



ST. JOHN'S COLLEGE ACADEMIC STAFF HANDBOOK*

OCTOBER 2024

*NOTE: Entitlements outlined in this document may vary dependent on job description; if in doubt, please refer to your contract.

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Welcome

Welcome to St John's. We hope you will find the College to be a welcoming and supportive place.

As with any new job, in the first year, it can sometimes feel like there is a lot to learn about governance, facilities and traditions. These notes have been put together to help you find your way around. Do ask if you need help: good sources of advice include the Porters' Lodge; the SCR Front of House Manager; the Academic Office and Bursary and other Fellows.

Places and People

Map of College <https://www.sjc.ox.ac.uk/discover/visit-us/>

Access to College Access to most parts of the College is by an electronic fob system. Academic staff are issued with a fob that provides access to College perimeter gates and doors, the SCR, the Library, and teaching rooms. Keys are still needed for some doors and gates and in some cases must be requested and signed for at the Porters' Lodge and returned after use.

Fellows may obtain the following keys from the Lodge:

- (a) a Salto fob, which controls doors and entrances to the College;
- (b) a 'Trinity' key, which opens the few doors and gates that can be used by Senior Members which are not yet on the tag system;

The Main Lodge is open twenty-four hours a day and there are always at least two porters on duty. That is where you pick up post and leave letters and parcels to be posted (for postage, see page 19, Administrative assistance) or put into the University Messenger Service (this is a free service and delivers to all colleges and departments in the city centre). The porters hold keys to all rooms and are the first contact point for all visitors to the College. There is also a staffed Lodge at the Kendrew Quadrangle. The main telephone number for the Lodge: (2)77300.

The Lodge Team Manager is Andrew Sawyer.

The President's Lodgings and Office are opposite the main Lodge in Front Quad and are where the President lives and works. The Lodgings are also used for drinks receptions, small official dinners and meetings, as well as for 'President's Collections' at the end of term.

The President's Executive Officer & Head of Communications oversees the College's overall communications activity through its website, social media accounts and regular newsletters, as well as supporting the President on governance and a range of College projects.

The President's PA is the first point of contact within the President's office. She manages the president's mailboxes, diary, events and dinners, and will collate papers for meetings the President is attending. If you would like to make an appointment to see the President at any time please contact presidents.pa@sjc.ox.ac.uk.

The President is also supported by two Housekeepers.

President: Professor Dame Sue Black

President's Executive Officer & Head of Communications: Denise Cripps

President's PA: Jenny Diment

The 'Senior Common Room' at St. John's has several meanings. Its broad definition refers to the official tutors, Fellows of the College and academics associated with a college. It may also refer to the actual room(s) designated for the use of these groups, commonly known as 'the SCR'.

The SCR at St. John's consists of several rooms, notably the Sadler room (in which Fellows gather for drinks before dinner), Maufe Room (adjacent to the Sadler Room), the Old Room (principally

used for dessert), the Webber Room (principally for meetings) and the Lunch Room. There is also the Lower Common Room which opens onto an outdoor seating area. Used less frequently are the Upper Common Room (above the lunch room). There are also three guest rooms available for guests of Fellows for a maximum of three nights per booking.

For up-to-date information about the SCR, including how to book for meals and guest rooms, please visit the guide to the SCR on the intranet:

<https://intranet.sjc.ox.ac.uk/senior-common-room>

As its name suggests, members of the SCR take lunch in the lunch room. Dinner during term is served in Hall (see below). Out of term dinner is in the SCR and no gowns are worn. The dress code is business attire but smart casual is generally acceptable. In Hall, members of the SCR sit at High Table. Junior Members (undergraduate and graduate students) sit at the lower tables in Hall.

Usual meal times

Coffee 10.30–11.30 a.m. (Monday to Friday)

Lunch 12.00–1.45 p.m. (Monday to Saturday)

Tea 3.45 p.m.–4.30 p.m. (Monday to Friday)

Dinner 7.15 p.m. (drinks from 6.45 p.m.) (Sunday to Friday)

Coffee and tea can also be acquired at any time from the self-service machines installed in both the upper and lower areas of the Common Room.

You do not need to book for coffee and tea, but do need to sign in for lunch and dinner; see the intranet for details.

The Steward of Common Room and High Table (Professor Kate Nation) is the Officer who is in charge of membership of the SCR and oversees the menus each week. Please see the rules of the SCR for information about how to book in a guest.

The main staff in the SCR are:

SCR Butler & Front of House Manager: Gosia Fitzgerald

Deputy Front of House: Chris Holdstock

SCR Head Chef: David James

The Hall is the main dining area in College. Breakfast, Lunch and Dinner are served there to students, staff and visitors. The Steward of Hall has overall charge and maintains the wine cellar, from which wine can be purchased between 8 a.m.–2 p.m. at the counter at the end of Hall. Signing on for dinner in Hall should be done on the intranet (<https://intranet.sjc.ox.ac.uk/>)

The Catering Manager and his assistant in the Catering Office, which is on the first floor of the Buttery staircase, are in charge of booking lunches and dinners for conferences, etc., setting menus and supplying staff not just for events in Hall but throughout College (with the exception of the SCR).

The Hall establishment includes:

Steward of Hall: Michaela Bubakova

Head Chef: Paul Barnes

Catering Manager: Leigh Ponting

The Bursary building is located in North Quad and houses a number of administrative departments including the Principal Bursar's office, the Finance Bursar's office, Accounts Department, Domestic Office, College Office, and HR Office. The entrance is via staircase 7 in North Quad.

The Principal Bursar's Office is on the first floor of the Bursary. The Bursar is in charge of personnel matters for non-academic staff, estates and finance.

Principal Bursar: Zoe Hancock

Bursary Manager: Iris Burke

Head of Human Resources: Jennie Bumfrey

HR Manager: Debbie Gordon

HR Officers: Amanda Armstrong & Hannah Trendell

The Finance Office, on the second floor, comprises the offices of the Finance Bursar and her secretary and the Accounts Department (accounts@sjc.ox.ac.uk and battels@sjc.ox.ac.uk).

Finance Bursar: Kerry Jenkins

Finance Manager: Gary Chappell

Payroll Manager: Stuart Morbey

Finance Analyst: Juan Carlos Vazquez Ventura

Michelle Murray: deals with fees, battels (College bills), scholarships, student charges and grants, room charges.

Rachel Lockyer and Dorothy Edwards: deal with supplier payments, expenses and invoices.

The IT Office is located in the Rural Economy building. The IT Officers, Neil McIntosh and Ashby Hope, along with IT Manager, Matthew Jennings will assist Fellows in obtaining access to the University Computing Services, software under licence agreements, and other matters to do with information technology (it-support@sjc.ox.ac.uk).

Web Systems Manager Andy Carslaw, maintains the College website. The communications team can be contacted at: communications@sjc.ox.ac.uk

The Academic Office (academic.office@sjc.ox.ac.uk), on the first floor, provides support to St John's students and academic staff in all matters of academic administration, from student admissions to graduation and with the academic functions of the College. Members of the office work under the overall direction of the Senior Tutor, who has accountability for the work of the

office and the Academic Registrar, who oversees the operation and leadership of the Academic Office.

The Academic Office comprises:

Senior Tutor: Dr Matthew Nicholls

Provost for Academic Affairs: Professor Kate Nation

Fellow for Graduates: Professor Barry Murnane

Academic Registrar: Eileen Marston

Deputy Academic Registrar : TBA

Senior Academic Officer: Elaine Eastgate; Eva Reinhardt

Graduate Officer: Caroline Lordan

Undergraduate Admissions Officer: Sarah Jones

Academic Officer: Enoka Direckze-Berrie

Executive Officer: TBC

Project Officer: Marten Krigsjman

The Access and Outreach Office can be found in 15 St Giles, and is led by the Fellow for Access (Dr Sandra Campbell). The team comprises:

Undergraduate Admissions Officer: Sarah Jones

Inspire Programme, Programme Lead: Oliver Hedges

Access Officer: Megan Bruton

School Partnership Co-ordinator: Katie Inwood

Digital Engagement Officer: Samantha Ponting

The Accommodation Office (accommodation.office@sjc.ox.ac.uk), on the ground floor, deals with all matters relating to student/Fellows' rooms and to daily domestic life in College. The Accommodation Manager's office is on the ground floor of the Bursary, and he is responsible for all housekeeping and student and Fellows' room matters.

Domestic Bursar: Neil Tindall

Accommodation Manager: Robert Rusu

Accommodation and Domestic Officers: Mags Robertson and Nadine Hainge

Catering Operations Manager: Tom Noakes

Events Manager: Susie Power

The Works Office (works@sjc.ox.ac.uk) staff are responsible for repairs and maintenance of property and buildings. The Estates Office is in North Quad. Requests for maintenance should be

sent to the general e-mail address (works@sjc.ox.ac.uk), so that they will be correctly logged and acted upon.

Works Bursar: Ian Stokes

Works Administrator: Amanda Curtis

College Surveyor: Mark Blackwell

Works Facilities Manager: Oliver Warner

Works Buildings Manager: Jason Barley

Rooms The Domestic Bursar in liaison with the Accommodation Manager allocates rooms in which to teach, dependent on status. Please note that the following information is based on usual practice in College and that during the current pandemic different booking practices and restrictions apply to many College spaces.

Seminar and lecture rooms in College can be booked at the main Lodge and there is a guide available on the College intranet under College Life – Useful Information.

Current Junior Research Fellows also have access to a shared office, which they manage between themselves, in Beaumont Place.

The Auditorium and Reception Room, Garden Quadrangle The Auditorium seats up to 185. The capacity of the Reception Room varies according to the layout required. The maximum it can accommodate is 150 people for a drinks reception. Please note that during the pandemic the capacities have been significantly reduced, and some areas of College have been repurposed. For further information, or to enquire about booking rooms for conferences, workshops and concerts, please contact the Conference and Events Manager (events@sjc.ox.ac.uk).

The Alumni Guest House, 20 St. Giles If Fellows' guest rooms in the SCR are fully booked, it is possible that rooms are available at Alumni House. You can request this information through the SCR Office. This is to ensure that the rooms are charged at the SCR Room Rate, and is something which can only be cleared by the SCR Staff. The SCR Rate is £27.50 for Single Occupancy or £55 for Double Occupancy per night.

Music Rooms The Kawai Room and Auditorium each have a grand piano and there is a harpsichord in the President's Lodgings. Permission to play these instruments is given by Professor Jason Stanyek, Music Tutor. Permission to play the chapel organ is given by the Chaplain, Revd. Dr. Elizabeth Macfarlane. There is a Music Practice Room in the Kendrew Quad for general use. The key can be obtained from the porter on duty in the Kendrew Lodge.

Rooms for research events Rooms that can be booked for research events include: the Research Centre (45 and 46 St Giles) which has a small lecture room (seating 40), a seminar room (seating 16), and a kitchen and small seating area where hot drinks can be made. Please note that during the pandemic the capacities have been significantly reduced, and some areas of College have been repurposed. For more information, or to book these rooms, please email the Conference and Events Manager (events@sjc.ox.ac.uk). The Mark Bedingham Seminar Room (seating 20 boardroom or 50 theatre style) also provides an excellent venue for small seminars and workshops.

The Barn, Kendrew Quadrangle Exhibitions of visual and sound art by students and professional artists are mounted in the Barn.

The Chapel has a strong musical tradition, with a wide repertoire. The Choir provides the music at services in term, principally Evensong on Wednesday and Sunday evenings at 6.00 p.m. Guest speakers and preachers are invited every term from diverse backgrounds. The Term Card lists events in Chapel each term and is displayed on the Chapel door.

The College Library and Study Centre, two entrances from Canterbury Quad and Thomas White Quad, contains significant collections of early and rare books, manuscripts, special collections and literary archives, spanning the ninth to the twentieth centuries. Good teaching collections support most undergraduate/postgraduate studies. Most of its resources can be found using the Oxford University catalogue, **SOLO**. New Fellows on their first visit are requested to introduce themselves to the invigilator at the front desk. The Library is open 24 hours in term time and can be accessed by electronic tag. The College Librarian is Dr Petra Hofmann. See <https://www.sjc.ox.ac.uk/current-students/using-library/>.

A separate **College Archive** holds extensive records dating back to the 12th Century. Access to the Archives can be arranged by contacting the Archivist, Michael Riordan.

Gym The College has two gyms, one in the basement of Kendrew Quad, and a Fitness Centre in the garden at the rear of 14/15 St Giles. Access is by electronic tag. ALL gym users are required to complete a short online application form (whether you are new to the gym or an existing user). You must have either attended a real-life induction or watched the online Induction Video (10 mins) before you register. If you don't sign up, you won't be on the porters' list of permitted gym users and the porters have the right to refuse entry. Please go here to sign up to use the gym:

<https://www.sjc.ox.ac.uk/current-students/sport/>

Bagley Wood is owned by the College and situated south of Oxford, and operates an open access scheme.

The following medical arrangements are chiefly in place to support students but SCR members are welcome to make use of these, if desired.

Dispensary, Staircase 5.1, North Quad The College Nurse is there every morning in term-time Monday to Friday, 8.30–10.30 a.m. to treat minor ailments. No appointment is necessary.

The College Doctors Dr. Richard Silvester and colleagues are at 19 Beaumont Street (240501).

College Psychologist Dr Denise Barulis is in College on Thursdays, and can be contacted by email: denise.barulis@sjc.ox.ac.uk. Staff involved in providing welfare support for students who would like advice can contact the University Counselling Service (3 Worcester Street) by phone (2)70300 or email: counselling@admin.ox.ac.uk. All contact with Dr Barulis or OUCS is in complete confidence.

Bainton Road Nursery The College's nursery provides places for up to 26 babies and young children. St John's staff and students have priority for places for their children, but staff and students of the University may also apply for places. Staff and students wishing to apply for a place should email the Nursery Manager (<http://www.baintonroadnursery.co.uk/>).

Study Skills The Senior Tutor has put in place arrangements to support students with particular study skills needs. Should it seem that a student of yours would benefit from some support (with for example, essay structure, time management, exam technique, etc) please feel free to contact the Senior Tutor.

Outside College

Searchable map of the University <https://www.ox.ac.uk/visitors/map?wssl=1>

University guide to living in Oxford

<https://staff.admin.ox.ac.uk/working-at-oxford/new-to-the-university>

Oxford University Newcomers' Club The Newcomers' Club exists to welcome to Oxford the partners of newly appointed academic and administrative staff, of visiting academics and of postgraduate students of the University. It holds weekly coffee mornings at the University Club on Mansfield Road (Wednesdays from 10:30–12:00) and a varied programme of events, providing opportunities to meet new people and learn more about Oxford. For details about the Newcomers' Club, please see www.newcomers.ox.ac.uk.

Sidney Sussex Room Exchange The College has a reciprocal arrangement with its sister college in Cambridge, Sidney Sussex, whereby Fellows are able to book a room in their SCR for up two nights should there be availability. There will be no charge for this. To book a room, please contact their accommodation team: headofaccommodation@sid.cam.ac.uk or accommodationadministrator@sid.cam.ac.uk

College Officers 2024/25 (A full list is available on the Intranet, under Governance)

President: Professor Dame Sue Black

Vice-President: Professor A. Wright

Provost for Academic Affairs: Professor Kate Nation

Principal Bursar: Ms. Zoe Hancock

Finance Bursar: Mrs Kerry Jenkins

Domestic Bursar: Mr. Neil Tindall

Director of Development and Alumni Relations: Mr. Robert Crow

Senior Tutor: Dr Matthew Nicholls

Fellow for Graduates: Professor Barry Murnane

Fellow for Access and Outreach: Dr Sandra Campbell

Senior Dean: Professor Angela Russell

Fellow for Research: Professor Christopher Beem

Fellow for Early Career Researchers: Professor Rebecca Slater

Chaplain: Revd. Dr Elizabeth Macfarlane

Fellow for Equality, Diversity & Inclusion: Professor Zuzanna Olszewska

Fellow for the Performing Arts: Professor Jason Stanyek

Fellow for Sports: Professor Ben McFarlane

Fellow for Welfare: Professor N. Lübecker

Steward of Common Room: Professor Kate Nation

Key Admin and Support Staff

Head of Student Wellbeing: Hanne Clark – Hanne.clark@sjc.ox.ac.uk

Academic Registrar: [Eileen Marston](#) (77316) – Administration of all academic matters, supported by colleagues in the academic Office college.office@sjc.ox.ac.uk

Domestic Bursar: [Neil Tindall](#) (77325) – all domestic services including rooms, catering, conferences, and lodge

Works Bursar: [Ian Stokes](#) (77324) – repairs and maintenance of property and buildings, refurbishment of rooms

Works Administrative Assistant: [Amanda Curtis](#) (77326) – general works and room maintenance

Bursary Manager: [Iris Burke](#) – all Bursary matters, car-parking permits

President's PA: [Jenny Diment](#) (77419) – appointments to see the President

College Librarian: [Dr Petra Hofmann](#) (77330) – all Library matters

Archivist: [Michael Riordan](#) (11794) – appointments to consult the College's archives

Senior IT Officer: [Matt Jennings](#) (70848) – all computing matters

Web Systems Officer: [Andy Carslaw](#) (77483) – news items for the website

SCR Butler: [Gosia Fitzgerald](#) (77309) – all SCR bookings

Steward of Hall: Michaela Bubakova (77305) – wine purchase

Catering Office: [Catering Office](#) (77307) – booking lunches/dinners in College

Lodge Management: Andrew Sawyer– lodge.management@sjc.ox.ac.uk (77616) – keys, fobs, and security

College Nurse: Kinneret Milgrom (77369) – minor ailments

College Calendar

The Terms Oxford has three academic terms: Michaelmas (autumn through to Christmas); Hilary (January through to Easter) and Trinity (Easter through to the end of the summer vacation). Each has eight undergraduate teaching weeks but Fellows usually have teaching-related duties in 0th, 9th and 10th Weeks. A College calendar of events and meetings is agreed and circulated each term and is available on the intranet under college life.

Please note that Oxford weeks begin on a Sunday.

Michaelmas Term (Weeks 1–13 October 2024 – 7 December 2024)

Hilary Term (Weeks 1–8 19 January 2025 – 15 March 2025)

Trinity Term (Weeks 1–8 27 April 2025 – 21 June 2025)

Main Collegiate social events The College usually holds the following formal dinners each year, at which all Fellows are entitled to be present.

A Domus Dinner on the Monday of 0th week of Michaelmas Term. (All Senior Members are invited without guests.)

The Sir Thomas White Dinner on the Friday of 0th week of Hilary Term.

The Richard Rawlinson Dinner on the Wednesday of 0th week of Trinity Term.

The Sarah Holmes Dinner on Shrove Tuesday, to which all Scholars and tutors are invited.

Shortly before Christmas there is a dinner in Hall to which Fellows are invited and they can bring along one member of their family.

Fellows are encouraged to bring outside academic or other professional guests to the Sir Thomas White and Richard Rawlinson Dinners. The dress code for these dinners and the Domus dinner is “black tie”.

Spouses and partners of Fellows and Stipendiary Lecturers are invited once a term to a lunch or dinner in College. Invitations are sent out by the President’s PA. In Michaelmas and Hilary Terms there is a Couples’ Dinner and in Trinity Term there is a lunch to which just spouses and partners are invited.

Another notable event is the Founder’s Lecture in Trinity term.

Teaching and Research

Student handbooks The College handbooks for undergraduate and graduate students provide a useful compendium of policies and guidance on student-related matters, for example, on academic expectations of students, welfare provision, and sources of funding support : <https://www.sjc.ox.ac.uk/current-students/academic-office/>. If Tutors have a query about a student-related matter or process, this can be raised with the Senior Tutor or the Academic Administrator.

Access and Outreach The College is committed to recruiting the best students regardless of background, and organises a diverse programme of school visits, liaison with teachers, and academic enrichment activities. You are encouraged to talk to the Fellow for Access and Admissions, Dr Sandra Campbell, to explore ways in which you can contribute to this work.

Undergraduate admissions Application to an undergraduate course at the University of Oxford takes place between 1st September and 15th October each year, for places beginning the following autumn. Interviews are held online in 9th and 10th Weeks in Michaelmas Term. Detailed briefing information is provided at the start of each admissions cycle. Any queries can be directed to the Fellow for Access and Admissions or the Undergraduate Admissions Officer, Sarah Jones. See <https://www.sjc.ox.ac.uk/study/undergraduate/> for details.

Graduate Admissions There are four closing dates throughout the year for Graduate admissions: November, two dates in January and March. The main deadline for award of College/University funding is January. Graduate admissions are made initially to the University and then to the College. See <https://www.sjc.ox.ac.uk/study/graduate/> for details.

College Advisor Each graduate student in the College is allocated a College Advisor, usually a Fellow. The intention is to provide a local focal point for an individual student's relationship with the College, which may include an academic component, or at least some level of dialogue on the student's working practice. Details of allocated students and an outline of the role is provided at the start of each academic year. Any queries can be directed to the Fellow for Graduates or the Graduate Officer, Caroline Lordan.

Academic Progress

TMS ('Teaching Management System') is a web application used by colleges and University departments to administer reports and payments for undergraduate tutorial teaching. All Tutors are required to use TMS to record their tutorial teaching and write tutorial reports. These are submitted to the College at the end of each term and students will be able to use the TMS system to read their reports online. New tutors are authorised in TMS by the Academic Office at the start of each term. Access is via <https://tms.ox.ac.uk/> and more information on the system is available at <https://academic.admin.ox.ac.uk/teaching-unit-management-system#tab-2479461>

Presidential Collections are an opportunity for students' progress to be reviewed. First year graduates on taught courses are seen at the beginning of their second term. All other graduates are seen at the end of Hilary Term:

D.Phil, M.Phil, B.Phil, M.Sc, 2nd B.M.;

Over-runners are required to attend (4th+ year);

1st–3rd-year graduates may not be required to attend, but they do have the option/right to attend if they so wish.

Collections This word denotes two different ways in which undergraduate student progress can be assessed:

1. Immediately before the beginning of each term undergraduate students are required to take internal College exams ('Collections'), unless they have been specially dispensed by their Tutors or the Senior Tutor. These formative assessments, usually set on the work covered during the previous term, and/or on work set for the preceding Vacation, are designed to give undergraduates experience of writing under examination conditions and to help students assess their own progress. They are held on the Friday and Saturday of 0th week each term and take precedence over all other activities. It is not usual for Collections to be set at the beginning of a term following one in which you have taken major University Exams, for example, a First Public Examination.

2. Once each academic year, during Michaelmas Term, undergraduate students are expected to attend an interview with the President. These interviews are also called 'Collections' (or 'President's Collections'). The purpose of Presidential Collections is to enable the President to gain and maintain an impression of how tutors and students in each subject are working together. They also provide an unbiased space outside of the tutorial system for students to raise matters of concern to them. In Hilary and Trinity Term of each year, unless taking University exams, students have an individual meeting with one or more of their Tutors, to discuss tutorial reports for the term and overall academic progress.

Gowns are worn for undergraduate but not graduate collections.

Further information on the organisation of these is available from the College Office.

Student Feedback Students have the chance to comment on the tutorials and classes they have received both in St John's and from external Tutors through feedback sessions organised by JCR Officers during Hilary Term each year in consultation with the Senior Tutor. In addition, they are able to bring to the Senior Tutor's immediate attention any serious concerns. Issues emerging from the results of the feedback sessions are reviewed via the College's Educational Policy Committee, with student representatives present to share in the discussion.

Student Grants, Awards and Prizes See <https://www.sjc.ox.ac.uk/current-students/grants-scholarships-and-prizes/> for a list of grants awards and prizes for students. It is customary for tutors to be invited to comment on or support applications. Guidance on this is usually given as part of the form.

Student welfare Details of the Welfare team can be found on the College website (<https://www.sjc.ox.ac.uk/college-life/health-and-welfare/>). If Tutors have welfare concerns about students, they are encouraged to speak with the Fellow for Welfare or Head of Student Wellbeing Hanne Clark in confidence, and/or with the Senior Tutor if the welfare issue is impacting on a student's academic work.

Student Hardship Grants These grants are for financial hardship as a result of unforeseen circumstances. Students who are concerned about financial hardship may wish to discuss their circumstances with the Senior Dean.

Schools Dinners Subject Tutors organise an end-of-year dinner in the SCR for Finalists in their subject. These dinners are arranged and booked with Tim Webber, SCR Butler.

Research Support for the research of the Fellows of College is overseen by its Research Committee and the Fellow for Research, currently Professor Christopher Beem). As well as

ensuring that Fellows and Early Career Researchers are appraised of current research practice within the University and beyond, the Committee is committed to the promotion of first-class innovative research as well as research of an interdisciplinary nature which might be considered high risk or “blue sky”. Accordingly the Research Committee administers a programme of research grants which provide focus and support for the College’s intellectual and academic life as well as supporting new research. In addition it offers one-time only research support specifically for tutorial Fellows within ten years from the award of their doctorate. Information about applying for a research grant can be obtained from the College Office.

Sabbatical Leave Official Fellows may apply for one term of sabbatical leave for every six terms of completed service. In calculating sabbatical leave, any terms of reduced teaching or of tenure of a British Academy Readership or its equivalent shall count as half terms. A Fellow may not accumulate qualification for sabbatical leave of more than three terms’ leave and periods of service occurring after qualification for three terms’ leave has been accumulated and before any leave is taken are to be disregarded for the purpose of any subsequent calculation of qualification for leave. The eighteen terms shall exclude any leave of absence granted to the Fellow, including leave granted for the purpose of external buy-outs of College teaching, and the period of which account may be taken shall be extended accordingly, but so that entitlement to sabbatical leave is not based upon terms of leave of absence.

Renewal of a Fellowship Official Fellowships are renewed in the first instance after five years and subsequently every seven years. A report on work carried out during the tenure of a Fellowship will be requested by the HR Office prior to the renewal date. Renewal of all other Fellowships varies according to contract.

Academic Assistantships Academic Assistants are available to Official Fellows and those Supernumerary Fellows who are members of Governing Body and who have a full teaching stint who may nominate graduate research students. The conditions for such assistantships may be obtained from the Academic Administrator.

Working in St John's and Oxford

Policies

In addition to the student-related policies that can be found in the student handbooks, a list of College policies can be found on the College website: <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>.

Policies relating to employment can also be found in the Staff Handbook on the Intranet

Please note the following in relation to the College's family leave policies:

In the case of early career academic posts of three years' duration or more, which include a paid research component, it is the College's usual practice to offer a contract extension equivalent to the period of leave taken, up to the total of a year's extra time across the duration of the contract.

The Head of HR would welcome a confidential discussion about any questions arising from our family leave policies. We realise that these discussions can be sensitive and assure all staff of the confidentiality of this process.

Equality in College St John's is committed to promoting equality of opportunity, avoiding discrimination and to promoting good relations between people of different protected groups relating to age, disability, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity.

The College's Equality policy can be found on the College website: <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>.

Practicalities

Glossary A comprehensive University of Oxford glossary can be found here: <https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1>

University Cards You will need your University Card immediately as it is needed for signing in for university computing facilities, and for registering a computer on the College's network. It is also used for admission to the Bodleian Library and other University Libraries and the Language Teaching Centre. Applications forms can be obtained from the HR Office. <https://estates.admin.ox.ac.uk/university-card-office#/>

Email lists Your email address will automatically be added to the mailing lists for Senior Members in College.

College List Lists of all Junior Members by subject and alphabetically as well as Tutors and Lecturers associated with each subject are available to download on the intranet: <https://intranet.sjc.ox.ac.uk/senior-members>

Photocopying machines are housed in the Photocopying Room in the passage from North Quad to Sir Thomas White Quad. The door to the room is opened by an electronic tag.

Postage The College will bear the cost of postage on letters sent by Fellows in the performance of their obligations of College teaching or of research. Envelopes of private letters should be initialed by the Fellow concerned. Letters will be stamped by the porters and the cost charged to the Fellow.

Telephones The College is connected to the University telephone system which provides free access to all University and College extensions. The College bears the cost of all other local calls and of long distance calls made by Fellows on University or College business. Itemised records are maintained for each extension.

Administrative assistance For general administrative assistance please contact Eileen Marston, Academic Administrator.

Website The College maintains its own website. Fellows are encouraged to place information about their research and teaching on the College website, and Tutors are also asked to ensure that the course pages for their subject are kept up-to-date (see <http://www.sjc.ox.ac.uk/>). Please contact the Communications team for details: communications@sjc.ox.ac.uk

Academic Dress Normally you will wear an Oxford MA Gown. However, on occasion, full academic dress may be required (e.g. for examining). This is the appropriate gown for your degree, a mortar board or soft-cap, and your preferred sub fusc from the following list:

- dark suit with dark socks, or dark skirt with black tights or stockings, or Dark trousers with dark socks;
- dark coat, if required;
- black shoes;
- plain white collared shirt or blouse;
- white bow tie, black bow tie, black full-length tie, or black ribbon.

Gowns are worn in College at High Table, official College dinners, for undergraduate Presidential Collections and for University ceremonies. Gowns are not worn out of term. They can be bought or hired at shops such as Shepherd and Woodward on High Street and Walters in Turl Street. See <http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml> for regulations on wearing gowns. All academic robes worn in the University can be found here: <http://www.ox.ac.uk/news-and-events/The-University-Year/Encaenia/academic-dress>

Professional Development

Information for staff new to the University including online induction course

<https://staff.admin.ox.ac.uk/working-at-oxford/new-to-the-university>

Mentoring Scheme New Tutorial Fellows typically will be provided with a mentor in their Department or Faculty. However, because practice is variable, for our early career Fellows (e.g., Junior Research Fellows, Supernumerary Teaching Fellows and Career Development Fellows), College has established a mentoring scheme. More information is available on the College's Intranet site: <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/sjc> or from the Fellow for Early Career Researchers, Professor Rebecca Slater. We hope you will take part, either as a mentor or a mentee.

The Centre for Teaching and Learning offers an annual orientation event for newly appointed academics, as well as a range of training and support for your career development. Your attention is drawn, in particular, to the following:

- **online courses for Undergraduate and Graduate Admissions**
<https://wwwctl.ox.ac.uk/online-courses>. The College requires that all those involved in admissions decision-making have undertaken relevant training.

- **online equality and diversity briefing** <https://edu.admin.ox.ac.uk/training> Governing Body has agreed that all members of Governing Body and other key committees should be required to complete the online Equality and Diversity Briefing provided by the People and Organisational Development unit [https://pod.admin.ox.ac.uk/ - /](https://pod.admin.ox.ac.uk/)
- **information security/data protection training** <https://www.infosec.ox.ac.uk/do-the-online-training>) The College requires all Fellows to complete the course and to send a copy of the certificate of completion to IT Support (it-support@sjc.ox.ac.uk).

Instructions for accessing College Allowances *From the Finance Bursar*

Computer Equipment Computer equipment, whether funded by your research allowance or out of the College's computing budget, should be bought through the IT team, led by Matt Jennings (it-support@sjc.ox.ac.uk). They will be able to advise on requirements as well as obtain the best rates for College. Where purchases are funded from teaching and research expenses, he will arrange for the invoice to be paid directly by College and charged across.

Domus Guests Guests on College or academic business may be charged to Domus and paid for out of the College's entertainment budget. Examples of guests who may be charged to Domus include, but are not limited to, research collaborators and departmental colleagues assisting with interviews etc. For further guidance about the kinds of guests who may be charged to Domus, please contact the Vice-President (Domus) (vp.domus@sjc.ox.ac.uk). Guests who are examiners may be charged to the Examinations Schools but permission should still be sought from the Vice-President in the normal way.

In order to charge a guest to Domus, you should email the Vice-President (Domus), copying in the SCR Office (scr.office@sjc.ox.ac.uk) giving brief details of your guest's name and connection with College. Once the Vice-President has authorised the request, the SCR Butler will arrange for your guest's meal to be charged to Domus. There is a limit of two guests per meal. Failure to follow this procedure will result in the meal being charged to your battels as for a personal guest. The normal deadlines for signing up for meals still apply.

In order to charge the meal of a colleague helping with Admissions to Domus, you should email the Fellow for Admissions and Access, copying in the SCR Butler giving brief details of your guest's name and how they are assisting you with Admissions.

College Advisor's Allowance If you are a College Advisor for a graduate student, you will be given an allowance for each student you advise in a fee-paying year. This allowance should be used for entertaining graduates. If such entertaining takes place in College you should tell the College staff at the time of making the booking that the costs should be charged to your Graduate Advisor's allowance. If you entertain the students outside of College you should send receipts to the Principal Bursar for authorisation and he will pass them to the Accounts team to arrange reimbursement.

Entertainment Allowance You will be notified of the annual value of your entertainment allowance on your appointment. This allowance is primarily intended for entertaining current students and examples of ways these allowances have recently been used include paying for wine at a subject dinner, hosting a student drinks party and taking successful finalists out to lunch.

Such entertaining will generally take place in College and you should tell the College staff that the event or an element is to be funded out of your entertainment allowance at the time of making the booking. Failure to do so may result in the costs being charged to you personally.

Although the entertainment allowance is designed for entertaining your current students, it may sometimes be appropriate to use it to entertain alumni in your subject. In this case care must be taken to avoid the allowance becoming a taxable benefit. Therefore, if you wish to entertain an alumnus, please email the Vice-President (vp.domus@sjc.ox.ac.uk) in advance, specifying your guest's name and their connection with College. Please copy this message to the SCR Office (scr.office@sjc.ox.ac.uk). On receipt of authorisation from the Vice-President, the SCR Butler will arrange for your guest's meal to be charged to your entertainment allowance. To protect both you and the College from tax liabilities, entertainment allowances should not be used to entertain personal friends or colleagues from within the university, even if they are also alumni of College. It should also not be used to entertain groups of alumni or organise subject reunions. If you wish to entertain alumni who fall into these categories or to organise a small alumni event, please contact the Director of Development and Alumni Relations, Robert Crow, who will see if this can be organised out of the alumni budget.

Personal Guests and Other Charges When you bring personal guests into College, buy wine from the SCR cellar, have drinks at dinner or incur other personal expenditure in College, the costs will be charged to your monthly battels. For Fellows receiving a stipend through the College's payroll, your battels balance will be deducted from your monthly salary and the battels statement included with your payslip. For Fellows who do not receive a stipend, the statement will be sent to you monthly. Please send payment to Ms. Michelle Murray in the Accounts Office, in the Bursary.

Teaching and Research expenses Your contract or letter of appointment will contain details of any research or research and teaching allowance to which you are entitled. Teaching and research expenses may be used to attend or present research at academic conferences or workshops, to purchase books or other teaching- or research-related materials or to organise conferences, workshops or seminars in College. Fees for professional body memberships are legitimate research expenses.

Teaching and research expenses may be used for the purchase of computers or other teaching- or research-related equipment, or to enhance existing equipment. Large purchases of IT equipment, will not usually be allowed within two months of the end of a fixed term contract or when an individual has submitted their notice.

Where the requests involve employing someone to undertake work, colleagues should provide the name and contact details well in advance, so that the HR Office can ensure that an appropriate right-to-work check is carried out **before** work begins.

The limit for teaching and research expenses covers the period from 1st October - 30th September, annually. Unspent balances may not be rolled over into the next year. However, over a two-year period, colleagues may apply to draw on the following year's expenses, if the cost of an item exceeds their limit of annual expenses.

a) If you need to acquire a publication that is difficult to obtain, other than for rare or high-value items, the Library is happy to try assisting you. Members of College who are Fellows and some temporary academic staff are able to purchase books from Blackwell's via the College book list. To do this you should ask when in Blackwell's that your purchases be charged to the St John's Book list. You won't need to pay for your books as the invoice will be forwarded to College and the appropriate amount deducted from your T&R allowance. Alternatively, you may buy books yourself and forward the receipts to the Finance Office for reimbursement (and charging to your T&R allowance). You may check via the Academic Office if you are unsure whether your name is on the College book list.

b) Requests to use teaching and research expenses for conferences, seminars and workshops within College should be made in advance by email to the Fellow for Research. Initial requests can be informal, but should include the topic of the seminar, conference or workshop and a brief description of the likely size, attendees, likely funding needed and whether applications have been made for funding elsewhere. Initial approval from the Fellow for Research does not guarantee that College facilities or accommodation will be available on any particular date. Once initial approval is obtained, colleagues should contact conferences@sjc.ox.ac.uk with their booking request for the conference, workshop or seminar, including a copy of the approval of the Fellow for Research. The Conference and Events Manager is able to assist with the booking, including any catering and accommodation requirements. Once they have confirmed the booking, a Financial Summary form should be completed and returned to the Fellow for Research copying in the academic office – academic.office@sjc.ox.ac.uk

c) For all other activities or purchases, colleagues should e-mail their requests for approval **in advance** to the Senior Tutor (senior.tutor@sjc.ox.ac.uk) or, in his absence, the Principal Bursar (principal.bursar@sjc.ox.ac.uk), giving brief details of the items and **the likely cost of each item**. Responses will normally be forthcoming within 5 working days.

Balances may be checked by contacting Rachel Lockyer (rachel.lockyer@sjc.ox.ac.uk) in the Finance Office. Invoices for book purchases can also be sent directly to Rachel. For authorisation of all teaching and research expenditure other than books, Fellows should write to the Senior Tutor via the College Office (senior.tutor@sjc.ox.ac.uk) in advance of such expenditure being made. It is expected that claims for reimbursement will be presented promptly, usually no later than 2 months after the end of the academic year in which the expenses were incurred, using the electronic form which can be found on the intranet <https://intranet.sjc.ox.ac.uk/research-grants> or is obtainable from Rachel Lockyer. All invoices and receipts should be tendered.