Job Description and Selection Criteria

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<th>Post</th>
<th>Associate Professorship of Economics</th>
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<td>Department/Faculty</td>
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<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<td>Salary</td>
<td>Combined University and College salary ranges between Grade 10a (30S): £47,263 - £63,463 per annum, plus additional benefits and allowances including a household allowance of £10,000 p.a.</td>
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Overview of the post

The Department of Economics and Merton College are seeking to appoint a full-time Associate Professor of Economics, to commence employment in October 2019 or as soon as possible thereafter.

This is a joint appointment and the successful candidate will be a member of the Department of Economics as well as an Official Fellow and Tutor in Economics at Merton College. The role will involve undertaking independent research, undergraduate and graduate teaching as well as supervision responsibilities. The role will also encompass administrative and pastoral duties for both the Department of Economics and Merton College. We welcome candidates undertaking research in any field in Economics; however the post-holder will be required to teach Macroeconomics at undergraduate level for Merton College.

The Department of Economics is one of Europe’s leading research departments and its members include some of the world’s most distinguished academic economists. Merton College is a vibrant, diverse, inclusive community with a strong commitment to excellence in research and teaching, and an exceptional record of academic success.

The combined University and College salary scale ranges between £47,263 - £63,463 p.a. On appointment, an Associate Professor will have at their disposal a computing set-up allowance of £2,500 provided by the Department. The annual personal research allowance provided by the Department is currently £2,500.
Additionally the College provides either a substantial household allowance of £10,000 p.a. or College accommodation free of rent, along with an entertainment allowance and a range of other generous benefits as set out below.

In cases of particular merit, and subject to the agreement of the University’s Senior Appointments Panel, it is at the discretion of the Head of Department to make a recommendation for the award of an additional salary supplement above the stated joint maximum.

Further information about the duties of the post, about Merton College and the University, and the terms and conditions of employment are provided below.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact personnel@economics.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

**The role of Associate Professor at Oxford**

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions sections for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University, or between University and College, to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

**Duties of the post**

The successful candidate will be expected to engage in advanced study or research from any field of Economics. The successful candidate will also be expected to give high-quality lectures, classes and tutorials in Economics at both undergraduate and graduate level, and contribute to the teaching, research, and academic administration of the Department and the College. The post-holder will be required to teach Macroeconomics at undergraduate level for Merton College.

The main duties of the post **in the Department** are as follows:

- to engage in research of a quality commensurate with publication in top-ranked international economics journals;
- to play an active role in the intellectual life and administrative work of the Department (both during term-time and vacations) including working collaboratively with academic colleagues in areas of shared interest, and taking part in Department seminars and events as appropriate, or other duties as directed by the Head of Department;
c) to secure research funding to support the Department’s research activities;

d) to provide lectures for undergraduate and graduate students on behalf of the Department of Economics (an average of 36 hours per year);

e) to supervise graduate students (an average of 4 students per year);

f) to examine as required by the Department.

The amount of teaching and supervision under (d) and (e) must not normally exceed an average of 192 teaching units\(^1\) per year without approval by the Divisional Board.

The main duties of the post for the College are as follows:

a) to engage in advanced study and research;

b) to deliver six hours of high-quality undergraduate tutorial teaching per week in Economics, averaged over three eight-week terms, including teaching the first and second year papers in Macroeconomics\(^2\). The College operates a ‘weighted hours’ scheme, under which a one-to-one tutorial counts as one stint hour, a double tutorial as 1.25 hours; a triple as 1.5 hours. Tutorials consist of an hour of academic discussion between tutor and students, and tutors are expected to mark written work as part of each tutorial;

c) to participate in the undergraduate Admissions process for the College, taking shared responsibility for admissions to the degrees of Politics, Philosophy & Economics (PPE) and Economics & Management;

d) to undertake the normal duties of a college Tutor, which include coordinating, setting and marking Collections (College termly exams), monitoring student progress, writing termly reports on students’ work, and organising, where necessary, teaching by specialist colleagues in other colleges;

e) to take responsibility for pastoral care of undergraduates reading PPE and Economics & Management in the College, including acting as Director of Studies to some undergraduates;

f) to act as College Adviser for graduate students;

g) to assist with access and outreach activities (including College Open Days); and

h) to serve as a Trustee of Merton College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and taking on College offices.

The post-holder will be responsible to the Head of the Department of Economics (currently Professor Margaret Stevens), and to the Governing Body of Merton College.

**Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

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1 One hour paired tutorial, 1 unit; one hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally. This tariff is subject to local variation.

2 A current list of Economics courses and optional papers is available in Annex D.
If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

**Essential**

a) Completed doctorate in any field of Economics from a major research university;

b) Proven high standard of research - a record of peer-reviewed publication commensurate with post-doctoral academic experience and the demonstrable ability to publish in top-rated international journals;

c) Proven high standard of teaching - teaching experience, with the ability to provide excellent tutorial and small-group teaching to high-achieving undergraduate and graduate students in relevant subjects (see duties above)-particularly Macroeconomics at 1st and 2nd year undergraduate level (For the College);

d) Ability to carry out student assessment, and to design and deliver degree programmes;

e) Capable of providing graduate supervision;

f) Demonstrated communication, interpersonal, time management and organizational skills necessary to undertake pastoral responsibilities and college administration;

g) Good oral and written communication skills - ability to present research findings effectively to fellow professionals or other informed members of the public;

h) Good team-working - willingness to participate in and assist in College life and governance;

i) Ability to innovate and work effectively with colleagues to contribute effectively to the administration of the Department and the College.

**Desirable**

a) The Department would welcome applicants willing to teach Financial Economics or Financial Econometrics, but has teaching needs in all fields

**How to apply**

Applications must be made on-line via [http://www.econjobmarket.org](http://www.econjobmarket.org)

You will need to upload the following:

- Job-market paper
- Full CV and publications list
- Covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience - this may include experience gained in education or employment - and also outlining your reasons for applying for this post at Oxford, and detailing any teaching experience
- Research statement outlining your research plan (alternatively include in CV or cover letter)
- Details of three referees

You are also encouraged to upload additional research papers (up to three).

**References**

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, please ensure that they would be content to write a reference for you for this post.

Your chosen referees will be contacted automatically as part of the application process.
Interviews

A first round of interviews will be held in Oxford, see advert for dates.

All reasonable interview expenses will be reimbursed.

Candidates selected by the Joint Appointments Committee (JAC) will be requested to:

- Deliver a twenty-minute teaching presentation, attended by College students and Fellows
- Attend a formal interview before the Joint Appointments Committee

The University and colleges welcome applications from candidates who have a disability or long-term health condition, and are committed to providing long term support. The University’s disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Merton College works in close collaboration with the University’s disability advisor to ensure appropriate support is put in place at the College level for any post-holders with a disability or long-term health condition.

Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/.

Teaching commitments are mainly concentrated into Oxford’s three eight-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12.00 noon on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email personnel@economics.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

The Department of Economics

Oxford Economics is one of the largest and most diverse groups of academic economists in Europe with a permanent faculty of nearly 50 including 11 statutory (established) professors, and around 30 early career researchers on fixed-term appointments of 3 or 4 years. Economics at Oxford is broad-based aiming to produce first-class research across the range of the discipline, rather than specialising in particular sub-fields. The research of the department covers all the major sub-fields with particular strengths in microeconomic theory, including behavioural economics; econometrics, both micro-econometrics and time series; economic history; development and international economics. Our members include some of the world’s most distinguished academic economists whose research has made major contributions to modern economic analysis. The current faculty includes 9 Fellows of the Econometric Society, 12 Fellows of the British Academy, 3 Foreign Honorary Members of the American Academy of Arts and Sciences and 5 Fellows of the European Economics Association. In the most recent assessment of the research output of UK universities, Oxford had more research in economics and econometrics graded as world-leading in terms of its originality, rigour and significance than any other institution in the United Kingdom.

In our large Department, research activity is focused within smaller, specialized, research groups. Research groups share the objectives of promoting and supporting high-quality research, and of providing an active and supportive research environment for faculty and research students in their field. Each group has one or more senior members of the Department as convenor with responsibility for coordinating activities, including regular seminars/workshops. Research groups share the objectives of promoting and supporting high-quality research, and of providing an active and supportive research environment for faculty and research students in their field. Emphasis is placed on providing a supportive environment in which less experienced
Researchers, research students and postdoctoral research fellows are able to present their research and obtain valuable feedback. Each group holds regular workshops where research by faculty and graduate students is presented and discussed; many distinguished researchers from outside Oxford also visit us to present their work at seminars.

Alongside the research groups, the Department is home to a number of specialized economics research centres, including the world’s leading research Centre for the Study of African Economies (CSAE), the Oxford Centre for the Analysis of Resource-Rich Economies (OxCarre) and the International Growth Centre (IGC). The Oxford-Man Institute and the Institute for New Economic Thinking at the Oxford Martin School are interdisciplinary initiatives across the University, and include researchers from the Departments of Economics.

Members of the Department are involved in teaching for the Economics graduate and undergraduate degree courses. There are about 329 graduates and 1000 undergraduates studying economics. There is no undergraduate degree in economics alone, but the joint honours programmes with economics are: Philosophy, Politics and Economics (PPE); History and Economics; and Economics and Management. The postgraduate degrees are the MPhil in Economics; the MSc degree in Financial Economics (joint with the Said Business School); the MSc in Economics for Development (joint with the Department of International Development); and, the DPhil which is a degree by dissertation.

For more information please visit: www.economics.ox.ac.uk.

Social Sciences Division

The University’s academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University’s Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Said Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford’s most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

July 2018
Merton College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Merton College is one of the oldest colleges in Oxford and has a strong commitment to excellence in research and teaching. The College community currently comprises around 600 students (290 undergraduate and 310 graduate) across a range of Humanities, Social Science, and Science subjects, alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff.

Further information about the College can be obtained from www.merton.ox.ac.uk.

As set out in the ‘College Benefits, Terms and Conditions’ section below, the post-holder will be entitled to free breakfasts, lunches, and dinners when the College kitchen is open; either a £10,000 p.a. household allowance or rent-free accommodation; and may apply for up to £3,000 p.a. of qualifying research expenses.

Merton is firmly committed to supporting its Fellows’ research by means of research funding and generous Visiting Research Fellow and Visiting Scholar schemes.

Economics at Merton

Merton currently admits 8 undergraduates to read PPE each year, and 4 to read Economics & Management. Its graduate community includes 11 graduates reading for higher degrees in Economics, along with a further 16 reading for related degrees such as Law & Finance.

The Tutorial Fellow will be one of a team of two Tutorial Fellows in Economics at Merton, along with Dr Bassel Tarbush whose research interests include population dynamics, social and economic networks, statistical size distributions, and inequality, and who teaches Microeconomics, Quantitative Economics, and Game Theory.

The successful applicant will also work closely with Merton’s Tutors in Politics (Professor Patricia Thornton and Dr Sergi Pardos-Prado), in Philosophy (Professor Simon Saunders and Dr Ralf Bader), and in Management (Dr Kate Blackmon) to share pastoral and administrative duties and undergraduate Admissions process relating to joint school students.

The Fellowship includes Professor J. Peter Neary, Professor in Economics, and Professor Alan Morrison, Professor in Law and Finance.

For information on Fellows of Merton, see: https://www.merton.ox.ac.uk/fellows.

Teaching and other Duties for the College

The duties of a Fellow include teaching, the pursuit and publication of original research, and participation in the administrative work of the College. The general template of duties for a tutorial fellowship is attached to these further particulars at Annex C.

The successful candidate will be required to provide tutorial teaching in their own specialist areas, and more broadly for the undergraduate PPE and Economics & Management degrees. He or she will be required to provide six weekly hours of tutorials averaged over the twenty-four teaching weeks of the academic year. As noted above, the College operates a system of ‘weighted’ hours (by which teaching in groups of two counts as 1.25 hours and groups of three as 1.5 hours) so that the number of teaching hours each week is likely to be fewer than six.

The post-holder will be responsible for participating in the organisation of the teaching of Economics in the College, working collaboratively with the other Fellows both in the subject and in related subjects such as Politics, Philosophy, and Management, and acting as Director of Study to some of the undergraduates. Tutors are expected to be committed to a broad academic and pastoral responsibility for the students under their care, to be locally and easily contactable by students and colleagues during full terms, to endorse applications...
made by students for various forms of College assistance, to write references, to recommend and select books for their subject area in the College Library, to mark tutorial work, to set and mark College examinations at the beginning of each term, to be present to report on students’ performance to the Warden at special meetings (known as Warden’s Collections) which each undergraduate is obliged to attend once a year, and to participate fully in the intensive undergraduate Admissions exercise held each December.

The post-holder will also be expected to participate in Open Days aimed at prospective applicants, and to work with Merton’s Schools Liaison and Access Office to develop contacts with schools and to attract high-quality candidates for PPE and Economics & Management from a wide variety of schools. Attendance is expected at College events such as the Matriculation Dinner (for freshers), the Postmasters’ Dinner (for undergraduates holding College academic awards) and the Shrove Tuesday Dinner (for finalists).

The Fellow will be asked to advise the Senior Tutor on the admission of graduates and to serve as College Advisor to individual post-graduate students in Economics and related subjects in the College, whose supervisors may well be located in other Colleges. College Advisers are expected to make contact with the graduate students under their care normally at least once a term, and to entertain them at lunch or dinner in the College once a term at the expense of the College. College Advisers also attend the progress meetings held by the Warden and the Dean of Graduates with all first-year graduates and with graduates in later years if they wish for one. Fellows are expected to participate in events which foster closer links between the Senior and Middle Common Rooms.

The successful candidate will be a member of the Governing Body of Merton College, and is thereby obliged to attend its meetings (three in each term). The College is a registered charity; members of the Governing Body are its trustees and must conduct its business in accordance with current UK charity law. A more detailed guide to these responsibilities will be communicated to the successful candidate following election as a Fellow.

As a member of Governing Body the Tutorial Fellow is expected to take a share in the work of that body and its committees. The post-holder must attend the Warden and Tutors’ Committee meetings held over lunch on most Wednesdays in term. The Fellow must also expect to serve on Standing Committees (although this is not usual during the first year of any Fellowship), and to serve from time to time as an Officer of the College if such a request is made by the Committee of College Officers. (Merton has appointed a permanent Senior Tutor to cover the roles of Senior Tutor, Tutor for Undergraduate Admissions and Tutor for Graduates so these duties are no longer undertaken by academic staff.) In particular, the Fellow is required to advise the College on the selection of Graduate Scholars and Junior Research Fellows when there are candidates in Economics.

**About the University of Oxford**

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.
While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-offs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, between £39,639 - £53,226 per annum. The combined College and University salary will be on a scale up to £63,463 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

Pension

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme. Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

Sabbatical leave

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Outside commitments

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/.
Guidance is also available on:
ownership of intellectual property www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

**Membership of Congregation**

Oxford’s community of scholars governs itself through Congregation which is its “parliament”. You will be a voting member of Congregation.

See www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml for further details.

**Family support**

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at www.admin.ox.ac.uk/personnel/during/family/. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see www.admin.ox.ac.uk/childcare/.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a ‘speak to an expert’ phone line and a wide range of guides and webinars through a website called the Work + Family Space.
For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at www.newcomers.ox.ac.uk/.

**Welcome for International Staff**

One of Oxford’s great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

**Relocation**

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

**Promoting diversity**

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.
The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see www.admin.ox.ac.uk/eop/ for details.

**Other benefits and discounts for University employees**

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

- www.admin.ox.ac.uk/personnel/staffinfo/benefits/
- www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/

**Pre-employment screening**

Your appointment will be subject to the University’s standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at www.ox.ac.uk/about/jobs/preemploymentscreening/.

**Length of appointment**

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at:

- www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/

The University’s Policy on Data Protection is available at:

- www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

**College Benefits, Terms and Conditions**

The following conditions apply to Tutorial Fellows at Merton:

(i) Every Fellow has the right to free breakfasts, lunches and dinners at the Common Table of the College when the College Kitchen is open;

(ii) A Tutorial Fellow who wishes to live in College may be provided with single accommodation in College free of rent, and will receive a residence allowance of £1,256 p.a.;

(iii) A Tutorial Fellow who does not wish to live in College accommodation will receive a household allowance of £10,000 p.a.;
The College has some houses of its own which are designated as ‘Tutors’ Houses’ but there is no guarantee that such a house will be available. However, the College will provide a flat or small house near the College on a temporary basis, i.e. for the first five years of appointment, if that is desired. Both categories of accommodation are provided rent-free and the Tutorial Fellow will receive a household allowance of £2,512 p.a.;

The College operates a joint equity scheme limited to 50% of the value of the property or £300,000, whichever is the smaller;

A Tutorial Fellow will be provided with a teaching room in College;

A Tutorial Fellow will be enrolled as a member of the Universities Superannuation Scheme but may opt out (employee’s contribution is currently 8% of pensionable salary);

The College insures Fellows, cohabiting partners, and dependent children under the age of 21, with a medical insurance company free of charge (the premium is assessable as a taxable benefit);

The Tutorial Fellow may apply for up to £3,000 p.a. of qualifying research expenses.

A Tutorial Fellow receives a taxable entertainment allowance of £450 p.a.;

The College has a sabbatical leave scheme which normally allows for leave of absence on full pay for three terms in every seven years, provided that satisfactory alternative teaching arrangements are made, and provided also that, if the Tutorial Fellow hold any office of profit during the period of her or his leave, the Governing Body shall have power to revise or discontinue her or his stipend as Tutor for that period;

The College provides for Maternity and Parental Leave on the same basis as the University (see above and www.admin.ox.ac.uk/personnel/during/family/);

The College pays relocation expenses on the same basis as the University, with any allowable relocation expenses shared between the University and the College in proportion to the stipend paid by each;

The appointment will be for five years initially. The first five-year period will be probationary. At the expiration of the initial five-year period, a Fellow may be re-elected for a further period, having met the criteria for re-appointment in accordance with College Bylaws. The procedure, which is complementary to, but separate from, that described in the University’s Further Particulars, is that a Tutorial Fellow shall submit to the Senior Tutor a report on his or her activities since appointment under the three headings of teaching; research and publication; and College and University administration. The College shall ask for a report from the Faculty or Department concerned. A Tutorial Fellow shall be re-appointed thereafter for periods of not more than seven years at a time, and upon the second and any subsequent re-appointment the Warden and the College's Fellowship and Appointments Committee shall consider the Tutorial Fellow’s performance in the three areas listed above.

The College is aligned with the University on EJRA.

The appointment is conditional on verification of the successful candidate’s availability for employment in this country.

Sundry other information concerning both academic facilities (e.g., scheme for the provision of computer equipment) and domestic arrangements in the College (e.g., ordinary meals and College official feasts, use of the College key, Senior Common Room and Guest Room facilities, use of parking, telephones and photocopying, etc.) is contained in a Handbook for new Fellows, available from the Senior Tutor, Dr Rachel Buxton, on appointment.

**Offer of employment**

Applications for this post will be considered by a selection committee (the Joint Appointments Committee) containing representatives from both the Department and Merton College. 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 Divisional Board and the Governing Body of Merton 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 of Merton
College, and a formal contractual offer has been made.
Annex A

1. The breakdown of the joint scale is shown below (implemented 1 August 2018.)

<table>
<thead>
<tr>
<th>Scale point</th>
<th>Pay spine step for joint salary</th>
<th>Grade 10a Tutorial Fellowship (University) (30S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>University salary salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£53,226</td>
</tr>
<tr>
<td>11</td>
<td>52</td>
<td>£51,679</td>
</tr>
<tr>
<td>10</td>
<td>51</td>
<td>£50,178</td>
</tr>
<tr>
<td>9</td>
<td>50</td>
<td>£48,719</td>
</tr>
<tr>
<td>8</td>
<td>49</td>
<td>£47,305</td>
</tr>
<tr>
<td>7</td>
<td>48</td>
<td>£45,931</td>
</tr>
<tr>
<td>6</td>
<td>47</td>
<td>£44,597</td>
</tr>
<tr>
<td>5</td>
<td>46</td>
<td>£43,302</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>£42,046</td>
</tr>
<tr>
<td>3</td>
<td>44</td>
<td>£40,825</td>
</tr>
<tr>
<td>2</td>
<td>43</td>
<td>£39,639</td>
</tr>
<tr>
<td>1</td>
<td>42</td>
<td>£38,500</td>
</tr>
</tbody>
</table>

2. Financial summary

<table>
<thead>
<tr>
<th>College Association</th>
<th>Salary plus allowances*</th>
<th>Research Allowance</th>
<th>Other allowance</th>
<th>Typical teaching for the Dep’t (hours per year)</th>
<th>Teaching for the College (hours per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merton College</td>
<td><strong>£57,263-£73463 p.a.</strong></td>
<td>£5,500 p.a.</td>
<td><strong>£450 p.a.</strong></td>
<td>36 (plus supervision of 4-5 graduate students)</td>
<td>Up to 144*</td>
</tr>
</tbody>
</table>

* This combines the joint salary for Associate Professors with any pensionable allowances from the College. The Department may also recommend the awarding of an off-scale salary supplement at the start of the appointment and within-scale additional increments to Associate Professors at any time during their appointment.

3 Salary combined with Merton household allowance of £10,000

4 Combined £2,500 research allowance from the Economics Dep’t, and £3,000 College research allowance for which the Fellow may apply.

5 College entertainment allowance

July 2018
144 is 6 hours/week over the 24 week academic year. The College operates a system of weighted hours dependent on the number of students being taught. If students are taught in pairs this means that the teaching requirement is up to $144/1.25 = 115.2$ hours per year, if students are taught in threes this gives a teaching requirement of $144/1.5 = 96$ hours per year.

Annex B

STINT TARIFF FOR DEPARTMENTAL TEACHING & SUPERVISION (October 2013)

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Stint Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-hour lecture</td>
<td>3</td>
</tr>
<tr>
<td>1-hour class/seminar (no marking)</td>
<td>2</td>
</tr>
<tr>
<td>1-hour class/seminar (with moderate marking)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Supervision**

<table>
<thead>
<tr>
<th>Supervision</th>
<th>Stint Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision of one DPhil student (during fee liability)</td>
<td>24 pa</td>
</tr>
<tr>
<td>General supervision of one MPhil student</td>
<td>4 pa</td>
</tr>
<tr>
<td>Supervision of MPhil thesis* (year 2)</td>
<td>12 pa</td>
</tr>
<tr>
<td>General supervision of one MSc student</td>
<td>4 pa</td>
</tr>
<tr>
<td>Supervision of MSc thesis/dissertation</td>
<td>8 pa</td>
</tr>
</tbody>
</table>

1. Co-supervision is normally split 50:50 unless specifically agreed.

The above tariffs also apply to “recognised” teaching for courses outside of the Department of Economics.

Annex C – The Tutorial Fellowship: General Template of Duties

The Tutorial Fellowship: General Template of Duties

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. 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

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6 Associate Professorships come in three different forms according to the balance of duties owed to the College and University and formally known as CUF (Common University Fund) Lecturerships, ULs (University Lecturerships), or FLs (Faculty Lecturerships).
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.

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 further particulars, 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).
**Annex D-Typical Undergraduate course structure**

All undergraduates studying economics do so in a joint degree with other subjects. Within each degree, they typically take economics courses as follows:

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microeconomics</td>
<td>Microeconomics</td>
<td><strong>Typical options:</strong></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Macroeconomics</td>
<td>• Microeconomic Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Money &amp; Banking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Public Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Economics of Industry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Labour Economics and Industrial Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• International Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Economics of Developing Countries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development of the World Economy since 1800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Behavioural and Experimental Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Econometrics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Game Theory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• International Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Thesis</td>
</tr>
</tbody>
</table>

[https://www.economics.ox.ac.uk/teaching/programmes-homepage#undergraduate](https://www.economics.ox.ac.uk/teaching/programmes-homepage#undergraduate)