



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.

Membership Descriptions: The descriptions of different members can be found on the '[For Fellows](#)' Section of the website.

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Committee Structure

Governing Body

All Official Fellows

Academic Committee Chair: Senior Tutor
Secretary: Academic Registrar

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: Welfare Dean
Secretary: Academic Registrar

Finance & Resources Committee
Chair: President
Secretary: Finance Bursar

IT and Digital Strategy Committee
Chair: IT Fellow
Secretary: IT Officer
MCR IT Officer

Nominations Committee
Chair: President
Secretary: College Administrator

Site Committee
Chair: President
Secretary: Head of Facilities Management
Junior Dean and MCR President

Sustainability Committee
Chair: Sustainability Fellow
Secretary: Staff Sustainability Champion
MCR Green Officer

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

Junior Research Fellow Sub-Committee
Chair: Senior Tutor
Secretary: HR Assistant

Sports, Recreation & Wellbeing Sub-Committee
Chair: Fellow
Secretary: HR Assistant

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

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.¹

ACADEMIC COMMITTEE

Senior Tutor (Chair)

President

Research Coordinator

Admissions Tutor

Fellow for Part-Time Students

Dean

Fellow Librarian

¹ 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 Registrar (Secretary)

Scholarship Sub-Committee

Senior Tutor (Chair)
Andrew Markham – 3 years
David Beard – 1 year
Judith Hillier – 2 years
MCR Representative
Assistant College Accountant
Finance Bursar
Director of Development and Alumni Relations
Academic Registrar (Secretary)

JRF Sub-Committee

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

Pedro Bordalo (Chair) – 3 years
President
Senior Tutor
Tony Harris [Research Member of Common Room] – 3 years
Javier Lezaun – 2 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
Head of Development and Alumni Relations (Secretary)

COMMUNICATIONS COMMITTEE

President (Chair)
Niall Winters – [Visiting Fellow] 2 years
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 Registrar (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

Ronald Clark – 1 year
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 Manager (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 Assistant (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

BALL COMMITTEE

Ball Fellows (X2)

MCR Ball Officer (secretary)

MCR Ball President

MCR Ball Vice President

MCR Ball Entertainment Officer (X2)

MCR Ball Communications Officer

MCR Ball Décor and Aesthetic Officer

MCR Ball Food and Drink Officer (X2)

MCR Ball Finance Officer

MCR Ball Compliance Officer

MCR Ball Security and Cleaning Officer

Head of Facilities Maintenance

Head of Catering and Events

Kellogg College Officer Roles

Updated Hilary Term 2024

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Senior Fellow

This is a one-year role held on rotation by the longer-serving Official Fellows. As with all College Officer roles, nomination is subject to Governing Body approval. The Senior Fellow supports the President and Vice-President on fellowship business, offering individual Fellows advice and support as needed.

The specific duties of the Senior Fellow are to mentor and include new Fellows, contributing to the induction sessions for new Fellows, welcoming them 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 leads the organisation of the termly Fellows' Evenings, which are normally dinners for Fellows, liaising with College staff. The Senior Fellow is a member of the Nominating Committee.

Secretary to Governing Body

This is a three-year role. The Secretary is an ex-officio member of Governing Body. The responsibilities of the Secretary to the Governing Body include:

- taking the minutes of Governing Body meetings, usually held twice each term; 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 meeting held two weeks before the next GB meeting;
- Attending fortnightly College Officer meetings during term time with the President, the Vice-President, the Senior Tutor, the Dean, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.

Vice-President

This is a three-year role elected by the Governing Body from the Official Fellowship of the College. The election process shall be managed through the Nominations Committee. The Vice-President serves on one or more Standing Committees of the Governing Body.

The Vice-President attends fortnightly College Officer meetings during term time with the President, the Senior Tutor, the Secretary to Governing Body, the Dean, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.

The Vice-President has 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.
- To support the President and Governing Body to help the College implement its strategic plan, and in preparation for these meetings.
- To support the development of academic, social and cultural communities within college through Fellows' Evenings and other events. This requires liaison with the Senior Fellow, the College Administrator and the Hospitality Team.
- 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

This is a three-year role. The Dean is an ex-officio member of Governing Body. The responsibilities of the Dean include:

- Dealing with matters of Student discipline
- Appointing and supporting Junior Deans
- Serving as a member of the Academic Committee
- Participating in fortnightly College Officer meetings during term time with the President, the Vice-President, the Senior Tutor, the Secretary to Governing Body, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.
- Supporting the Academic Administrator and Senior Tutor
- Meeting, in potential breaches of the College's Code of Conduct, with students involved. This may also require referring to the College's Disciplinary Procedure (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

This is a three-year role. The Welfare Dean is an ex-officio member of Governing Body. The responsibilities of the Welfare Dean include:

- Oversight of Student Welfare, working closely with College Registrar and Senior Tutor.
- Participating in the fortnightly College Officer meetings during term time with the President, the Vice-President, the Senior Tutor, the Dean, the Secretary to Governing Body and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.
- Chairing Kellogg Equality and Welfare Committee, and ex-officio member of Academic 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, in conjunction with the College administrator or their delegate when appropriate, 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

This is a three-year role. The Senior Tutor is an ex-officio member of Governing Body. 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 Senior Tutor participates in the fortnightly College Officer meetings during term time with the President, the Vice-President, the Secretary to Governing Body, the Dean, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College. The responsibilities of the Senior Tutor include:

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

Racial Justice and Equality Fellow

This is a three-year role. The Racial Justice and Equality Fellow is an ex-officio member of Governing Body. Their responsibilities include:

- Providing pastoral support to students, assisting in the promotion of diversity and creating an inclusive culture, and improving the experience of global majority students. The student support is intended to be mainly pastoral in nature.
- Supporting the MCR in the organisation of events and programmes relating to racial justice and equality;
- Supporting the Governing Body in carrying out its public sector equality duty in relation to race under section 149 of the Equality Act;
- Supporting College administration, including the Academic Office and the Bursars, in their efforts to promote racial justice and equality;
- Liaising with the collegiate University in efforts to promote racial justice and equality
- Liaising with other colleagues at Kellogg working on equality and diversity matters.
- The Racial Justice And Equality Fellow is an ex officio member of the Academic Committee, Equality and Welfare Committee, and Nominations Committee.

Admissions Tutor

This is a three-year role. The Admissions Tutor is an ex-officio member of Governing Body. The Admissions Tutor is responsible for approving admission of students to the college. Their responsibilities include:

- Receiving details from the Academic Office of applicants for admission for approval
- Liaising closely with colleagues in the Academic Office on admissions matters
- Serving as an ex officio member of the Academic Committee
- Shaping policy in regards to the degree programmes for which college admits students.

Fellow for Part Time Students

This is a three-year role. The Fellow for Part Time students is an ex-officio member of Governing Body. The position is held by a Fellow with an active interest in and understanding of part-time study. The main duties include:

- 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.

Sustainability Fellow

This is a three-role. The sustainability fellow is an ex-officio member of Governing Body. The Sustainability Fellow is responsible for promoting the goal of sustainability in all college activities, including:

- Promoting events in the college relating to the goal of sustainability
- Co-ordinating efforts throughout the college to promote the goal of sustainability;
- Liaising with the President, Bursars, and other college staff to ensure that ecological and ethical issues are considered in the purchase of consumables for college use;
- Assisting in the development and review of college plans and proposals, including the acquisition and use of new buildings and holdings, to ensure that ecological and ethical issues are considered;
- Liaising with college committees and with students on proposals in relation to the goal of sustainability;
- attending Academic, Site, and Domestic Committees;
- Reporting to Governing Body on sustainability issues;
- Liaising with colleagues in other colleges with regard to sustainability issues.

Research Coordinator

This is a three-year role. The Research Coordinator is an ex-officio member of Governing Body.

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.

LGBTQ Fellow

This is a three-year role. The LGBTQ Fellow is an ex-officio member of Governing Body.

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 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

This is a three-year role. IT Fellow is an ex-officio member of the College's Governing Body. The responsibilities of the IT fellow include:

- Providing 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
- Chairing the College IT Committee
- Acting as 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*
- Proposing regulations for the use of IT in the College, for approval by 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.

Other College roles

The following College Officer roles are not ex-officio members of Governing Body:

Fellow Librarian

This is a three-year role. 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

This is a three-year role. 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

This is a three year role. 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

This is a two-year role. The role of the ball committee representative is to represent the Governing Body in meetings and matters related to balls. 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. The role involves liaison with members of college staff who attend the key meetings with the student organising committee. 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 meals 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 Advisers

The role of the harassment advisers 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 two Equality and Harassment Advisers – one man, one woman - are ex officio members of the college's Equality and Welfare Committee. They represent 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.

Arts Fellow

This is a 3 year role. The responsibilities of the Arts fellow are to:

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

[Updated April 2024]



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 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.
- 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 for all queries regarding Upay

KELLOGG COLLEGE CALENDAR OF MEETINGS 2023-24

MICHAELMAS TERM 2023

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 th Week	Scholarship Sub-Committee	Wednesday, 4 October 2023	1.45 pm	On Teams	
1 st Week	Academic Committee	Wednesday, 11 October 2023	1.45 pm	On Teams	
	Garden Sub-committee	Wednesday, 11 October 2023	1.45 pm	Mawby Meeting Room	
2 nd Week	Equality and Welfare Committee	Wednesday, 18 October 2023	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 18 October 2023	3.30 pm	On Teams	
3 rd Week	Governing Body	Wednesday, 25 October 2023	1.45 pm	Mawby Meeting Room	
4 th Week	IT Committee	Wednesday, 1 November 2023	11.00 am	Meeting Room – 62 Banbury Road	
	Communications Committee	Wednesday, 1 November 2023	3.00 pm	On Teams	
	Sports Sub-committee	Wednesday, 1 November 2023	1.45 pm	Meeting Room – 62 Banbury Road	
5 th Week	Academic Committee	Wednesday, 8 November 2023	1.45 pm	On Teams	
	Development and Alumni Relations Committee	Wednesday, 8 November 2023	3.30 pm	Meeting Room – 62 Banbury Road	
6 th Week	Finance and Resources Committee	Wednesday, 15 November 2023	1.45 pm	On Teams	
	Site Committee	Wednesday, 15 November 2023	3.30 pm	Meeting Room – 62 Banbury Road	
7 th Week	Domestic Committee	Wednesday, 22 November 2023	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 22 November 2023	3.30 pm	On Teams	
8 th Week	Governing Body	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 th Week	Scholarship Sub-Committee	Wednesday, 10 January 2024	1.45 pm	On Teams	
1 st Week	Academic Committee	Wednesday, 17 January 2024	1.45 pm	On Teams	
	Garden Sub-committee	Wednesday, 17 January 2024	1.45 pm	Mawby Meeting Room	
2 nd Week	Equality and Welfare Committee	Wednesday, 24 January 2024	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 24 January 2024	3.30 pm	On Teams	
3 rd Week	Governing Body	Wednesday, 31 January 2024	1.45 pm	Mawby Meeting Room	
4 th Week	IT Committee	Wednesday, 7 February 2024	11.00 am	Meeting Room – 62 Banbury Road	
	Communications Committee	Wednesday, 7 February 2024	3.00 pm	On Teams	
	Sports Sub-committee	Wednesday, 7 February 2024	1.45 pm	Meeting Room – 62 Banbury Road	
5 th Week	Garden Sub-committee	Tuesday, 13 February 2024	1.45 pm	Not applicable	
	Academic Committee	Wednesday, 14 February 2024	1.45 pm	On Teams	
	Development and Alumni Relations Committee	Wednesday, 14 February 2024	3.30 pm	Meeting Room – 62 Banbury Road	
6 th Week	Finance and Resources Committee	Wednesday, 21 February 2024	1.45 pm	On Teams	
	Site Committee	Wednesday, 21 February 2024	3.30 pm	Meeting Room – 62 Banbury Road	
7 th Week	Domestic Committee	Wednesday, 28 February 2024	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 28 February 2024	3.30 pm	On Teams	
8 th Week	Governing Body	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 th Week	Scholarship Sub-Committee	Wednesday, 17 April 2024	1.45 pm	On Teams	
1 st Week	Academic Committee	Wednesday, 24 April 2024	1.45 pm	On Teams	
	Garden Sub-committee	Wednesday, 24 April 2024	1.45 pm	Mawby Meeting Room	
2 nd Week	Equality and Welfare Committee	Wednesday, 1 May 2024	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 1 May 2024	3.30 pm	On Teams	
3 rd Week	Governing Body	Wednesday, 8 May 2024	1.45 pm	Mawby Meeting Room	
4 th Week	IT Committee	Wednesday, 15 May 2024	11.00 am	Meeting Room – 62 Banbury Road	
	Communications Committee	Wednesday, 15 May 2024	3.00 pm	On Teams	
	Sports and Recreation Sub-committee	Wednesday, 15 May 2024	1.45 pm	Meeting Room – 62 Banbury Road	
5 th Week	Garden Sub-committee	Tuesday, 21 May 2024	1.45 pm	Not applicable	
	Academic Committee	Wednesday, 22 May 2024	1.45 pm	On Teams	
	Development and Alumni Relations Committee	Wednesday, 22 May 2024	3.30 pm	Meeting Room – 62 Banbury Road	
6 th Week	Finance and Resources Committee	Wednesday, 29 May 2024	1.45 pm	On Teams	
	Site Committee	Wednesday, 29 May 2024	3.30 pm	Meeting Room – 62 Banbury Road	
7 th Week	Domestic Committee	Wednesday, 5 June 2024	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 5 June 2024	3.30 pm	On Teams	
8 th Week	Governing Body	Wednesday, 12 June 2024	1.45 pm	Mawby Meeting Room	