Alistair Ross – 3 years

**Research Coordinator:** Alis Oancea – 3 years

**LGBTQ+ Fellow:** Max Van Kleek – 3 years

**Equality & Harassment Adviser – Male:** Richard Stevens – 3 years

**Equality & Harassment Adviser – Female:** Alison MacDonald – 3 years

**IT Fellow:** Sean Duffy – 1 years

**Fellow Librarian:** Jonathan Healey – 3 years

**Archive Fellow:** Tom Buchanan – 2 years

**Sustainability Fellow:** Chris Pugh – 2 years

**Racial Justice and Equality Fellow:** Shreya Atrey – 3 years

**Ball Committee Reps:** Tony Harris – 1 year, Ana Nacvalovaite – 2 years

**Chamberlains:** Clare Bankhead – 3 years, Judith Holder – 3 years, Sandie Byrne – 1 year, Anna Beer – 2 years, Alison MacDonald – 2 years, Juliet Carpenter – 2 years

**Deans of Degrees:** Gary Lock – 3 years, Steven Parissien – 1 year, Shirin Tahzib – 1 year, Clare Morgan – 1 year, John Simpson – 1 year, George Leeson – 1 year, Christine Jackson – 1 year, Tony Harris – 1 year, Anna Beer – 1 year, Elizabeth Gemmill – 2 years, Alistair Ross – 2 years, Trevor Rowley – 2 years.

## Committee Membership for MT 2023 to TT 2024

**Note:** the 'alumni' representative on the Development & Alumni Relations Committee is a non-voting, 2-year appointment, additional to the three ordinary members that are proposed by NC, and that this member of the committee can on no account seek to influence any decisions regarding student admissions or scholarship decisions.<sup>1</sup>

### ACADEMIC COMMITTEE

Senior Tutor (Chair)

President

Research Coordinator

Admissions Tutor

Fellow for Part-Time Students

Dean

Fellow Librarian

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<sup>1</sup> It was suggested at 1 Feb 2017 GB that all committees might change their terms of reference to enable up to two 'external' members, subject to approval by the Nominations Committee and GB.

Sustainability Fellow  
Racial Justice and Equality Fellow  
Carlos Vargas-Silva – 3 years  
Felipe Tomaz – 1 year  
Niki Trigoni – 2 years  
Paul Irwin Crookes – 2 years  
MCR Representative  
Finance Bursar  
Academic Administrator (Secretary)

### **Scholarship Sub-Committee**

Senior Tutor (Chair)  
Andrew Markham – 3 years  
David Beard – 1 year  
Judith Hillier – 2 years  
Finance Bursar  
Director of Development and Alumni Relations  
Academic Administrator (Secretary)

### **JRF Sub-Committee**

Senior Tutor (Chair)  
Research Coordinator  
Anne-Marie Boylan – 3 years  
Andrew Markham – 1 year  
David Mills – 2 years  
HR Officer (Secretary)

### **IT AND DIGITAL STRATEGY COMMITTEE**

IT Fellow (Chair)  
Kasper Rasmussen – 3 years  
Niall Winters [Visiting Fellow] – 1 year  
Rhona Sharpe – 2 years  
MCR IT representative  
Finance Bursar  
Assistant Academic Administrator  
Domestic Bursar  
College Administrator & HR Manager  
Communications Manager  
Head of IT (Secretary)

### **FINANCE & RESOURCES COMMITTEE**

Javier Lezaun (Chair) – 2 years  
President  
Senior Tutor  
Pedro Bordalo – 3 years  
Tony Harris [Research Member of Common Room] – 3 years  
Sean Duffy – 1 year

Bige Kahraman – 1 year  
Naz Ghanea – 2 years  
MCR Treasurer  
Finance Bursar (Secretary)

#### **DEVELOPMENT & ALUMNI RELATIONS COMMITTEE**

President (Chair)  
Shreya Atrey – 3 years  
David Beard – 3 years  
Carl Heneghan – 1 year  
Andrew Simpson – 1 year  
Yasmin Khan – 2 years  
Matt Perkins – 2 years  
MCR Development Officer  
William Scott-Jackson (Alumni Representative) – 1 year  
Finance Bursar  
Director of Development and Alumni Relations (Secretary)

#### **COMMUNICATIONS COMMITTEE**

Niall Winters – [Visiting Fellow] 2 years (Chair)  
President  
Senior Tutor  
Judith Holder – [Common Room Member] 3 years  
Jon Healey – 1 year  
MCR Representative  
Assistant Academic Administrator  
Communications Manager (Secretary)

#### **EQUALITY & WELFARE COMMITTEE**

Welfare Dean (Chair)  
President  
Senior Tutor  
LGBTQ Fellow  
BAME Fellow  
Equality & Harassment Adviser – Male  
Equality & Harassment Adviser – Female  
Sports, Recreation and Wellbeing Sub-committee Chair  
Junior Dean  
MCR Welfare and Equality Officer  
Domestic Bursar  
Academic Administrator (Secretary)

#### **Sports, Recreation and Wellbeing Sub-Committee**

Tony Harris [Research Member of Common Room] (Chair) - 3 years  
Andrew Simpson – 3 years  
David Beard – 2 years  
Hilary Wynne [Research Member of Common Room] – 2 years  
MCR Sports Representative

Finance Bursar  
HR Assistant (Secretary)

### **DISCIPLINE COMMITTEE**

President (Chair)  
3 Official Fellows (to be chosen by President)  
MCR Representative (to be invited by President)  
Clerk (invited by President on case-by-case basis)

### **DOMESTIC COMMITTEE**

Marek Naczyk (Chair) – 2 years  
Alistair Ross – 3 years  
Steven Parissien – 1 year  
Sustainability Fellow  
Dean  
MCR Representative  
Domestic Bursar  
Accommodation Officer (Secretary)

### **SITE COMMITTEE**

President (Chair)  
Vice-President  
Sustainability Fellow  
Garden Sub-committee chair  
Carl Heneghan – 3 years  
Kathy Davies [Visiting Fellow] – 1 year  
Matt Perkins – 2 years  
Junior Dean  
MCR Representative  
Finance Bursar  
Domestic Bursar  
Head of Facilities Management (Secretary)

### **Garden Sub-Committee**

David Griffiths (Chair) – 2 years  
Debbie Hopkins – 3 years  
Leah Clark – 1 year  
Kamal Mahtani – 2 years  
MCR representative  
Junior Dean  
Domestic Bursar  
Head of Facilities Management (Secretary)

### **NOMINATIONS COMMITTEE**

President (Chair)  
Senior Tutor  
Senior Fellow  
Three Governing Body fellows by rotation (excluding the Vice-President and Dean):

Yasmin Khan – 3 years

David Beard – 1 year

Jonathan Healey - 2 years by rotation (Replacing Alis Oancea)

HR Officer (Secretary)

### **SUSTAINABILITY COMMITTEE**

Sustainability Fellow (Chair)

President

Finance Bursar

Domestic Bursar

Nigel Mehdi – 3 years

Annette Pluddemann – 1 year

Yasmin Khan – 2 years

MCR Representative

Small Works and Facilities Coordinator (Secretary)

### **GOVERNANCE WORKING GROUP**

Vice President (Chair)

3 GB Fellows chosen by the Vice President:

Shreya Atrey

Tara Stubbs

Yasmin Khan

Staff Members chosen by the Vice President:

Academic Administrator

Finance Bursar

### **COMMITTEE TO REVIEW DONATIONS**

Vice President (Chair)

2 GB Fellows chosen by the Vice President

David Beard

Yasmin Khan

## KELLOGG COLLEGE CALENDAR OF MEETINGS 2023-24

### MICHAELMAS TERM 2023

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 <sup>th</sup> Week	<b>Scholarship Sub-Committee</b>	Wednesday, 4 October 2023	1.45 pm	Meeting Room – 62 Banbury Road	
1 <sup>st</sup> Week	<b>Academic Committee</b>	Wednesday, 11 October 2023	1.45 pm	On Teams	
	<b>Garden Sub-committee</b>	Wednesday, 11 October 2023	1.45 pm	Mawby Meeting Room	
2 <sup>nd</sup> Week	<b>Equality and Welfare Committee</b>	Wednesday, 18 October 2023	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Sustainability Committee</b>	Wednesday, 18 October 2023	3.30 pm	On Teams	
3 <sup>rd</sup> Week	<b>Governing Body</b>	Wednesday, 25 October 2023	1.45 pm	Mawby Meeting Room	
4 <sup>th</sup> Week	<b>IT Committee</b>	Wednesday, 1 November 2023	11.00 am	Meeting Room – 62 Banbury Road	
	<b>Communications Committee</b>	Wednesday, 1 November 2023	3.00 pm	On Teams	
	<b>Sports Sub-committee</b>	Wednesday, 1 November 2023	1.45 pm	Meeting Room – 62 Banbury Road	
5 <sup>th</sup> Week	<b>Academic Committee</b>	Wednesday, 8 November 2023	1.45 pm	On Teams	
	<b>Development and Alumni Relations Committee</b>	Wednesday, 8 November 2023	3.30 pm	Meeting Room – 62 Banbury Road	
6 <sup>th</sup> Week	<b>Finance and Resources Committee</b>	Wednesday, 15 November 2023	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Site Committee</b>	Wednesday, 15 November 2023	3.30 pm	Meeting Room – 62 Banbury Road	
7 <sup>th</sup> Week	<b>Domestic Committee</b>	Wednesday, 22 November 2023	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 22 November 2023	3.30 pm	On Teams	
8 <sup>th</sup> Week	<b>Governing Body</b>	Wednesday, 29 November 2023	1.45 pm	Mawby Meeting Room	



## KELLOGG COLLEGE CALENDAR OF MEETINGS 2023-24

### HILARY TERM 2024

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 <sup>th</sup> Week	<b>Scholarship Sub-Committee</b>	Wednesday, 10 January 2024	1.45 pm	Meeting Room – 62 Banbury Road	
1 <sup>st</sup> Week	<b>Academic Committee</b>	Wednesday, 17 January 2024	1.45 pm	On Teams	
	<b>Garden Sub-committee</b>	Wednesday, 17 January 2024	1.45 pm	Mawby Meeting Room	
2 <sup>nd</sup> Week	<b>Equality and Welfare Committee</b>	Wednesday, 24 January 2024	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Sustainability Committee</b>	Wednesday, 24 January 2024	3.30 pm	On Teams	
3 <sup>rd</sup> Week	<b>Governing Body</b>	Wednesday, 31 January 2024	1.45 pm	Mawby Meeting Room	
4 <sup>th</sup> Week	<b>IT Committee</b>	Wednesday, 7 February 2024	11.00 am	Meeting Room – 62 Banbury Road	
	<b>Communications Committee</b>	Wednesday, 7 February 2024	3.00 pm	On Teams	
	<b>Sports Sub-committee</b>	Wednesday, 7 February 2024	1.45 pm	Meeting Room – 62 Banbury Road	
5 <sup>th</sup> Week	<b>Academic Committee</b>	Wednesday, 14 February 2024	1.45 pm	On Teams	
	<b>Development and Alumni Relations Committee</b>	Wednesday, 14 February 2024	3.30 pm	Meeting Room – 62 Banbury Road	
6 <sup>th</sup> Week	<b>Finance and Resources Committee</b>	Wednesday, 21 February 2024	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Site Committee</b>	Wednesday, 21 February 2024	3.30 pm	Meeting Room – 62 Banbury Road	
7 <sup>th</sup> Week	<b>Domestic Committee</b>	Wednesday, 28 February 2024	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 28 February 2024	3.30 pm	On Teams	
8 <sup>th</sup> Week	<b>Governing Body</b>	Wednesday, 6 March 2024	1.45 pm	Mawby Meeting Room	

## KELLOGG COLLEGE CALENDAR OF MEETINGS 2023-24

### TRINITY TERM 2024

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 <sup>th</sup> Week	<b>Scholarship Sub-Committee</b>	Wednesday, 17 April 2024	1.45 pm	Meeting Room – 62 Banbury Road	
1 <sup>st</sup> Week	<b>Academic Committee</b>	Wednesday, 24 April 2024	1.45 pm	On Teams	
	<b>Garden Sub-committee</b>	Wednesday, 24 April 2024	1.45 pm	Mawby Meeting Room	
2 <sup>nd</sup> Week	<b>Equality and Welfare Committee</b>	Wednesday, 1 May 2024	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Sustainability Committee</b>	Wednesday, 1 May 2024	3.30 pm	On Teams	
3 <sup>rd</sup> Week	<b>Governing Body</b>	Wednesday, 8 May 2024	1.45 pm	Mawby Meeting Room	
4 <sup>th</sup> Week	<b>IT Committee</b>	Wednesday, 15 May 2024	11.00 am	Meeting Room – 62 Banbury Road	
	<b>Communications Committee</b>	Wednesday, 15 May 2024	3.00 pm	On Teams	
	<b>Sports and Recreation Sub-committee</b>	Wednesday, 15 May 2024	1.45 pm	Meeting Room – 62 Banbury Road	
5 <sup>th</sup> Week	<b>Academic Committee</b>	Wednesday, 22 May 2024	1.45 pm	On Teams	
	<b>Development and Alumni Relations Committee</b>	Wednesday, 22 May 2024	3.30 pm	Meeting Room – 62 Banbury Road	
6 <sup>th</sup> Week	<b>Finance and Resources Committee</b>	Wednesday, 29 May 2024	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Site Committee</b>	Wednesday, 29 May 2024	3.30 pm	Meeting Room – 62 Banbury Road	
7 <sup>th</sup> Week	<b>Domestic Committee</b>	Wednesday, 5 June 2024	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 5 June 2024	3.30 pm	On Teams	
8 <sup>th</sup> Week	<b>Governing Body</b>	Wednesday, 12 June 2024	1.45 pm	Mawby Meeting Room	

## 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  
University of Oxford

## 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:** Fellows are entitled to free College lunches. Any personal guests of the Fellow will need to be paid for by the guest directly, either through the upay account (if there is sufficient funds or with a bank card to the Fellow's Upay account).

### 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.



**Kellogg College**  
University of Oxford

**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



# Governing Body Officer Roles

## Updated Trinity Term 2023

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## Senior Fellow

This is a one-year post held on rotation by the longer-serving Official Fellows, with nomination subject to Governing Body approval. The responsibility of the Senior Fellow is to support the President and Vice-President on fellowship business and college governance issues as they arise; and to be available to offer individual Fellows advice and support as needed.

The specific duties are to mentor new Fellows, including contributing to the induction sessions for fellows, inviting new Fellows to informal one to one meetings in their first year, and offering guidance and support to them, and to any Fellow, as needed. The Senior Fellow takes a leading role with organising the Fellows' Dinner. The Senior Fellow makes a report to each meeting of Governing Body, in written or oral form, and may make recommendations to Governing Body on governance issues.

The Senior Fellow will liaise with College staff, for example over arrangements for the Fellows' Dinner. The Senior Fellow is a member of the Nominating Committee.

## Secretary to Governing Body

The responsibilities of the Secretary to the Governing Body shall be/include:

- taking the minutes of all Governing Body meetings (usually two meetings each term; time needs to be allowed for drafting and checking these);
- helping to set the agenda of Governing Body meetings together with the President, the Finance Bursar and the College Administrator (usually through a short - half-an-hour - meeting held two weeks before the next GB meeting);
- during term time, participating in short - usually 30-45 minute - fortnightly meetings with the President [delete of the College], the Vice-President, the Senior Tutor, the Dean and the Finance Bursar to discuss current developments in College life.

## Vice-President

The Vice-President shall be elected by the Governing Body and shall be one of the Official Fellows of the College. The election process shall be managed through the Nominations Committee. As a Principal College Officer, the Vice- President shall be expected to serve on one or more Standing Committees of the Governing Body and shall meet with the President and the other Officers on a regular basis during term-time (every two to three weeks) to discuss strategic and operational issues related to the governance of the College. The Nominations Committee shall consider the College Officers as a group when making nominations in order to ensure a balance of diversity, academic and departmental backgrounds, whilst also endeavouring to make best use of Fellows' skills, interests and availability.

The Vice-President shall have three key roles within college:

- To take the place of the President at dinners and other ceremonies and events if the President is unable to attend. This requires liaison with the Academic Office and/or Hospitality Team.
- To support the President at Governing Body and College Officers' meetings to help the College to move forward with implementing the college strategic plan, and in preparation for these meetings. This requires ensuring familiarity with the papers, and that potential issues have been discussed and/or clarified.
- To play a leading role on facilitating the Fellows to support the development of academic, social and cultural communities within college through the Fellows' Evenings and other events. This requires liaison with the College Administrator and the Hospitality Team.

The Vice-President may also be asked to take the lead with initiatives or small-scale projects e.g. organising a College Away Day, in conjunction with other Fellows or College staff.

## Dean

The responsibilities of the Dean shall include:

- Dealing with matters of Student welfare and discipline
- Appointing and supporting Junior Deans
- Chairing the Equality and Welfare Committee
- Serving as a member of the Academic Committee
- Representing the College on several University Welfare and Diversity Forums and Committees
- Participating in the Principal Governing Body officers which takes place every two to three weeks in term time
- Supporting the Academic Administrator and Senior Tutor
- Meeting, in potential disciplinary cases, with students involved. (The students are asked to provide an explanation and to respond to questions posed. The Academic Administrator is present at such meetings. This determines what further steps are required, but many are resolved through an apology, a fine, or the costs of any damages. A college disciplinary committee can be invoked as required.)
- Responding to requests from other College Deans concerning Kellogg students and attending a termly meeting of college Deans, Junior Deans and a Proctor.

## Welfare Dean

- Oversight of Student Welfare, working closely with College Registrar and Senior Tutor.
- Participating in the Principal Governing Body Officers' meetings
- Chairing Kellogg Equality and Welfare Committee
- Working with MCR Welfare team and College peer supporters.
- Representing the College on university welfare and diversity fora/committees.
- Meeting with students who are dealing with welfare issues, and directing them to further sources of support where needed
- In liaison with the Dean, acting as an arbitrator between Kellogg students as needed
- Keeping abreast of changes in regulations in welfare procedures at a College and university level, and consulting on such procedures

- Liaising with Student Welfare and Support Services, and the Sexual Violence Unit, where required
- Representing the welfare of students who might be subject to investigations or complaints from other College members or from members of other colleges
- Convening regular welfare team meetings to update Junior Deans, peer supporters, and other college welfare reps about changes in central processes concerning student welfare, or a serious welfare issue that requires wider consultation and involvement
- Meeting with the Dean to discuss individual cases on a no-name basis if a dual welfare/good order approach is required for dealing with a complex student case or concern

## Senior Tutor

The key role of the Senior Tutor is to direct the academic and pastoral provision of the College and to represent it in the collegiate university. The main duties are as follows.

### *Committee work – in College*

- Chair of Academic Committee
- Chair of Scholarship Committee
- Chair of Research Members of Common Room selection panel
- Ex officio member of Governing Body (to which a report is made at every meeting), Equality and Welfare Committee, Finance and Resource Committee, College Hardship Committee.
- Member of selection panel for new college appointments, as required

### *Representing the college in the collegiate university*

- The Senior Tutor is an ex officio member of Senior Tutors' Committee and Graduate Committee of Conference of Colleges.
- Senior Tutors of graduate colleges meet informally once a term to liaise on issues of common interest and concern.
- Representation of the college at university and college events
- Preparation of bids for association with academic posts
- Liaison as required with University Offices and Departments about admissions issues and college provision for students

### *Direction of academic events in college*

This involves considering the nature of the college's academic offering and how best to support it.

### *Welcoming, guiding and induction of new members of the College community*

- Welcome of students during Welcome Weeks, including a talk, attendance at coming-up dinners and giving an induction speech;
- Hosting and speaking at welcome back events in Hilary and Trinity Terms.
- Induction and briefing of new fellows in consultation with the college administrator
- Provision of training of college advisers

### *Student Progress*

- Guidance and action, in consultation with College Advisers, Academic Office, departments and other colleges as appropriate in respect of students whose progress is a source of concern or who seek advice and help from College about pastoral and general academic issues.
- Involvement in student progress meetings
- Consideration and allocation of travel grants to students – termly

### *Interim stage reviews*

Meeting with Fellows who are approaching their interim reviews to offer advice and support; preparation of reports for the reviews.

### *College events during the year*

- Attendance in College when possible on matriculation and graduation days
- Hosting of DPhil students' supervisors' reception and dinner
- Hosting Community Engagement Awards reception (Hilary Term)
- Chairing termly meetings with the Middle Common Room Committee and Research Members of Common Room

## Admissions Tutor

The Admissions Tutor is responsible for approving admission of students to the college. The main duties are as follows.

- Receiving details from the Academic Office of applicants for admission to college. These come via Sharepoint in the form of a spreadsheet. The Academic Office gathers together the materials and conducts eligibility checks prior to dispatch to the Admissions Tutor
- Liaising closely with colleagues in the Academic Office on matters relating to admissions
- Serving as an ex officio member of the Academic Committee
- Participates in policy making with regard to the programmes from which the college admits students.

The workload is estimated at about an hour per fortnight during the period when the college is open to admissions; this may increase during the summer

## Fellow for Part Time Students

The position is held by an Official Fellow with an active interest in and understanding of part-time study. The main duties of the Fellow with responsibility for part-time students are:

- Overseeing the academic and student experience of students studying on a part-time basis, working alongside the Academic Office.
- Suggesting initiatives to ensure that there are opportunities for such students to participate in, and contribute to, College life, and assisting in promoting awareness of these opportunities.
- Seeking the views of part-time students, and the MCR, concerning their college and academic experience and to report to Academic Committee with any suggestions for improving the overall experience.
- Having an input to the strategy for admissions of part-time students, ensuring a commitment to high quality education
- Serving as an ex officio member of the Academic Committee, and providing a termly report to the committee at its meeting in Week 5.

## Research Coordinator

The Research Co-ordinator is responsible for oversight and co-ordination of the research activities in College. The main duties are:

- Co-ordinating the activities of the Kellogg research centres; this may involve co-ordination of research presentations, public talks, conferences, etc
- Collating the annual reports from the sponsoring fellows of the college research centres and preparing a report each year, to be received by Academic Committee and then Governing Body at their respective second meetings of Michaelmas Term. Each centre's report should cover its research projects and other activities, output and impact, funding received, financial status, and future direction of research and funding. The research co-ordinator may highlight any issues (of governance, finance, or level of engagement) in relation to a research centre. Centres have their association with Kellogg reviewed every three years.
- Serving as an ex officio member of Academic Committee, representing research;

- Contributing to developing strategies and procedures for the college's research environment and ensuring its quality.

## Welfare Fellows

The role of the Welfare Fellows is to support the Dean in oversight of welfare, diversity and equality issues. The Welfare Fellows are ex officio members of the Equality and Diversity Committee.

## LGBTQ Fellow

The role of the LGBTQ Fellow is to contribute to college through supporting activities, policies and practices that make it an inclusive and safe place for LGBTQ+ students, staff, fellows and visitors and where all feel accepted and respected. The role takes less than an hour per week. The specific duties are:

- Providing support and a point of contact for LGBTQ matters at Kellogg College
- Serving as ex officio members of the Equality and Welfare Committee.

## IT Fellow

- The IT Fellow is elected by the College's Governing Body. The office is normally held for three academic years and is renewable.
- The role of the IT Fellow is to provide advice to Fellows, Officers, and Staff of the college on matters of college policy relating to the use of information technology in all aspects of the college's life, including academic use by fellows and students, administrative functions, domestic provision for resident students, and entertainment/recreation use.
- The College IT Committee is chaired by the IT Fellow.
- The IT Fellow is the delegated representative of the President and Governing Body of Kellogg College for administrative functions identified in the University's *Regulations Relating to the use of Information Technology Facilities*.
- Regulations for the use of IT in the College are made by the IT Fellow, subject to the approval of Governing Body.
- Enforcement of the IT Regulations upon student members of the College falls within the College's normal disciplinary procedures: the IT Fellow is not involved directly, but the Dean may seek advice from the IT Fellow where necessary.
- The IT Fellow is the representative of the College on any relevant University or Conference of Colleges Committees where IT Fellows (and equivalent post-holders) normally attend.

## Fellow Librarian

The Fellow Librarian is responsible for

- the strategic direction of the Library (book stock, work space and facilities)
- liaising with the Finance Bursar for recurrent and one-off financial provision, as part of the College's annual budget planning
- liaising with members of the Domestic Bursary to ensure the implementation of decisions relating to works to be undertaken, and to the impact of the College's continuous programme of works to the estate
- performance management of the Assistant Librarian, including the agreement of work priorities and programmes

- acquisitions, in accordance with the priorities and procedures set out in the Acquisitions Policy
- negotiation of the terms of any donations and keeping a record of them
- advising the Domestic Bursary concerning matters of security, disaster recovery, risk, health and safety, as they affect the Library
- advising the Domestic Bursary, and working with the Disability Officer, concerning matters of 'access' as they affect the Library
- from time to time assisting the Assistant Librarian with physical work, or negotiating the provision of such assistance by others (*e.g.*, the Domestic Bursary)

The Fellow Librarian undertakes this work on behalf of the Academic Committee of which he or she is an ex-officio member, and of Governing Body.

The Fellow Librarian is not expected to be a qualified librarian, but needs to have familiarity with

- library management in an academic setting
- the context within which a 'public' library operates, particularly in matters concerning copyright and the types of material which may be held
- library security systems and their management
- risk assessment
- disaster recovery planning in a library context
- disability law and policy
- personnel management particularly in relation to forward job planning and performance management
- basic budgeting
- basic building management
- basic library physical requirements including specialist furnishing and lighting

## Archive Fellow

The Archivist is the custodian of the archive and has to decide on whether to accept new items for deposit.

The archive is currently not professionally catalogued, so no formal use is made of it. At present this post takes little time, but this may increase once the archive has been catalogued.

The Archivist liaises with the college Finance Bursar and the Facilities Manager, and is a member of the Oxford college archivists' network. Training is not a requirement but is to be encouraged.

## Deans of Degrees

The Dean of Degrees presents candidates to the University for matriculation and graduation on behalf of the College.

At Kellogg, there are several deans of degrees who divide the ceremonies among them. The number that each dean is required to attend may vary, but it is likely to be on two or three occasions per year, often at weekends. More than one dean may be asked to attend the October matriculation event. Such occasions will involve several hours of commitment, from the briefings at college prior to processing to the ceremony, participation in the ceremony itself, and socialising with students and their families at college afterwards. The role involves close liaison with college staff, in advance of



and during the events. No formal training is required, but new Deans usually shadow more experienced ones before taking responsibility on their own at a particular event. There is a handover document passed from existing to new deans and scripts are provided by the Academic Office staff for the specific ceremonies.

## Ball Committee Representatives

The role of the ball committee fellows is to represent the Governing Body in meetings and matters related to balls.

The time commitment varies, but the number of meetings and the level of involvement increase as the time of the ball approaches and preparations intensify. The calls on the representatives to advise and act as a sounding board for ideas are liable to change from year to year as the MCR itself changes. There is liaison with a number of members of college staff who attend the key meetings with the students. On the night of the ball itself, welfare and discipline issues may arise; in such cases the ball representatives may benefit from training.

## Chamberlain

The Chamberlain is present at Guest Night Dinners (GNDs) and other formal mealtimes in order to welcome guests and to guide them into and out of dinner.

There are up to four Chamberlains who rotate to cover all Guest Night Dinners. One Chamberlain takes responsibility in arranging the Chamberlain rota each term and to notify 'bookings' as to which Chamberlain is attending each event.

### **On the evening duties:**

#### **Before dinner**

- Greeting guests at the College entrance
- Announcing dinner by use of the bell and microphone (collected from the bar staff, to whom they should be returned after dinner), usually at 7.15 pm, but once the staff have confirmed that the dining hall is ready. Giving a short welcome speech to welcome any special visitors to College, point out seating plans, ask that all remain standing for Grace.
- Checking that the Grace Sayer is present.

#### **After dinner**

- Taking the timings from the President, who will invite the Chamberlain to draw the evening to a close, check that most have finished eating; ring bell.
- Delivering a short (3-5 minute) after-dinner speech. (Often on special GND there will be an invited after-dinner speaker, or the President will speak – on these occasions, the Chamberlain has no further role – liaise with the President to clarify)
- At end of speech inviting all to join you in the bar for port, dessert wine, tea and coffee. Explain the reason for - and importance of - this, namely, to enable staff to clear the tables and get home!

## Equality & Harassment Adviser – Male

The role of harassment adviser is to provide an opportunity for students or staff concerned about harassment or possible harassment to discuss options in a confidential setting, with anonymity if requested. The Equality and Harassment Adviser is an ex officio member of the college's Equality and Welfare Committee and represents the college at the Inter-Collegiate Welfare Forum, in rotation with other members of the college Equality and Welfare Committee.

Harassment advisers are required to undertake training from the University's Equality and Diversity Unit on taking up their role, and it is recommended that they take regular (three-year) refresher courses.

The role takes less than an hour per week.

## Equality & Harassment Adviser – Female

The role of harassment adviser is to provide an opportunity for students or staff concerned about harassment or possible harassment to discuss options in a confidential setting, with anonymity if requested. The Equality and Harassment Adviser is an ex officio member of the college's Equality and Welfare Committee and represents the college at the Inter-Collegiate Welfare Forum, in rotation with other members of the college Equality and Welfare Committee.

Harassment advisers are required to undertake training from the University's Equality and Diversity Unit on taking up their role, and it is recommended that they take regular (three-year) refresher courses.

The role takes less than an hour per week.

## Arts Fellow:

- to promote the Arts across the life of the college
- to coordinate Arts week and the Ruskin lecture as appropriate
- to liaise with the MCR (and Arts & Culture MCR Officer as appropriate)
- to advise on the hanging of artwork around the college (consulting as appropriate)

## Racial Justice and Equality Fellow

1. The BAME Fellow will be responsible for providing student support to BAME students, assisting in the promotion of diversity and creating an inclusive culture, and improving the experience of BAME students. The student support is intended to be mainly pastoral in nature. In addition, the BAME Fellow may support:
  - i. The MCR in the organisation of events and programmes relating to race and ethnic minorities;
  - ii. The Governing Body in carrying out its public sector equality duty in relation to race under section 149 of the Equality Act;

- iii. College administration, including the Academic Office and the Bursars, in their efforts to promote BAME issues;
  - iv. Liaising with the collegiate University in efforts to promote BAME issues;
  - v. Liaising with other colleagues at Kellogg working on equality and diversity matters.
2. The BAME fellow should serve an initial term of three years.
  3. The BAME Fellow will report to the Governing Body.
  4. The BAME Fellow will be an ex officio member of the Academic Committee, Equality and Welfare Committee, and Nominations Committee.

[Updated June 2023]