



Kellogg College
University of Oxford

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.

Contents:

1. Committee Structure
2. Governing Body Officers 2023-24
3. Committee Calendar of Meetings 2023-24
4. College Lunch and Upay information

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



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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 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.



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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 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	