



SCHOOL OF ANTHROPOLOGY AND MUSEUM ETHNOGRAPH

Job Description and Selection Criteria

Post	Associate Professorship in Visual, Material, and Museum Anthropology with a non-Tutorial Fellowship
Department	School of Anthropology and Museum Ethnography
Division	Social Sciences Division
College	St. Peter's College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	From £47,263 per annum

Overview of the post

The School of Anthropology and Museum Ethnography and St. Peter's College are recruiting an Associate Professor of Visual, Material and Museum Anthropology to join the team delivering the highly successful graduate programme in Visual, Material, and Museum Anthropology (VMMA). The successful candidate will be expected to undertake research in one or more of these areas and to teach and supervise mainly at the graduate level, but also at the undergraduate level, to contribute to admissions, examining and assessment, and to academic administration.

The School has strong links with the Pitt Rivers Museum, as is indicated by its name, and therefore offers a unique environment for teaching and research in the fields of visual, material, and museum anthropology. The partnership has developed an extremely strong teaching and research profile in recent years. The taught course graduate programme in Visual, Material, and Museum Anthropology is very popular and attracts excellent students from all over the world; visual, material and museum anthropology are also taught at undergraduate level for the BA in Archaeology and Anthropology.

This position is full-time and, subject to successful completion of the probationary period, permanent. The post is tenable from 1 October 2019 or as soon as possible thereafter and applications from those at an early, mid, or advanced career stage are welcomed. The University is committed to recruiting and retaining the best academic staff and to ensuring that under-represented groups have equality of opportunity in recruitment, personal development, and career progression in all areas of employment in the University.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Dr Elizabeth Ewart, Head of SAME, at hod@anthro.ox.ac.uk or telephone: +44



(0) 1865 274685. 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 playing a role in the democratic governance of the University. 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 section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University 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 main duties of the post for the School are as follows:

- To engage in advanced study and research and to collaborate in research programmes that contribute to the School's international reputation for research excellence;
- To make a significant contribution to the research profile through high-quality publications in major peer-reviewed journals and other impact activities;
- To contribute to the School curriculum, both graduate and undergraduate, with particular reference to the graduate programme in Visual, Material, and Museum Anthropology;
- To participate in the teaching and supervision of undergraduate and graduate students under the direction of the Head of School, the Directors of Graduate Studies and the relevant Course Director;
- To co-operate in the administrative work of the School in both term time and vacation under the direction of the Head of School;
- To engage in University examining;
- To secure research funding to support the School's research activities.

Teaching and supervising for the School will include specifically:

- Providing intellectual and administrative leadership for the MPhil and MSc in Visual, Material, and Museum Anthropology when called upon by the Head of Department;
- Contributing to the teaching of the MPhil and MSc in Visual, Material, and Museum Anthropology, as well as, where appropriate, on occasion to other Master's and undergraduate degrees taught within the School;
- Doctoral (DPhil) supervision.

The amount of teaching normally must not exceed an average of 288 teaching units¹ per year without approval by the divisional board.

There are no College teaching duties associated with the post, but the College will ask the appointee to act as a College Advisor to a limited number of graduate students in both taught and research-based programmes in their own or cognate areas.

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.

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.

Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows 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 both male and female committee members wherever possible.

The successful candidate will demonstrate the following essential criteria:

- i. A doctorate in a relevant subject already awarded at the time of application.
- ii. Evidence of substantial research accomplishment and potential with a proven ability to contribute to the School's research culture and output.
- iii. Evidence of ability to raise research funding and manage research teams.

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.

- iv. Evidence of a substantial and realizable research plan that will contribute to the international reputation of the School.
- v. Evidence of leadership abilities and management skills.
- vi. Evidence of excellence, or of the potential for excellence, at University teaching in the required areas, including experience of graduate teaching and research student supervision.
- vii. The ability to relate well and appropriately to high-achieving and challenging students in tutorial teaching, in graduate supervision and in pastoral situations.
- viii. A good record of collaboration and team-work.
- x. Evidence of the ability and commitment to participate effectively in the wider academic activities of the College and School.

How to apply

To apply, visit www.ox.ac.uk/about/jobs/academic/index/, click on the relevant post title, then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in education or employment.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is 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. 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 8-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.

INTERVIEWS ARE SCHEDULED TO TAKE PLACE IN OXFORD ON 13 JUNE 2019.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: www.recruit.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.

School of Anthropology and Museum Ethnography

The School of Anthropology and Museum Ethnography is renowned for its contributions to anthropological theory, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. It has also become known as a centre for medical and ecological anthropology, migration studies, evolutionary anthropology, cognition and culture, and science and technology studies.

Home to over sixty members of academic staff and researchers, over a hundred doctoral students, nine Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most exciting centres for teaching and research in the discipline.

The School brings together a number of institutes including the Institute of Human Sciences (IHS), home to our undergraduate programme. The Institute of Social and Cultural Anthropology (ISCA) is a world-leading centre for anthropological teaching and research. The Centre on Migration, Policy and Society (COMPAS) provides a strategic, integrated research approach to understanding contemporary and future migration dynamics in the UK and EU. The Institute of Cognitive and Evolutionary Anthropology (ICEA) investigates the evolution of human behaviour drawing on a diverse range of approaches, including biology, primatology, palaeoanthropology, cultural evolution, and psychology. ICEA includes the Centre for Anthropology and Mind (CAM). The Institute for Science, Innovation and Society (InSIS) researches and informs the key processes of social and technological innovation that are critical to business, governments and civil society in the 21st century and beyond.

The School strives for a culture that is transparent, inclusive and supportive for all its staff and students. We have achieved Bronze Level Athena SWAN accreditation and we are committed to supporting all staff who wish to undertake a rewarding career whilst maintaining a balance with their home and family lives.

More information about the School can be found at www.anthro.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 Saïd 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,

Jan 2019

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.

For more information please visit: <http://www.socsci.ox.ac.uk/>

St. Peter's College

The appointee will be elected to a Research Fellowship of the College. They will not be a member of the College's governing body, but they will have governing body observer status (with entitlement to attend meetings but not to vote). The Fellowship carries entitlement to membership of the Senior Common Room (subscription £30 per term) and to Common Table rights, with an entitlement to meals free of charge when the kitchens are open (there are occasional short closure periods, usually during the vacation). SCR members may invite guests to meals at their own expense.

Every graduate student at Oxford has a College Advisor, who is an academic member of his or her College. The role of the College Advisor is additional and complementary to that provided in the student's department or faculty. The College Advisor is not expected to perform the role of the Department or Faculty Supervisor, or to be responsible for directing students' academic work. Rather, the intention is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study. College Advisors are asked to meet their advisees in the first term of their course and at intervals thereafter, and to be available for consultation if needed.

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

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-outs, 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 salary will be on the scale for Associate Professors (from £47,263).

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.

Jan 2019

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/discountsforsaff/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/.

Offer of employment

Jan 2019

Applications for this post will be considered by a selection committee containing representatives from both the School of Anthropology and St. Peter's 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 Social Sciences Divisional Board and the governing body of St. Peter's 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.