



All Souls College University of Oxford

POST-DOCTORAL RESEARCH FELLOWSHIPS (FIVE-YEAR, NON-RENEWABLE)

£43,455 to £46,428 (including housing allowance of £10,047 if eligible)

The College intends to elect up to six Post-Doctoral Research Fellows on Saturday, 21 January 2023, two in Life or Environmental Sciences, and one in each of the following subjects: History since 1800; History of Art or Music or Science (excluding History of Medicine); Mathematics; and Social Anthropology. The Fellowships are for five years, fixed-term, and non-renewable.¹ Successful candidates will be expected to take up their Fellowships on 1 October 2023 or such other date as may be agreed in advance with the College.

ELIGIBILITY AND EQUAL OPPORTUNITIES

Normally, the College will only accept applications from those who have been awarded their doctorate since 1 August 2020 or expect to have been awarded their doctorate by 1 October 2023. ('Doctoral award' should be taken as the date of the successful defence of your doctoral dissertation or in cases where no viva is required, the date of award on the degree certificate.) If you believe there are special reasons (e.g. serious illness, parental leave) why you think these normal eligibility criteria should be adjusted in your case, you are encouraged to submit your application well before the 2 September 2022 deadline, including details for consideration by the Eligibility Panel.

Applications are particularly welcome from women and from black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

JOB DESCRIPTION

The primary duty of a Post-Doctoral Research Fellow is to pursue in Oxford an independent programme of advanced study and research for publication as approved by the College at the time of election.

Leave of absence to work away from Oxford may be granted on the recommendation of the College's Academic Purposes Committee, but only where the Committee is satisfied that such leave is necessary for the pursuit of the Fellow's programme of

¹ All Souls has a firm commitment to supporting early career researchers by enabling them to build a very strong research profile at the early stage of their career; for structural reasons the Fellowships are therefore fixed term and non-renewable.

research.

Fellows are required to report regularly to the Academic Purposes Committee on their progress towards completion of their approved research programme within the term of the Fellowship. The College does not, however, regard Fellows as tied indissolubly to that particular programme and will be willing to entertain applications to vary it. Post-Doctoral Research Fellows are also encouraged to undertake appropriate lecturing, teaching and supervision of research in the University.

Post-Doctoral Research Fellows are full Fellows of the College and members of its governing body. As such, they are expected to attend and participate in all College meetings and may be required to serve on College committees and assist with the annual Prize Fellowship examinations. As the College is a charity of which the Fellows are trustees, the successful applicants must be eligible to be Charity Trustees and discharge this responsibility effectively –see [Becoming a trustee - Charity Commission](#).

REMUNERATION AND ENTITLEMENTS

Stipend: The annual stipend is £43,455 to £46,428 (including housing allowance). For those who live in College or who are otherwise not eligible for the housing allowance, the annual stipend is £33,408 to £36,381. The exact stipend varies according to amount of teaching undertaken. To qualify for the higher rate of pay in any academic year (i.e. £46,428 if housing allowance is included), a Fellow must undertake to give not fewer than sixteen lectures in the University in that year. Pay will be on a pro-rated intermediate scale if fewer lectures are given. These stipends are paid on the basis that the Fellow is engaged full-time on the research for which the Fellow is elected. The Fellowship may not be held in conjunction with another Fellowship or funding and should a Fellow receive remuneration from other sources, the College may adjust his or her stipend accordingly.

Housing Allowance/Finance/Accommodation: Subject to availability, the College may be able to offer at no charge single residential accommodation in the College or one of its annexes, but this is a taxable benefit and no housing allowance will be paid. A Post-Doctoral Research Fellow living out of College but within 25 miles of Oxford is eligible for a pensionable housing allowance of £10,047 *per annum*. The College operates a joint equity scheme for purchasing property which is available to Fellows re-locating to Oxford.

Pension: The College is a member of the USS pension scheme in which Post-Doctoral Research Fellows will be enrolled automatically.

See <https://www.uss.co.uk/members/members-home/joining-the-scheme>

Dining Rights: Fellows are entitled to lunch and dinner at common table without

charge when the Kitchen is open.

Relocation Costs: In appropriate cases, the College will also contribute towards relocation, including visa and NHS surcharge, costs.

Medical Insurance: Fellows and their immediate dependants are also eligible for participation in the College's medical insurance scheme. There is no charge for this but it is a taxable benefit.

Childcare: Fellows may be eligible for financial assistance in the form of tax relief. See <https://www.gov.uk/get-tax-free-childcare>. Where a Fellow uses a University nursery for childcare, it may also be possible for nursery fees to be paid under a salary sacrifice scheme.

ACADEMIC SUPPORT

A Post-Doctoral Research Fellow is entitled to a study in College or one of its ancillary buildings. Studies are connected to the University IT network and the College assists with the purchase of computing equipment with the balance funded through a Fellow's academic allowance (currently £3,952 *per annum*). The latter is intended to support research expenditure including book purchases, conference attendance, etc. If the research project is laboratory based, the College will provide additional funds for the Fellow's laboratory consumables, up to a maximum of £5,000 p.a. Fellows may apply for additional funding to support research work or conferences.

Each Post-Doctoral Research Fellow has a designated mentor within the College.

APPLICATIONS

You should apply by completing the on-line application form accessed via the College website (<https://www.asc.ox.ac.uk/>) (Appointments pages) by **12.00 noon (UK time), Friday, 2 September 2022**. (But earlier submission is strongly encouraged, for the reason given below.)

You must submit with your application:

- (i) a curriculum vitae;
- (ii) a short thesis abstract (200 to 500 words maximum);
- (iii) a statement of proposed work (1,000 words maximum, including any references, figures and bibliography), which comprises a clear and comprehensive statement of your proposed course of future research work during the five years of the Fellowship. (If you intend to spend

part of the Fellowship preparing your thesis for publication you should include a mention of that in your application and give an estimate of how much time it may take.)

- (iv) a 100-word summary of your proposed work written in words suitable for a non-specialist audience.
- (v) a sample of written work (10,000 words maximum, including references and bibliography) to serve as evidence of your qualities as a scholar and researcher. This should be a published paper, an extract from the thesis, or equivalent.
- (vi) a copy of your Degree certificate, or formal written confirmation from your University of the date you plan to submit your thesis.
- (vii) the names and addresses of two referees who have agreed to give a confidential assessment of your work.

NOTE: Each document submitted for items (i) to (v) above must be written in English. If your degree certificate (item (vi)) is written in a language other than English, please include an English translation along with the certificate as one consolidated PDF file. Documents (i) to (vi) must be uploaded as separate PDF files.

NOTE: As soon as the application has been submitted, the College will contact your two nominated referees. They will be sent e-mail instructions for providing their assessments, which must be submitted by **12.00 noon (UK time), Monday 12 September 2022**. Since there is a short period between the deadline for applications and the deadline for references, you are **strongly encouraged to submit your applications well before the 2 September deadline**, since otherwise your referees will only have ten days to submit their references, which may be insufficient. To check whether your references have been received by the College, you need to log in to your application. It is your responsibility to upload the correct email address for your referees.

Your referees will be asked whether they can confirm the actual or intended viva date (month and year) or equivalent date representing the successful completion of your PhD to confirm your eligibility for this competition, but it is your responsibility to upload documentary evidence to confirm that you meet the Eligibility requirement. (Information on how to request that this requirement be adjusted is given below.)

The competition will be in two phases. First, the College will establish an initial shortlist and will obtain independent academic assessments of the work and research proposals of candidates on that list. Secondly, a shorter, final shortlist will be established. Candidates on the initial, longer shortlist will be asked on about 14 October 2022 to submit by no later than 28 October an electronic copy of their entire thesis if available (or work of equivalent length, published or

unpublished). Subsequently, those on the final shortlist will be notified by 16 December that they are being called to interview.

If the research proposal is laboratory-based, candidates on the final shortlist will be asked to provide a letter of support from a suitable host department in Oxford confirming that laboratory space and access to shared equipment can be provided without cost to the College.

Candidates selected for inclusion on the final shortlist will be interviewed by members of the Nomination Committee and College-appointed external assessors in the presence of the Fellows of the College on **Friday, 13 January and Saturday, 14 January 2023**.

REQUESTS TO ADJUST ELIGIBILITY

Applications to adjust the College's eligibility criteria (typically due to serious long-term illness or parental leave) will be considered by the College. Candidates wishing to make such an application should upload as part of their application a letter explaining why they think the eligibility criteria should be adjusted in their case, together with any supporting material (normally a medical letter or confirmation of parental leave). To allow the Eligibility Panel appropriate opportunity to consider the request before the evaluation of applications commences, candidates should submit their application (containing this material) within their main application well before the 2 September deadline for the submission of applications. (Please note that by uploading documents concerning the adjustment of eligibility, candidates automatically authorize the College to process this data, which will only be visible to members of the Eligibility Panel.)

EQUAL OPPORTUNITIES MONITORING

In order to enable the College to monitor the effectiveness of its equality policy and procedures, all candidates are asked to complete the confidential recruitment monitoring form which is processed entirely separately from the applications, and plays no part in the selection process.

PRE-EMPLOYMENT CHECKS

All appointments are subject to proof of the award of your doctorate, the satisfactory completion of a medical questionnaire, and the provision of proof of the right to work in the UK. These documents all need to be provided before the appointment can commence. Where necessary, the College will meet the costs of visas for applicants and their dependants.

FURTHER QUERIES

Please see the [Frequently Asked Questions](#) for further information and advice. In the event of technical problems with your application, please contact pdf.admin@all-souls.ox.ac.uk.

PRIVACY NOTICE

All applicants should read the [Privacy Notice](#) for applicants for Fellowship and staff appointments at the College.