



Kellogg College
University of Oxford

Fellows' Information Pack 2024-25

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: Director of Communications

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

Domestic Committee
Chair: Fellow
Secretary: Accommodation Manager

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: Head of IT

Nominations Committee
Chair: President
Secretary: HR Assistant

Site Committee
Chair: President
Secretary: Head of Facilities Management

Sustainability Committee
Chair: Sustainability Fellow
Secretary: Facilities Coordinator and Small Works Manager

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

Governing Body roles for MT 2024 to TT 2025

Note that 'years' refers to the years left to serve at the beginning of Michaelmas 2024

Governing Body Officers:

Vice-President: Yasmin Khan – 3 years

Senior Tutor: Sandie Byrne – 1 year

Dean: Jeremy Gibbons – 2 years [Andrew Martin to be Dean for 2024-25, covering Jeremy's sabbatical]

Welfare Dean: Clare Bankhead – 2 years

Secretary to Governing Body: Andrew Simpson – 2 years

Other College Roles:

Senior Fellow: David Howard (by rotation)

Admissions Tutor: Jim Davies – 1 year

Fellow for Part Time Students: Alistair Ross – 2 years

Research Coordinator: Alis Oancea – 2 years

LGBTQ+ Fellow: Max Van Kleek – 2 years

Equality & Harassment Adviser – Male: Richard Stevens – 2 years

Equality & Harassment Adviser – Female: Alison MacDonald – 2 years

IT Fellow: Kasper Rasmussen – 3 years

Fellow Librarian: Jonathan Healey – 2 years

Archive Fellow: Tom Buchanan – 1 year

Sustainability Fellow: Chris Pugh – 1 year

Racial Justice and Equality Fellow: Shreya Atrey – 2 years

Arts Fellow – Leah Clark – 1 year

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

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

Deans of Degrees: Elizabeth Gemmill – 1 year, Trevor Rowley – 1 year, Gary Lock – 2 years, Kokila Lakhoo – 2 years, Steven Parissien – 3 years, Shirin Tahzib – 3 years, Clare Morgan – 3 years, George Leeson – 3 years, Anthony Harris – 3 years.

Committee Membership for MT 2024 to TT 2025

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

Welfare Dean

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.

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

Scholarship Sub-Committee

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

JRF Sub-Committee

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

IT AND DIGITAL STRATEGY COMMITTEE

IT Fellow (Chair)
Andrew Hopper – 3 years
Kasper Rasmussen – 2 years
Rhona Sharpe – 1 year
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) – 2 years
President
Senior Tutor
Idalina Baptista – 3 years

Bige Kahraman – 3 years
Anthony Harris [Research Member of Common Room] – 2 years
Javier Lezaun – 1 year
Naz Ghanea – 1 year
MCR Treasurer
Finance Bursar (Secretary)

DEVELOPMENT & ALUMNI RELATIONS COMMITTEE

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

COMMUNICATIONS COMMITTEE

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

EQUALITY & WELFARE COMMITTEE

Welfare Dean (Chair)
President
Senior Tutor
LGBTQ Fellow
Racial Justice and Equality 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

Anthony Harris [Research Member of Common Room] (Chair) - 2 years
Ronald Clark – 3 years
Andrew Simpson – 2 years

David Beard – 1 year
Hilary Wynne [Research Member of Common Room] – 1 year
MCR Sports Representative
Finance Bursar
HR Assistant (Secretary)

DISCIPLINE COMMITTEE

Senior Fellow (Chair)
2 Official Fellows (to be chosen by President)
MCR Representative (to be invited by President)
Finance Bursar (Clerk)

APPEALS COMMITTEE

President (Chair)
2 Official Fellows (to be chosen by President)
MCR Representative (to be invited by President)
Finance Bursar (Clerk)

DOMESTIC COMMITTEE

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

SITE COMMITTEE

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

Garden Sub-Committee

David Griffiths (Chair) – 1 year [Kamal Mahtani to be Chair for 2024-25, covering David's sabbatical]
Leah Clark – 3 years
Debbie Hopkins – 2 years
Kamal Mahtani – 1 year
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 all Governing Body Officers):
 Andrew Markham – 3 years
 Bige Kahraman – 2 years
 Jonathan Healey - 1 year
HR Assistant (Secretary)

SUSTAINABILITY COMMITTEE

Sustainability Fellow (Chair)
President
Finance Bursar
Domestic Bursar
Annette Pluddemann – 3 years
Nigel Mehdi – 2 years
Yasmin Khan – 1 year
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
 David Mills
Secretary to Governing Body (*Ex-Officio*)
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
 David Mills

BALL COMMITTEE

Two GB representatives: Ana Nacvalovaite (1 year), Anthony Harris (2 years)
MCR Ball President
MCR Ball Vice President
MCR Ball Entertainment Officers (two)
MCR Ball Communications Officer



MCR Ball Décor and Aesthetic Officer
MCR Ball Food and Drink Officers (two)
MCR Ball Finance Officer
MCR Ball Compliance Officer
MCR Ball Security and Cleaning Officer
Head of Facilities Maintenance
Head of Catering and Events
MCR Ball Officer (secretary to the committee)

KELLOGG COLLEGE CALENDAR OF MEETINGS 2024-25

MICHAELMAS TERM 2024

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 th Week	Scholarship Sub-Committee	Wednesday, 9 October 2024	1.45 pm	On Teams	
1 st Week	Academic Committee	Wednesday, 16 October 2024	1.45 pm	62 Meeting Room	
	IT Committee	Wednesday, 16 October 2024	3.30 pm	Meeting Room – 62 Banbury Road	
2 nd Week	Equality and Welfare Committee	Wednesday, 23 October 2024	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 23 October 2024	3.30 pm	On Teams	
3 rd Week	Governing Body	Wednesday, 30 October 2024	1.45 pm	Mawby Meeting Room	
4 th Week	Garden Sub-committee	Wednesday, 6 November 2024	11.00 am	Meeting Room – 62 Banbury Road	
	Sports Sub-committee	Wednesday, 6 November 2024	1.45 pm	Meeting Room – 62 Banbury Road	
	Communications Committee	Wednesday, 6 November 2024	3.30 pm	Meeting Room – 62 Banbury Road	
5 th Week	Academic Committee	Wednesday, 13 November 2024	1.45 pm	On Teams	
	Development and Alumni Relations Committee	Wednesday, 13 November 2024	3.30 pm	Meeting Room – 62 Banbury Road	
6 th Week	Finance and Resources Committee	Wednesday, 20 November 2024	1.45 pm	On Teams	
	Site Committee	Wednesday, 20 November 2024	3.30 pm	Meeting Room – 62 Banbury Road	
7 th Week	Domestic Committee	Wednesday, 27 November 2024	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 27 November 2024	3.30 pm	On Teams	
8 th Week	Governing Body	Wednesday, 4 December 2024	1.45 pm	Mawby Meeting Room	

KELLOGG COLLEGE CALENDAR OF MEETINGS 2024-25

HILARY TERM 2025

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 th Week	Scholarship Sub-Committee	Wednesday, 15 January 2025	1.45 pm	On Teams	
1 st Week	Academic Committee	Wednesday, 22 January 2025	1.45 pm	62 Meeting Room	
	IT Committee	Wednesday, 22 January 2025	3.30 pm	Meeting Room – 62 Banbury Road	
2 nd Week	Equality and Welfare Committee	Wednesday, 29 January 2025	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 29 January 2025	3.30 pm	On Teams	
3 rd Week	Governing Body	Wednesday, 5 February 2025	1.45 pm	Mawby Meeting Room	
4 th Week	Garden Sub-committee	Wednesday, 12 February 2025	11.00 am	Meeting Room – 62 Banbury Road	
	Sports Sub-committee	Wednesday, 12 February 2025	1.45 pm	Meeting Room – 62 Banbury Road	
	Communications Committee	Wednesday, 12 February 2025	3.30 pm	Meeting Room – 62 Banbury Road	
5 th Week	Academic Committee	Wednesday, 19 February 2025	1.45 pm	On Teams	
	Development and Alumni Relations Committee	Wednesday, 19 February 2025	3.30 pm	Meeting Room – 62 Banbury Road	
6 th Week	Finance and Resources Committee	Wednesday, 26 February 2025	1.45 pm	On Teams	
	Site Committee	Wednesday, 26 February 2025	3.30 pm	Meeting Room – 62 Banbury Road	
7 th Week	Domestic Committee	Wednesday, 5 March 2025	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 5 March 2025	3.30 pm	On Teams	
8 th Week	Governing Body	Wednesday, 12 March 2025	1.45 pm	To be confirmed	

KELLOGG COLLEGE CALENDAR OF MEETINGS 2024-25

TRINITY TERM 2025

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 th Week	Scholarship Sub-Committee	Wednesday, 23 April 2025	1.45 pm	On Teams	
1 st Week	Academic Committee	Wednesday, 30 April 2025	1.45 pm	62 Meeting Room	
	IT Committee	Wednesday, 30 April 2025	3:30 pm	Meeting Room – 62 Banbury Road	
2 nd Week	Equality and Welfare Committee	Wednesday, 7 May 2025	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 7 May 2025	3.30 pm	On Teams	
3 rd Week	Governing Body	Wednesday, 14 May 2025	1.45 pm	Mawby Meeting Room	
4 th Week	Garden Sub-committee	Wednesday, 21 May 2025	11.00 am	Meeting Room – 62 Banbury Road	
	Sports and Recreation Sub-committee	Wednesday, 21 May 2025	1.45 pm	Meeting Room – 62 Banbury Road	
	Communications Committee	Wednesday, 21 May 2025	3.30 pm	Meeting Room – 62 Banbury Road	
5 th Week	Academic Committee	Wednesday, 28 May 2025	1.45 pm	On Teams	
	Development and Alumni Relations Committee	Wednesday, 28 May 2025	3.30 pm	Meeting Room – 62 Banbury Road	
6 th Week	Finance and Resources Committee	Wednesday, 4 June 2025	1.45 pm	On Teams	
	Site Committee	Wednesday, 4 June 2025	3.30 pm	Meeting Room – 62 Banbury Road	
7 th Week	Domestic Committee	Wednesday, 11 June 2025	1.45 pm	On Teams	
	Sustainability Committee	Wednesday, 11 June 2025	3.30 pm	On Teams	
8 th Week	Governing Body	Wednesday, 18 June 2025	1.45 pm	Mawby Meeting Room	



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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.

College Lunch

The kitchen provides a soup, hot meat (except Mondays) and veg dishes, main course salad boxes, dessert, cheese, side salad and fruit. Fellows have a daily token assigned to their Upay account which is linked to their University card. The allowance on the token is set for a two-course meal - Soup + Main, or Soup + Dessert. Any extra items taken that exceed the allowance are payable at the till.

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, and meals are for dining-in only (not takeaway), including the salad boxes. 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: Most Fellows are entitled to free College lunches. Any personal guests of Fellows will need to be paid for by the hosting Fellow, either through their Upay account (if there are sufficient funds) or with a bank card.

Guests: You may bring up to 1 personal guest to lunch without booking. Please email hospitality@kellogg.ox.ac.uk if you wish to bring more. Due to high volumes, we restrict to a maximum of 2 personal guests (with booking) at any lunch during term, but there are times we can accept more. Guest rates are subsidised, and are meant for personal guests of members. If you are bringing departmental guests, we request that payments are made using an internal purchase order created in advance.

If a Fellow is bringing a student advisee in their capacity as an advisor, this can be charged to the 'College Budget Account'. Please mention this at the time of the lunch to the till operator.



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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 minimise your time in the queue. Payment via credit or debit cards are likely to cause a slight delay due to additional steps involved.

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 £25. We recommend a maximum balance of not more than £150.

Contact: hospitality@kellogg.ox.ac.uk for all queries regarding Upay and guest bookings.