



## Two Tutorial Fellowships in Physics

Oriel College is seeking to appoint two Tutorial Fellows in Physics with effect from 1 September 2017. Applications are invited from existing departmental or University post-holders in Physics (e.g. APNTFs, or holders of departmental posts on Grades 9 or 10) with research interests in any area of physics other than experimental Condensed Matter Physics. One of the positions is permanent, and the other has a fixed duration of five years. Both positions are subject to the continuing tenure of the departmental posts.

The combined University and College salary scale has a minimum point of £45,562 per annum. In addition the College pays substantial allowances as detailed in Section 4 below.

Candidates should be able and willing to provide tutorial teaching in a range of subjects from the first three years of the Oxford Physics curriculum, and will be expected to contribute to the administration of physics teaching in the college. The successful candidates will also play a role in the running of the college as a member of the College's Governing Body and trustee of the College.

Enquiries about the posts should be addressed to:

The Academic Registrar ([academic.recruitment@oriel.ox.ac.uk](mailto:academic.recruitment@oriel.ox.ac.uk))

### 1. Duties of the posts

The post-holders will be expected to perform the following duties for the college:

- to engage in advanced study and research;
- to teach six weighted hours<sup>1</sup> per week in tutorials or classes averaged over three eight-week terms of the academic year;
- to share responsibility with the other Physics tutors for the teaching of Physics within the College, including relevant administration and undergraduate admissions;
- to monitor the academic progress of the Oriel undergraduate Physics students and share responsibility for their academic welfare;
- to assist in the admission and mentoring of graduate students;
- to contribute to the administration of the College by participation in the Governing Body and other committees.

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<sup>1</sup> Oriel's agreed schedule of weighted hours applies: One contact hour corresponds to  $1 + (n-1)/4$  weighted hours, where  $n$  is the number of students, the maximum weight being 2 for  $n \geq 5$ .

## 2. Person specification

Applications will be judged only against the criteria set out below. Applicants should make sure that their application demonstrates very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

The successful candidates will demonstrate the following:

### *Essential*

- (a) The holding of an appropriate post within the Department of Physics;
- (b) Evidence of research excellence in Physics, as evidenced by, for example, publications in leading international journals, and including a doctorate in Physics or a relevant field;
- (c) Experience of and ability to teach effectively in undergraduate tutorials and small classes a range of topics from years 1 to 3 of the undergraduate physics curriculum;
- (d) Excellent interpersonal and communication skills as necessary for undertaking tutorial teaching and the pastoral care of undergraduate and graduate students;
- (e) The ability and willingness to contribute to the administration of the College;

## 3. How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- a description of teaching experience
- the names and contact details (postal and e-mail addresses and telephone number) of **two** referees

Candidates should specify in their applications which subjects in the physics curriculum they are currently able to teach, and which they might be prepared to teach. Candidates should ask their referees to email their references directly to [academic.recruitment@oriel.ox.ac.uk](mailto:academic.recruitment@oriel.ox.ac.uk). At least one referee, and preferably both, must be in a position to comment on the applicant's teaching experience and ability.

Applications, and all correspondence and queries regarding this post, should be sent to [academic.recruitment@oriel.ox.ac.uk](mailto:academic.recruitment@oriel.ox.ac.uk)

The deadline for applications is Friday 21 April 2017.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation as part of the interview.

The appointees will need to demonstrate the right to work in the UK. Applicants who would need a work visa if appointed to one of the posts are asked to note that they will need to confirm that their existing visa would permit them to undertake the additional duties. It will not be possible to apply for a separate visa for this post.

Applications for this post will be considered by a selection committee containing representatives from both the Oriel College and the Dep. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Mathematical, Physical and Life Sciences divisional board and the governing body of Oriel College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

## 4. Oriel College

Oriel is a friendly and attractive College located right in the heart of Oxford. Founded in 1326 by King Edward II, it is one of the oldest Colleges in Oxford. The student body at Oriel is made up of undergraduates and postgraduates studying a wide variety of courses in a broad range of subjects. There is a strong academic ethos in college both among the Fellows and the student body. In order to maintain this the college expects its Fellows to be active in research or scholarship at a high level, as well as to be outstanding tutors. In 2016 Oriel came second in the annual ranking of Oxford colleges for academic performance in the final examinations (<https://www.ox.ac.uk/about/facts-and-figures/undergraduate-degree-classifications>).

Students at Oriel come from all kinds of schools, backgrounds and countries, and the College is committed to selecting the best applicants, based on academic achievement and potential, irrespective of educational background, gender or ethnicity. For further information about Oriel College see <http://www.oriel.ox.ac.uk>.

### PHYSICS AT ORIEL

Oriel admits 7 undergraduates each year to read for the degrees of Physics (a 3- or 4-year course) or Physics and Philosophy. There are also typically 12 graduate students in Physics or related fields for whom the Physics tutors act as College Advisors.

The appointee will join Professor Andrew Boothroyd as a Fellow and Tutor in Physics. The Oriel Physics Fellows work closely together as a team and share responsibility for admissions, teaching, academic welfare and organization of the subject. The appointee will be involved in undergraduate admissions, and will assist in the organization of teaching, reporting on student progress, end-of-term report consultations, students' mentoring, and setting and marking of college test exams (called collections). The post also involves selection of graduate students in Physics, and acting as College adviser to graduate students. As well as formal tutorial and class teaching, the post-holder may also play a part in other informal events and activities, such as college Open Days and schools liaison work.

## TERMS OF APPOINTMENT — ORIEL COLLEGE

1. As a Fellow of Oriel College, the successful candidates would be entitled to the following (at 2016-17 rates):
  - Membership of the Universities Superannuation Scheme (contributory).
  - A research and book allocation, currently £1,607 per annum (subject to review).
  - Access to a subject entertainment allowance.
  - Common Table, which is lunch and dinner free of charge throughout the year, when the kitchen is open.
  - Membership of a medical insurance scheme (single membership as a taxable benefit with the option of family membership at own expense).
  - If elected to Governing Body Membership: a housing allowance of £8,088 per annum (subject to review), or single accommodation in College free of charge, subject to availability.
2. The College abides by the University's generous maternity leave arrangements. For further information, please see the University website: <http://www.admin.ox.ac.uk/ps/staff/family/>.
3. The holder of these posts are eligible to apply for sabbatical leave. In general, one term of sabbatical leave is available for each six terms of qualifying service.

The stipend will be considered in tandem with the Department of Physics, on the basis that the College will expect to set a salary within the normal range for the College side of an Associate Professorship with Tutorial Fellowship (APTF). It is not expected that the post-holders would, in considering both departmental and College posts, exceed the joint maximum for the Associate Professor scale (currently £61,179). Appointment will be subject to approval by the Department and (if relevant) any external funding body.

## Appendix:

# The Tutorial Fellowship: General Template of Duties for Tutorial Fellows in Oxford Colleges

## 1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship<sup>2</sup>. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

## 2: Research

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

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<sup>2</sup> Associate Professorships (formerly known as University Lecturerships) come in different forms according to the balance of duties owed to the College and University, and they may or may not have an associated Tutorial Fellowship. The forms of Associate Professorship include Associate Professor with Tutorial Fellowship–University (APTF-U), Associate Professor with Tutorial Fellowship–College (APTF-C), Associate Professor with Tutorial Fellowship–Faculty (APTF-F) and Associate Professor without Tutorial Fellowship (AP-NTF).

### 3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or Job Description and Person Specification, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

## **4: College Governance**

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).