



Further Particulars for Research Fellowships

Contents

I - Reuben College	1
II - Research Fellowships.....	2
II.I College Duties.....	3
II.II - College Benefits, Terms and Conditions.....	4
III - Applications.....	4
III.I - Eligibility.....	4
III.II - Person Specification and Selection Criteria.....	5
III.III - Equality, Diversity & Inclusiveness	6
III.IV - How to apply	6

The College is seeking to appoint up to 10 new Research Fellows, from amongst existing postdoctoral members of the University, to start at the college in September 2024. These Fellows will follow in the footsteps of 6 inaugural Research Fellows finishing their term of office with the College at the end of 2024. The College is particularly looking to recruit within its themes of Cellular Life and Environmental Change (each recruiting up to 3 Research Fellowships), and Ethics & Values and Innovation & Entrepreneurship (each recruiting up to two Research Fellowships). Candidates for each of these may be drawn from across the University's Divisions, with the College's themes inclusive and broad in their conception. Fellows will be expected to engage in the life of this, the University's newest College, as outlined below, and as part of this to engage in regular activities at the College and in the support of its postgraduate students. Successful candidates will be elected to a Research Fellowship for a fixed term of three years, subject to a review at the end of the first year.

I - Reuben College

There are 39 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.

The founding of Oxford's newest postgraduate college, supported by a generous benefaction from the Reuben Foundation of £71 million, has offered an exciting opportunity to bring together academic researchers focused on exploring some of the most important questions of the 21st century. Reuben College provides an environment that stimulates and facilitates interdisciplinary research, while emphasising the qualities of innovation, leadership and entrepreneurship. It supports a community of scholars who embrace opportunities to interact with researchers beyond the boundaries of their own disciplines and to engage with colleagues beyond the realm of academia.

To promote the ethos and practice of interdisciplinary interaction, there is an initial focus within the College on four research clusters, whose academic themes have been chosen for their wide reach across the University, and their strongly interdisciplinary nature. The initial clusters focus on the topics of (a) [Artificial Intelligence & Machine Learning](#), (b) [Environmental Change](#), (c) [Cellular life](#), and (d) [Ethics & Values](#). These clusters have natural synergies, enabling cross-cutting discussions and research collaborations to emerge. The four themes are complemented by a number of strategic themes, notably in [Innovation and Entrepreneurship](#) and in [Public Engagement in Research](#).

Established in 2019, Reuben College admitted its first graduate students October 2021. Currently supporting 350+ students, over the coming years the College will grow to support a graduate student body of 650+, with concomitant growth of Fellowship and staff. As a new college, we are building a community of people and practice that recognises the importance of equality and diversity in our community and in our intellectual endeavours. All Fellows are expected to subscribe proactively to the college ethos and to commit to developing both its intellectual and outreach activities.

II - Research Fellowships

Research Fellowships form an important component of the vision for Reuben College, and are “early-career research” posts intended to offer college affiliation to postdoctoral researchers at the University who would value contributing to, and engaging in, life at Oxford's newest college.

The Research Fellows will join Reuben College alongside other members who include:

- **Graduate students** - comprising, for example, Masters and DPhil students
- **Official Fellows** – the main grade of senior membership, typically comprising senior members of the University, who are members of the College's Governing Body and who guide the daily running of the College
- **Senior Research Fellows** – affiliations for senior researchers at the University, at approximately the professorial stage
- **College Staff** – non-academic employees of the College



Successful candidates will be elected to a Research Fellowship for a fixed term of three years, subject to a review at the end of the first year of satisfactory engagement with College life. The agreement will be coterminous with University employment, intending to provide College affiliation while the Research Fellow holds a postdoctoral appointment at one of the University's Departments or Faculties.

II.1 College Duties

As early-career researchers, Research Fellows at Reuben College will already have substantive research duties within their respective Division of the University. Duties within the College are expected to be relatively “light touch”, while emphasising the need for Fellows to be engaged with the life of Reuben College on a regular basis. Perhaps different to the standard model for equivalent posts elsewhere in the University (for example, “Junior Research Fellowships”), the emphasis for Reuben's Research Fellows is very definitely on bringing an enthusiastic, sustained, and meaningful contribution to College life.

Reuben College is committed to supporting of its Research Fellows through mentoring. An Official Fellow (in a relevant academic discipline) is therefore linked as a College Mentor to each Research Fellow, providing advice and support in career progression. This is intended to be complementary to any support provided in the Research Fellow's academic Department.

All Research Fellows, as duties of the post, are required to:

- Regularly attend and assist in hosting College events, such as the College's [‘Dining with Dinosaurs’](#) seminars held weekly in termtime, and in the organization and hosting of other College theme or skills events as appropriate;
- At least termly produce a ‘blog’ on a Tuesday evening academic talk in the College's dining hall (for previous examples, see [here](#)); and to otherwise support in the production of College publications;
- Act as College Advisor to up to six graduate students each year, meeting with each once per term to offer support and guidance¹;

¹ Each graduate student is assigned a College Adviser, who is to:

- Provide pastoral support, for example on health, personal or coping issues, and direct students to appropriate persons for assistance
- Monitor students' progress through discussion of their university supervision reports
- Discuss any problems or difficulties students may be experiencing in their department or Faculty, and/or with their supervisor
- Consult with college staff with any concerns about a student's academic progress
- Offer guidance on sources of support available within the College and University

The College Adviser is not expected to perform the role of a Department or Faculty Supervisor(s) and is not responsible for directing a student's academic work or for giving detailed academic guidance. However, they



- Abide by all policies and guidance in force at the College at any time (such as outlined [here](#)) including any training requirements (currently these are for all Fellows to annually update data protection and equality training offered online through the University, and induction training for all advisors);
- Meet or otherwise communicate regularly with their College Mentor;
- Contribute more widely to the social and academic life of the College.

II.II - College Benefits, Terms and Conditions

Successful candidates will be elected to a Research Fellowship for up to three years, subject to a review at the end of the first year of satisfactory engagement with College life. The agreement will be coterminous with University employment, intending to provide College affiliation while the Research Fellow holds a postdoctoral appointment within the University.

Research Fellows are non-stipendiary and will receive the following benefits:

- A research allowance of up to £2,000 p.a. This research allowance is for supporting research costs, such as the purchase of books and equipment, conference fees, academic travel, etc., and would be claimed via presenting corresponding receipts or other proof-of-costs to College.
- Full dining rights, equivalent to that of Official Fellows, intended to allow the Research Fellow frequently to attend lunches and dinners in College.
- The right to bring guests to College meals, subject to capacity, and at their own costs.
- Membership of the Reuben Common Room, which is the single body representing the social and academic needs of all members of College.

Benefits will continue as normal during any period of family leave or sickness absence, but will be suspended for the period of any research leave, other paid leave (excepting the above), or unpaid leave taken by a Research Fellow, during which time they choose not to fulfil their college duties. All decisions in these regards will be taken by the President in consultation with the Senior Tutor, with a view to promoting fairness and consistency of treatment amongst the Fellows.

III - Applications

III.I - Eligibility

may be able to offer advice on academic-related matters such as applications for research funding, conferences and seminar attendance, publication, and career plans.



Applicants are asked to demonstrate how they can contribute to one or more of the four academic themes within the College, or to one of the two strategic themes (as outlined in section 1), but they do not have to be necessarily employed within a post that corresponds directly to a theme. Themes at Reuben College, as described in section 1, are intended to be “broadly interpreted”.

Please note that there is no restriction on the elapsed time since the applicant’s doctoral viva, and Research Fellows at Reuben College are intended to encourage applicants from a wide range of candidates, across all four Divisions of the University.

This is not an employment position, and to be eligible applicants must be currently employed by the University in a grade 7 or 8 postdoctoral research post. Research Fellowships are coterminous with employment at grade 7 or 8 within the University, and so the Research Fellowship would end if University employment ceased. Tier 2 postholders are welcome to apply - this is not an employment position and should not necessitate a new visa application. (This also means that the College would not be able to act as sponsor for any visa renewal.)

Those who already have a Fellowship (e.g., a Junior Research Fellowship) with another college or society will not be eligible. Please note that teaching positions in the form of “Lecturerships” (e.g., Stipendiary or Non-stipendiary College Lecturerships) are not counted as Fellowships, and so those who are Lecturers in other colleges would be eligible.

If you have any questions about your eligibility, please contact president-pa@reuben.ox.ac.uk.

III.II - Person Specification and Selection Criteria

To summarise, the following are the requirements of a Research Fellowship:

- Currently employed as a grade 7 or 8 postdoctoral researcher within the University, holding a doctoral degree, with a University contract with an end date of September 2026 (or with a minimum of one year, and a very high likelihood of renewal if the end date is before September 2026)
- Commitment to the vision and approach of Reuben College
- Commitment to advancing diversity and inclusion
- Enthusiasm for working with colleagues in the organization and delivery of interdisciplinary activities within the college (for example, seminar series, workshops, and reading groups)
- Willingness and capacity to act as the college adviser for up to six Reuben College graduate students at any one time
- Strong communication skills, both written and oral



- Ability to build relationships at all levels, to network effectively, and to inspire confidence in students and colleagues
- As appropriate, a commitment to outreach, knowledge exchange, public engagement, or promoting innovation.

In selecting the Research Fellows, the Selection Committees will have regard for promoting a diversity of perspectives and approaches, and candidates will thus be assessed in relation both to the stated person specification, and the College's need for intellectual diversity across the College's four academic and two strategic themes. The priority will be on appointing those candidates who can make an enthusiastic, sustained contribution to College life (balanced appropriately with the demands of their substantive research duties in their Department).

III.III - Equality, Diversity & Inclusiveness

As a new college, we are building a community of people and practice that has diversity at the heart. This gives all our members both the opportunity and the shared responsibility to shape the culture and ethos of College life.

We are keenly aware that work on the protection and advancement of equality of opportunity is never truly complete. We have appointed a College champion for Equality, Diversity and Inclusion (EDI), and as appropriate will similarly look to appoint to posts to support specific protected characteristics, to guide and support all members of our College community. We are proactive in our approach, embedding best practice from across the University, including adopting the University's common framework for supporting disabled students, from ensuring accessible facilities to support at strategic and day-to-day levels.

Through every one of its committees, events, procedures and practices, the growing community of Reuben College are creating an environment in which everyone can take advantage of the unique opportunities that living, working and studying in Oxford bring, whatever their background. We hope that, as our community grows, all members continue to work towards ensuring equity of opportunity for each individual, without exception.

III.IV - How to apply

To apply, please send the following two items as pdf (with fonts no smaller than 11 point) to the President's Executive Assistant (president-pa@reuben.ox.ac.uk) by noon **Friday 3rd May 2024**.

1. A (maximum) 2-page covering letter, explaining how you meet the selection criteria for the post using examples of your skills and experience, and how you would contribute to the College in one or more of the themes described in section 1. It may be helpful for you to describe two or three events (such as interdisciplinary seminars)



that you would intend to run, in collaboration with other College members, should you be appointed to this post.

2. A (maximum) 4-page CV, including your education & employment history, your list of publications, etc. Please include contact details for two referees, one of whom should be your line manager in your Department or equivalent.

Applicants are also asked to complete an [equality form](#) for monitoring purposes only; these forms will not be viewed by members of the Selection Committees.

