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Council and Main Committees

Council of the University

Council has made the following changes to regulations, to come into effect on **3 March**.

(a) Student Fitness to Study Panel

Explanatory Note

The following amendment clarifies that the Student Fitness to Study Panel has the power to decide (on behalf of the University) or recommend (to a college) that a student should be withdrawn from their course or programme of study.

Text of Regulations

In Council Regulations 1 of 2012, concerning the Student Fitness to Study Panel, amend regulation 3.5 (new text underlined, deleted text struck through):

'3.5. (1) The Panel shall make determinations in respect of a student's fitness to study on behalf of the University and make such recommendations to referring bodies as it shall consider necessary and proportionate, given the factors specified in regulation 3.8. Decisions and recommendations may include but are not limited to the following:

(a) a decision or recommendation that a student is not fit to study in accordance with section 6 of Statute XIII;

(b) a decision or recommendation that the student is fit to study in accordance with section 6 of Statute XIII;

(c) a decision or recommendation that the student's continued access to University and college facilities and premises be subject to certain conditions;

(d) a decision or recommendation that a student's access to University and college premises and facilities be suspended for a specific, or for an indefinite, period;

(e) a decision or recommendation that a student be withdrawn from their course or programme of study (if suspension under paragraph (d) above is not appropriate);

(e) (f) a recommendation that the matter is dealt with by the college under procedures determined by the college.

(2) The Panel shall seek the views of the student's college and department/faculty before making a decision or recommendation under paragraph (1) above.

(3) The decision of the Panel shall be final and marks the completion of the University's procedure concerning fitness to study.'

(b) Council Regulations 2 of 2004 (Regulations for other University Bodies) and Council Regulations 15 of 2002 (Committees of Council)

Explanatory Note

In Michaelmas term 2016, Council agreed in principle that a number of committees, which in the regulations either explicitly report directly to Council, or do so by default because they have no other reporting line, should report to other committees, subject to consultation with those concerned¹. Consultation has been completed with four of these bodies and in the light of that Council proposes the following changes to their reporting lines.

Oxford Committee for the Maison Française. The committee had no defined reporting line. In correspondence with the Chair, Professor William James, it is proposed that it reports as needed to the General Purposes Committee of Council (GPC), given GPC's responsibility for the University's relations with outside bodies. The opportunity is also taken to clarify a cross-reference in the regulations, which ensures that one of the members of Congregation appointed by Council on the Oxford Committee is the University's representative on the *Comité Directeur*.

Committee for the Ruskin School of Art. The committee had no defined reporting line. With the agreement of the Committee for

the Ruskin School and the Humanities Divisional Board, the committee's reporting line is brought into line with that of other faculty bodies in that division, so that it is to make a termly report to the Humanities Divisional Board. The opportunity is also taken to replace the reference to 'chairman' with the gender-neutral 'chair' and update a cross-reference.

Sheldonian Theatre. The Curators had no defined reporting line. Following correspondence with the Academic Registrar (who has managerial oversight) and Chair, Dr Paul Coones, it is proposed that it reports as needed to GPC, given the Sheldonian's role in governance and ceremony.

Committee on Statutes before the Privy Council. The committee has no defined reporting line, except to Congregation through its notices in the *Gazette* on proposed changes to individual college statutes. Were it to have any difficulties that it wanted to raise with Council, its route would naturally be through GPC, given GPC's remit for relations with other institutions and for University legislation. It is therefore proposed to make that explicit in the legislation.

Text of Regulations

1 In Part 4 of Council Regulations 2 of 2002 (Maison Française), amend regulation 4.4 as follows (new text underlined, deleted text struck through):

'4.4. This committee shall be composed as follows:

(1) The Vice-Chancellor;

(2) The Director of the Maison;

(3)-(5) Three members of Congregation appointed by Council, one of whom shall be the person appointed under ~~clause 2~~ regulation 4.2 above;'

2 *Ibid*, insert new regulation 4.5 as follows:

'4.5. The committee shall refer such matters as it considers necessary to the General Purposes Committee of Council.'

3 *Ibid*, in Part 7 (Committee for the Ruskin School of Art), amend regulation 7.4 (1) as

¹available on the Council website at [https://www.council.ox.ac.uk/system/files/\(C\(16\)117w\).pdf](https://www.council.ox.ac.uk/system/files/(C(16)117w).pdf) and [https://www.council.ox.ac.uk/system/files/\(C\(16\)lxxx-lxxxviii\)_0.pdf](https://www.council.ox.ac.uk/system/files/(C(16)lxxx-lxxxviii)_0.pdf) (requires single sign-on)

Congregation

follows (new text underlined, deleted text struck through):

'(1) the chairman of the Ruskin School Joint Consultative Committee;'

4 Ibid, amend regulation 7.6 (1) as follows (new text underlined, deleted text struck through):

'7.6. (1) No student member shall be present for the discussion of reserved business as defined in regulation 87.2 of the Regulations for Council.'

5 Ibid, insert new regulation 7.7 as follows:

'7.7. The Committee shall report termly to the Humanities Board.'

6 Ibid, in Part 8 (Curators of the Sheldonian Theatre), insert new regulation 8.5 as follows:

'8.5. The curators shall report to Council's General Purposes Committee as needed.'

7 In Part 31 of Council Regulations 15 of 2002 (Committee on Statutes before the Privy Council), insert new regulation 31.3 as follows:

'31.3. If, in the exercise of its powers under regulations 31.1 and 31.2 above, the committee is of the opinion that a matter requires the attention of Council, it shall refer it in the first instance to the General Purposes Committee of Council.'

(c) *Corrigendum*: Regulations for the Visitation Board

Explanatory Note

Changes were made to the regulations governing the Visitation Board to substitute the word 'charged' with the phrase 'who is the subject of the complaint' throughout those regulations (*Gazette*, supplement (1) to No 5149, 16 November 2016). In regulation 37 (previously regulation 36) the word 'charged' should not have been replaced as it relates to charges in the context of proceedings before a court of law, rather than before the board.

Text of Regulations

In regulation 37 of Council Regulations 36 of 2002, delete in both instances 'who is the subject of the complaint' and substitute 'charged'.

Congregation 13 February

Degree by Resolution

This content has been removed as it contains personal information protected under the Data Protection Act.

Council of the University

Register of Congregation

The Vice-Chancellor reports that the following names have been added to the Register of Congregation:

- Bogojevic, S, Lady Margaret Hall
- Chleboun, P I, Lady Margaret Hall
- Faber, N S, Faculty of Psychological Studies
- Green, D T, Magdalen
- Holmboe, K, Faculty of Psychological Studies
- Morin, R A, Wolfson
- Rogers, J K, Faculty of Statistics
- Savvopoulos, K, Faculty of Classics
- Stokes, J, Worcester
- Vatri, A, Wolfson
- Williams, C K, Trinity

Congregation 20 February

Degree by Resolution

This content has been removed as it contains personal information protected under the Data Protection Act.

Congregation 21 February

The meeting of Congregation is cancelled. The sole business comprises questions to which no opposition has been notified and in respect of which no request for adjournment has been received, and the Vice-Chancellor will accordingly declare the Annual Review presented without a meeting under the provisions of Sect 7 (1) of Statute IV.

Presentation of the Annual Review of the University

The Annual Review of the University for 2015/16 (Supplement *1 to *Gazette*, Vol 147) will be declared presented.

Congregation 2 March

Elections

CONTESTED ELECTIONS

Pool for Constituting Panels covered under Statute XII Parts B, D and H

UNCONTESTED ELECTIONS

Pool for Constituting Panels covered under Statute XII Parts B, D and H
Board of the Faculty of Law

LAPSED VACANCIES

Details are in 'Elections' section below.

Notices

Congregation

7 March

¶ Members of Congregation are reminded that any two members may, not later than **noon on 27 February**, give notice in writing to the Registrar that they wish to oppose or amend the resolution below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the resolution shall be declared carried, and the meeting may be cancelled.

Voting on a Resolution authorising the use of space at 42 Park End Street

Explanatory Note

The Department of Sociology has grown rapidly over the last six years (by approximately 80%), in part due to its success in attracting external research funding. It is predominately located within the Manor Road Building, occupying approximately 677 sqm net usable area (NUA) of office and meeting space. In addition the department leases office space in 74 Woodstock Road amounting to approximately 160 sqm NUA from St Hugh's College. Nine of the department's academic staff do not have faculty offices and so utilise college accommodation.

The academic strategy is to co-locate the department. The current space in Manor Road is no longer sufficient to house the department's staff and student growth, nor does it have the capacity to accommodate the staff from 74 Woodstock Road. Estates Services has been unable to identify a suitable consolidated site within the University estate that would accommodate the entire department (including staff located in Manor Road and 74 Woodstock Road, staff whom the department is currently unable to accommodate and expected departmental expansion owing to new research grants).

The Social Sciences Division has strong ties to Nuffield College and is very supportive of the proposed West End strategy to develop the 'Island Site'. Nuffield, in collaboration with Sociology, has identified 42 Park End Street as an opportunity to relocate the entire department. The building

comprises approximately 685 sqm NUA (comprising 412 sqm on the ground floor and 273 sqm on the first floor). Due to the flexible configuration, the building would accommodate the staff currently in Manor Road and 74 Woodstock Road, as well as those academics currently without departmental office space. In addition, there is a second floor which could provide further expansion in the future.

Text of Resolution

That approximately 685 sqm NUA in 42 Park End Street be allocated to the Department of Sociology with effect from 1 December 2017 to 1 December 2022.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122.shtml). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs F Burchett at the University Offices, Wellington Square (telephone: (2)80199; email: felicity.burchett@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

Consultative Notices

Employer-Justified Retirement Age

MESSAGE FROM THE VICE-CHANCELLOR

The Vice-Chancellor has sent the following message to all staff:

'You will know that an EJRA has been in place for the past five years and, in keeping with the commitment made at its introduction, has recently been reviewed. The review committee was chaired by Professor Irene Tracey and consisted of elected members of Congregation and other academics from across the University. (The full report of the review committee and its annexes are being made available at www.ox.ac.uk/EJRA.) Council considered the report at its meeting on February 6th and will do so again on March 13th. I would like to offer my deep appreciation, both personally and on behalf of our entire community, to the members of the committee and especially the chair for their painstaking work.

The issue of EJRA poses a particular challenge to a self-governing entity such as ours. We saw this last year with the highly charged debate in Congregation and the subsequent postal ballot supporting the retention of the EJRA. Almost everyone who works here will be affected by the decision made and so in essence has a conflict of interest.

As an institution we are trying to balance many competing and admirable objectives: how to demonstrate how much we value those who work here; how to ensure intergenerational fairness; how to ensure that we are providing opportunities for women and minorities to advance at a pace at least commensurate with their advances in other parts of our society; how to ensure that everyone who works here contributes fully and fairly to our collective endeavour; how do we do all this while continuing to attract and retain the most talented academics in the world and maintain our global reputation for excellence in research and teaching.

Lectures

These are tough questions and it will be enormously difficult to forge a consensus on how best to respond. Reasonable people will differ on whether to accept the recommendations of the report, or whether to change, abolish, or strengthen the EJRA. Council will decide how to respond at its next meeting.

In order to allow you to have input on Council's decision I would like to refer you to the website containing information on the EJRA, the text of the debate in Congregation last year, and the report of the Committee. I would like to invite you to an open meeting on March 7th to share your views (please register here) and I invite you to express your views at the following email address: ejra.review@admin.ox.ac.uk. You can let us know if you would like your comments posted on the website.

Most of those who have participated in the debate thus far are those who will be facing retirement in the next few years, but this issue affects all of us, and I would like to encourage everyone, including colleagues at all stages of their careers, to engage in helping us identify the best solution for the University now and in the future.'

To ensure that your feedback is presented at the meeting, please provide it in writing to ejra.review@admin.ox.ac.uk by **5pm on 6 March 2017**.

Appointments

Mathematical, Physical and Life Sciences

APPOINTMENTS

Dr Pier Francesco Palamara, PhD Columbia, has been appointed to the Associate Professorship of Statistics, Department of Statistics, in association with a tutorial fellowship at Corpus Christi, from 1 July 2017 until 30 June 2022.

Dr Patrick Rebeschini, PhD Princeton, has been appointed to the Associate Professorship of Statistics, Department of Statistics, in association with a tutorial fellowship at University College, from 19 June 2017 until 18 June 2022.

Musical and other Events

Faculty of Music

Corrigendum

10am, 8 Mar: **Natalie Clein** leads a masterclass for three outstanding cellists from the University at the Holywell Music Room. More information and tickets: www.musicatoxford.com.

St Stephen's House

SJE ARTS

The following events will be held at SJE Arts, St John the Evangelist church, 109A Iffley Road. Information and tickets: www.sje-oxford.org/events, 01865 613507.

4 Mar: Commotio and A440 Chamber Orchestra - James MacMillan's *7 Last Words from the Cross* and Edward Elgar's *Introduction and Allegro for Strings*

5 Mar: **Savitri Grier**, violin, with **Richard Uttley**, piano - Brahms, Enesco

6 Mar: International Piano Series: **James Lisney** - Schubert Series II, Piano Sonatas

10 Mar: Ghost Tour: Lewis & Leigh, Americana duo

21 Mar: International Piano Series: **Steven Osborne** - Brahms, Beethoven

25 Mar: Oxford Youth Choirs' Opera - Purcell's *Dido and Aeneas*

30 Mar: **Lewis Watson** tours with new album *Midnight*

Humanities

Faculty of Philosophy

OXFORD FORUM AND STANFORD UNIVERSITY CENTER IN OXFORD

Dr Karl Schoonover, Warwick, and **Professor Elena Lombardi** will lecture at 5.20pm on 16 February at Stanford House.

Subject: 'Vittorio De Sica's film *Ladri di biciclette (Bicycle Thieves)* (1948)'

Colleges, Halls and Societies

New College

POETRY SOCIETY ANNUAL LECTURE

Jan Wagner will deliver the 2017 Annual Poetry Society lecture at 7pm on 20 February in the Shulman Auditorium, Queen's. Free but reservation required: poetrysociety.org.uk/lecture or 020 7420 9880.

Subject: 'The shedding of skins and schemes: a voice of one's own and the voices of others'

EUGENE LUDWIG LECTURE

Dr Ulrike Draesner will deliver the Eugene Ludwig Lecture at 5pm on 24 February in the McGregor Matthews Room.

Subject: 'Dead as a dodo: why literature matters in times of transition and unrest'

This lecture is followed by a roundtable at 10am on 25 February at Ertegun House. More information and to register: <http://ertegun.ox.ac.uk/news-events/fractured-stories-narratives-migration>.

Subject: 'Fractured stories? Narratives of migration'

Examinations and Boards

Examinations for the Degree of Doctor of Philosophy

This content has been removed as it contains personal information protected under the Data Protection Act.

Colleges, Halls and Societies

Obituaries

St Hilda's

Mrs Florence Summerskill (*née* Elliott),
18 January 2017; 1947. Aged 88.

St Hugh's

Corrigendum:

Caroline Gorrie (*née* Mackintosh),
7 December 2016; 1947. Aged 88.

Dr Hana Leah Raz (*née* Utitz), 18 January
2017; 1944. Aged 90.

Elections

Contested Elections

2 March

The following elections will be contested.

Other Committees and University Bodies

POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H

If the statutes approved by Congregation on 31 May 2016 are approved by Her Majesty in Council, elections will be required to populate the new Pool for Constituting Panels under Statute XII, Parts B, D and H and under the associated regulations made by Council on 2 December 2016 (Supplement (1) to Gazette No 5149, vol 147). These elections are being conducted pending that approval.

Four members of Congregation to whom Statute XII applies to represent the Division of Mathematical, Physical and Life Sciences, elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
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[new positions]	with immediate effect subject to the approval sought from Her Majesty in Council	HT 2021
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The following nominations have been received:

Gwen Booth, MA PhD Camb, Mathematical, Physical and Life Sciences Division

Nominated by:

D D C Bradley, Jesus, Faculty of Physics,
Faculty of Engineering Science
S Bysouth, Personnel Services
M Z Kwiatkowska, Trinity, Faculty of
Computer Science
P Mountford, St Edmund Hall, Faculty of
Chemistry
P D Nellist, Corpus Christi, Faculty of
Materials
S J Shaikh, Mathematical, Physical and
Life Sciences Division

Candidate statement:

I lead the Academic Appointments function in the MPLS Divisional Office, and have previous experience in central university Personnel as part of the Senior Appointments team.

I feel that it is very important that the revised Statute XII and its procedures can enable fair and robust decision making on personnel-related issues in the University whilst making use of more proportionate and timely mechanisms. I also feel that if the new procedures are to work well, the 'pool' of Congregation members from which University Appeal, Staff Employment Review and Redundancy Panel members are to be drawn should encompass a broad range of people, some of whom can bring perspectives from personnel and administrative angles.

My role includes oversight and management of the processes that support academic personnel-related work in MPLS. My work involves helping administrative and academic colleagues in departments to navigate the network of procedures around academic appointments and it includes giving policy and procedural advice, often on complex and sensitive issues, to senior members of the University. It requires the consideration both of complex specifics and of the broader context. I have extensive experience, both outside of the University and within it of working on, with, and as secretary to, a range of committees large and small.

I hope that you will feel that my experience and perspectives can be helpful.

Chris Grovenor, MA DPhil Oxf, Fellow of St Anne's, Faculty of Materials

Nominated by:

P S Grant, St Catherine's, Faculty of Materials
T J Marrow, Mansfield, Faculty of Materials
R I Todd, St Catherine's, Faculty of Materials
A J Wilkinson, St Cross, Faculty of Materials

[No statement submitted]

Veronica McGowan, BSc Lond, PhD Warw, Department of Plant Sciences

Nominated by:

J W Dickson, Personnel Services
L Dolan, Magdalen, Faculty of Plant Sciences
J A Langdale, Queen's, Faculty of Plant Sciences
S J Shaikh, Mathematical, Physical and Life Sciences Division

Candidate statement:

The University of Oxford employs more than 13,000 people, of whom approximately 10,000 are academic or academic-related staff. Statute XII offers protection and fair treatment to the University's academic and academic-related staff throughout their careers in Oxford. It is essential that the processes designed to protect staff are rigorous and implemented efficiently and effectively. I have had wide experience in managing staff and I have an interest in ensuring justice and fairness for all. I have experience of sitting on disciplinary panels and I understand the complexities of performance-related issues. I would be proud to bring my experiences to serve the wider University.

Rosie Mortimer, MA Oxf, Department of Chemistry

Nominated by:

M Brouard, Jesus, Faculty of Chemistry
S R MacKenzie, Magdalen, Faculty of Chemistry
P Mountford, St Edmund Hall, Faculty of Chemistry
S J Shaikh, Mathematical, Physical and Life Sciences Division

Candidate statement:

I am currently the Head of Administration in the Department of Chemistry. This role and previous lead administrator roles in the departments of Social Policy & Intervention, and Mathematics, as well as a Senior Assistant Registrar role in the Medical Sciences Divisional Office, have given me considerable management experience within the University context. I am currently a member of Personnel Committee, and as part of those duties I have, on a number of occasions, chaired the Joint Consultative Committee with Support Staff. Through my work, both as an administrator and member of Personnel Committee, I have had involvement with the University's disciplinary processes both those for academic and academic related staff, and those for support staff, including conducting investigations and chairing an appeal panel. I believe this experience, together with my common sense and balanced approach to issues, qualifies me to be part of the pool for constituting panels convened under Statute XII. If elected I would work hard to bring this cross-divisional, operational knowledge and experience to bear in a constructive and thoughtful manner.

Dr Charlotte Sweeney, BSc Sus, MBA PhD Open, Department of Materials

Nominated by:

S Bysouth, Personnel Services
P S Grant, St Catherine's, Faculty of Materials

S J Shaikh, Mathematical, Physical and Life Sciences Division
K J Willis, Merton, Faculty of Anthropology and Geography, Faculty of Zoology

Candidate statement:

I believe that I am well-qualified for election to the Pool because I have many years of experience of working in Universities both in the UK and Sweden in an administrative and managerial capacity, as well as several years' experience in a commercial environment. I have extensive experience of handling performance management cases, of small and large scale restructures leading to redundancies. I am standing for election because I feel I can contribute lessons learned from my relevant experience and bring objectivity and clarity to cases.

Four members of Congregation to whom Statute XII applies to represent University Administration and Services (UAS), elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
[new positions]	with immediate effect	subject to the approval sought from Her Majesty in Council

The following nominations have been received:

Jennifer Makkreel, BASc Ottawa, Estates Services

Nominated by:

N D Hyatt, Estates Services
E D James, Estates Services
E Liddiard, Legal Services Office
L D Ranford, Estates Services

[No statement submitted]

Darrell Moss, Estates Services

Nominated by:

I A Hughes, Estates Services
E A Kitchener, Estates Services
S E Mitchell, Estates Services
P M Sullivan, Estates Services

Candidate statement:

I have been employed by the University of Oxford Security Services for 26 years, the last 10 years in Supervision or Management, more recently appointed as the Deputy Head of Security Services.

A key responsibility for me is the effective and efficient leadership and management of our four patrol teams, now extending to over 57 staff. I have developed a range of processes to undertake this responsibility,

including both formal and informal meetings with my supervisory staff, more effective staff communications and the implementation and development of a staff PDR system. I recognise the vital importance of staff training and development and have worked hard to deliver a number of relevant and role related training events. My efforts appear to be greatly appreciated by teams who recognise my contribution in supporting them to deliver a better service.

I have extensive experience in managing 57 people and the HR responsibility that is attributed to their management.

I have previously been a member of disciplinary panels during my employment, I have overseen appeals regarding car parking enforcement, and this has meant making decisions in a fair and reasonable manner using the evidence presented to me.

I feel I would be a valuable member of the pool and believe I am well-fitted to consider the types of issues that will come before these panels.

Victoria Pearson, BA LLB Auckland, Public Affairs Directorate

Nominated by:

A P Brunner-Ellis, Public Affairs Directorate
 A N C MacDonald, Vice-Chancellor's and Registrar's Office
 M M Ounsley, Public Affairs Directorate
 J B Ray, Public Affairs Directorate

Candidate statement:

As a member of the Public Affairs Directorate in University Administration and Services, I wish to be considered for the above pool for constituting panels.

Having obtained a Bachelor of Laws (Hons) and worked in the legal profession in New Zealand for several years, I appreciate the critical role that properly constituted decision-making bodies play in important matters like employment. I believe that my legal background would assist me with understanding legal provisions and University regulations and also gives me an appreciation of the importance of procedural propriety and fairness.

The level of scrutiny to which the University of Oxford is subjected, given its high standing and global reputation, means that even internal procedural matters can attract external attention and comment. Equally, it is crucial that the University treats, and is seen to treat, its staff fairly and justly in all matters, particularly in relation to fundamental issues like people's livelihoods. As a member of Congregation, and the University community more

broadly, I consider it an obligation to offer the skills I have to assist the University in meeting these requirements and upholding its reputation as a fair and just organisation.

Stephen Purbrick, BA York, Finance Division

Nominated by:

N S Anderson, Finance Division
 N B Heath, Finance Division
 J D Hutchinson, Finance Division
 G J Moore, Finance Division

[No statement submitted]

Sara C Smith, MA Oxf, Equality and Diversity Unit

Nominated by:

M Chen-Wishart, Merton, Faculty of Law
 T Coe, Equality and Diversity Unit
 A L Evans, Student Administration
 K M Holmes, Education Policy Support
 J S Hoyle, Student Administration
 J Hutchings, Mathematical, Physical and Life Sciences
 D P Moore, Student Administration
 S F Neal, Oxford Learning Institute
 J A Tibbert, Student Administration
 M Zimba, Equality and Diversity Unit

Candidate statement:

The main reason I am putting myself forward for election as a potential member of a Statute XII Panel is because I want to help ensure that the decisions made there are fair. The Panels will deal with difficult issues of staff discipline and redundancy which have a tremendous impact on people's lives and careers and it is important that the Panel members bring a diversity of experience to their decision-making. I have spent over 25 years at Oxford and have seen the University from several different perspectives: as a student, a college employee, a member of support staff and later as a grade 8 in UAS. I've worked as a PA in a medical department, an administrative officer in Education Policy Support and, for the last five years, as a policy advisor in the Equality and Diversity Unit. I have a good working knowledge of equality and employment law and lead on the Public Sector Equality Duty and equality analysis for the EDU. I'm experienced in policy review and development and have often advised departments and colleges on the potential impact on equality of their policies and decisions.

Working in equality doesn't mean being the 'PC police' but helps give you a more sensitive appreciation of both sides of an issue. I believe this will help me to contribute to objective and fair decision-making that considers the interests both of the individual and of the University.

Clare Wakeham, MA MSc Oxf, Oxford Learning Institute

Nominated by:

T Coe, Equality and Diversity Unit
 S F Neal, Oxford Learning Institute
 J E Sherwood, Jesus, Language Centre
 A E Trefethen, St Cross, Faculty of Computer Science

Candidate statement:

I have worked for the University since 1997 in a number of professional and managerial roles, in departments and in UAS. My experience has brought me into contact in a variety of ways with the matters that the panels would cover. I started as a Departmental Administrator, and was involved in cases of discipline, dismissal and redundancy; working in central Personnel Services I advised on such cases, up to and including Visitation Board, gaining a different perspective. Since working in the Oxford Learning Institute, the contact I have had with people across the collegiate University has greatly broadened my knowledge and strengthened my understanding; I have advised and supported many people who are having to make decisions in difficult situations involving the whole range of management activity, from supporting and developing individual staff to restructuring departments. I believe that my breadth of experience, from many different points of view, has equipped me to make fair and reasonable judgements, taking into account a broad sweep of evidence and balancing principles and individual needs. I would relish the opportunity to put some of this experience and good judgement to use on the Staff Employment Review Panel.

Full details of the Pool's composition and the functions and powers of the Panels can be found in Supplement (1) to *Gazette* No 5149, vol 147.

General notes:

The nomination period for these elections closed at 4pm on 2 February.

All members of Congregation are entitled to vote in these elections. Ballot papers will be dispatched from the University Offices by 14 February, using the address provided in the Register of Congregation. Completed ballot papers must be received by the Elections Office not later than **4pm on 2 March**.

Candidates were invited to include with their nomination forms a written statement of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought. These statements are published in this issue

of the *Gazette*. Voters may wish to wait until they have read these before returning their ballot papers.

For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Uncontested Elections 2 March

Nominations for these elections closed at 4pm on 2 February.

As the number of nominations received is no more than sufficient to fill the following vacancies, the candidates nominated below shall be deemed to be duly elected as of Thursday, 2 February 2017 (as per Congregation Regulations 2 of 2002, regulations 8.2 (3) and 8.2 (6) and Council Regulations 19 of 2002, regulations 40 and 44). For the purposes of elections, academic standing is as defined in Council Regulations 22 of 2002, Part 2: Academic Precedence and Standing, made by Council on 26 June 2002.

Other Committees and University Bodies

POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H

If the statutes approved by Congregation on 31 May 2016 are approved by Her Majesty in Council, elections will be required to populate the new Pool for Constituting Panels under Statute XII, Parts B, D and H and under the associated regulations made by Council on 2 December 2016 (Supplement (1) to Gazette No 5149, vol 147). These elections are being conducted pending that approval.

Four members of Congregation to whom Statute XII applies to represent the Division of Humanities, elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
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[new positions]	with immediate effect subject to the approval sought from Her Majesty in Council	HT 2021
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The following nominations have been received:

Karen Brill, BSc Cape Town, BA Lond, MST Oxf, Humanities Division

Nominated by:

A L Broadby, Faculty of Theology and Religion
L Hirsch, Humanities Division
C McKiernan, Humanities Division

H L Morris, Faculty of Medieval and Modern Languages

Steven Gunn, MA DPhil Oxf, Fellow of Merton, Faculty of History

Nominated by:

I W Archer, Keble, Faculty of History
R E Buxton, Merton
M H Conway, Balliol, Faculty of History
N M Nowakowska, Somerville, Faculty of History

Edmund M Herzig, MA Camb, MA DPhil Oxf, Fellow of Wadham, Faculty of Oriental Studies

Nominated by:

I Bangha, Wolfson, Faculty of Oriental Studies
A D Farmery, Wadham, Faculty of Clinical Medicine
L J N Mignon, St Antony's, Faculty of Oriental Studies
C Z Minkowski, Balliol, Faculty of Oriental Studies

Lynne Hirsch, BA Jerusalem, MA Stanford, Humanities Division

Nominated by:

K Brill, Humanities Division
A J Fairweather-Tall, Humanities Division
H L Morris, Faculty of Medieval and Modern Languages
K E O'Brien, University College, Faculty of English Language and Literature

Four members of Congregation to whom Statute XII applies to represent the Division of Medical Sciences, elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
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[new positions]	with immediate effect subject to the approval sought from Her Majesty in Council	HT 2021
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The following nominations have been received:

Liz Barnes-Moss, Nuffield Department of Clinical Neurosciences

Nominated by:

P J M Elphick, Nuffield Department of Obstetrics and Gynaecology
A J Holmes, Department of Paediatrics
C Kennard, Brasenose, Faculty of Psychological Studies, Faculty of Clinical Medicine
I M C Tracey, Pembroke, Faculty of Psychological Studies, Faculty of Clinical Medicine

Sasha Shepperd, BA Vermont, MA Harvard, DPhil Oxf, Faculty of Clinical Medicine

Nominated by:

J M Armitage, Faculty of Clinical Medicine
D A Bennett, Clinical Trial Service Unit and Epidemiological Studies Unit
J R Emberson, Clinical Trial Service Unit and Epidemiological Studies Unit
T J A Key, Cancer Research UK Epidemiology Unit

Four members of Congregation to whom Statute XII applies to represent the Division of Social Sciences, elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
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[new positions]	with immediate effect subject to the approval sought from Her Majesty in Council	HT 2021
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The following nominations have been received:

Janice French, BA Camb, MA City, MBA Lond, Saïd Business School

Nominated by:

S E Dopson, Green Templeton, Faculty of Social Studies, Faculty of Management
C W Quinn, Wolfson, Saïd Business School
F P Reed-Tsochas, Green Templeton, Faculty of Management
P Tufano, Balliol, Faculty of Management

Eve Rodgers, BA Open, Department of Education

Nominated by:

J Baird, St Anne's, Faculty of Social Studies
K A Butler, Personnel Services
J A Dickson, Personnel Services
A E Oancea, Kellogg, Faculty of Social Studies

Nicholas Van Hear, BA Camb, PhD Birm, Faculty of Anthropology and Geography

Nominated by:

B J Anderson, School of Anthropology and Museum Ethnography
C Costello, St Antony's, Faculty of Law
D A Dzenovska, Kellogg, Faculty of Anthropology and Geography
E Newcombe, School of Anthropology and Museum Ethnography

Charlotte Vinnicombe, BA MA Liv, Faculty of Law

Nominated by:

J H Armour, Oriel, Faculty of Law

A C L Davies, Brasenose, Faculty of Law
 M A O'Neill, Faculty of Law
 K Van Zwieten, Harris Manchester,
 Faculty of Law

Four members of Congregation to whom Statute XII applies to represent Gardens, Libraries and Museums (GLAM), elected by members of Congregation

<i>Current/ Retiring Member</i>	<i>To hold office from</i>	<i>To hold office until</i>
[new positions]	with immediate effect subject to the approval sought from Her Majesty in Council	HT 2021

The following nominations have been received:

Aisha Burtenshaw, LLB Keele, PGDip Brist, Ashmolean Museum of Art and Archaeology

Nominated by:

S M McCormack, Ashmolean Museum of Art and Archaeology
 L P McHaffie, Ashmolean Museum of Art and Archaeology
 P C Roberts, Wolfson, Ashmolean Museum of Art and Archaeology
 C T Whistler, St John's, Faculty of History

Laura How, BSc Sheff, Bodleian Libraries

Nominated by:

R Ovenden, Balliol, Faculty of History
 C M M Shaw, Deputy Registrar's Office
 A E Trefethen, St Cross, Faculty of Computer Science
 L Van Broekhoven, Linacre, Faculty of Anthropology and Geography

Boyd Rodger, BA Strath, MBA City, Book Storage Facility

Nominated by:

A S Carritt, Bodleian Information Skills
 T R Kirtley, Bodleian Estates Office
 M G Popham, Bodleian Digital Library Systems and Services
 H A Wait, Faculty of Theology, Faculty of Philosophy

Faculty Boards

BOARD OF THE FACULTY OF LAW

One Ordinary Member elected by all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

<i>Current/Retiring Member</i>	<i>To hold office until</i>
Ms Nancy Eisenhauer, Mansfield	MT 2017

The following nomination has been received:

Professor Alison L Young, LLB Birm, BCL MA DPhil Oxf, Fellow of Hertford

Nominated by:

A L Bogg, Hertford
 A C L Davies, Brasenose
 C E Hoyle, Green Templeton
 W J Swadling, Brasenose

Notes:

Nominations in writing for the elections on 2 March, by four members of Congregation other than the candidate, were received by the Elections Office at the University Offices, Wellington Square, up to 4pm on 2 February. For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Lapsed Vacancies

As no nominations were received, the following vacancies have now lapsed and, in accordance with the regulations, must remain vacant until an appointment is made jointly by the Proctors and Vice-Chancellor.

Any eligible member of Congregation who wishes to be considered for appointment to one of these vacancies is asked to contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk) by **23 February**.

PANEL FOR CONSTITUTING THE VISITATORIAL BOARD UNDER STATUTE XII PART C

One member of Congregation required to engage in academic teaching and/or research either by their written contracts of employment or by established and agreed practice elected by Congregation to hold office until Michaelmas term 2018

POOL FOR CONSTITUTING PANELS CONVENED UNDER STATUTE XII PARTS B, D AND H

Two of four members of Congregation to whom Statute XII applies to represent the Division of Medical Sciences, elected by members of Congregation to hold office until Hilary term 2021

One of four members of Congregation to whom Statute XII applies to represent Gardens, Libraries and Museums (GLAM), elected by members of Congregation to hold office until Hilary term 2021

Advertisements

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Groups and societies

The Oxford University Newcomers' Club at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes the wives, husbands or partners of visiting scholars, of graduate

students and of newly appointed academic and administrative members of the University. We offer help, advice, information and the opportunity to meet others socially. Informal coffee mornings are held in the club every Wednesday 10.30–12 (excluding the Christmas vacation). Newcomers with children (0–4) meet every Fri in term 10.15–11.45. We have a large programme of events including tours of colleges, museums and other places of interest. Other term-time activities include a book group, informal conversation group, garden group, antiques group, opportunity to explore Oxfordshire and an opportunities in Oxford group. Visit our website: www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

is run by and for Oxford research staff. It provides researchers with social and professional networking opportunities, and a voice in University decisions that affect them. Membership is free and automatic for all research staff employed by the University of Oxford. For more information and to keep up to date, see: web: www.oxrss.ox.ac.uk; Facebook: <http://fb.me/oxrss>; Twitter: @ResStaffOxford; mailing list: researchstaff-subscribe@maillist.ox.ac.uk.

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Are you finding your workload too

much? Are you struggling to find time to do everything? (Or putting off writing that essay?) I help students manage their time and

energy to ensure that their time at university is successful and enjoyable. I am a professional, qualified coach, who has been through the same situation, and can help you make university life and workload far less stressful. Contact Eleanor at eleanor@esbcoaching.com.

Situations vacant

Wanted: an OFSTED-registered person to look after my 2 children, aged 4 and 6, over weekends on regular basis until Aug. Please apply only if you have an OFSTED registration number. Immediate start; hours are 7.10am till 6.40pm both Sat and Sun. Your child or children play together and have fun. The hourly rate is £10 for the right person. Contact: 07765 864348.

Accommodation offered

Graduate Accommodation Office

The Graduate Accommodation Office provides affordable accommodation to full-time graduate students of the University. Please see www.admin.ox.ac.uk/graduateaccommodation. Academic visitors, staff and part-time students may wish to register for Student Pad, a website where private landlords advertise for tenants associated with the University: www.oxfordstudentpad.co.uk.

scottfraser - market leaders for quality Oxfordshire property. Selling, letting, buying, renting, investing - we are here to help. Visit www.scottfraser.co.uk for more information or call: Headington sales: 01865 759500; Summertown sales: 01865 553900; East Oxford sales: 01865 244666; Witney sales: 01993 705507; Headington lettings: 01865 761111; Summertown lettings: 01865 554577; East Oxford and student lettings: 01865 244666; Witney lettings: 01993 777909.

Self-catering apartments

Visiting Oxford? Studio, 1-, 2- and 3-bed properties conveniently located for various colleges and University departments. Available from 1 week to several months. Apartments are serviced, with linen provided and all bills included. Details, location maps and photos can be found on our website at www.shortletspace.co.uk. Contact us by email on stay@shortletspace.co.uk or call us on 01993 811711.

Sunny north Oxford studio apartment with parking available for short/medium-term lets, ideal for 1 person. Immaculate newly built with French doors opening on to south-facing garden. Wi-Fi/TV provided. Lounge/dining area, fully equipped kitchenette with fridge/freezer/hob/microwave. Separate access with own hallway including washer/dryer, beautiful bathroom with shower. Fresh linen regularly,

£60 per night, bills included, minimum 3 nights. £25 surcharge for second person. Email: enquiries@studioflatnorthoxford.com. Tel: 0044 (0)7764 574700. Web: www.studioflatnorthoxford.com.

The Tidmarsh is a Visit England 5*-rated 1-bedroom apartment in the Oxford Castle Quarter, refurbished for its 10th anniversary. A quiet, central location, so ideal for professional and academic short-term lets. Wi-Fi, all utilities, highest thread-count linen changed weekly, fully fitted kitchen, full laundry facilities, underfloor heating with finest-quality furniture and fittings ensure a comfortable, practical environment. Web: www.pmcdomus.co.uk. Email: pat@pmcdomus.co.uk. Tel: 01869 277557.

Holiday lets

Midhurst. Romantic, primitive, 2-bedroom gamekeeper's cottage up a muddy farm track in national park at the foot of the South Downs. Open fire, polished floor, simple kitchen; dishwasher, washing machine; broadband, no TV, large study. On own 190-acre organic farm - woods, valleys, river, bluebells, deer. Available weekends; discounts for junior academics. Pictures at www.wakehamfarm.com or email haroldcarter@mac.com.

Cornwall, cottage and restored chapel in quiet hamlet on South-west Coastal Footpath within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c/h, wood burner and broadband. Ideal for reading, writing, painting, walking, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £250. Tel: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

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Tuscany. Beautiful 4-bedroom family house with garden/BBQ. Sleeps up to 6. Peaceful location; stunning views of medieval hilltop village Roccatederighi (within walking distance) with 5 restaurants and services etc. 1½ hours from Pisa airport; 35 mins from the coast with miles of free public beaches and pine groves; 20 mins to lake. £400–£500 pw depending on timing and numbers. Please contact David Haenlein: 0775 143 4267 or david@haenlein.co.uk.

Notifications of Vacancies

Konaki tis Pagonas is a traditional town house in the Old Town of Rethymnon, Crete, Greece. It is the ancestral home of local artist Nikos Glynias who has restored this property with many original Venetian features remaining. Sleeps up to 4 people and is ideal for a couple or small families; suitable for winter and summer holidays. Central location, all amenities within walking distance. More information: www.airbnb.com/rooms/10267109. Tel: +306931357785; email: artgli201@gmail.com.

Please refer to the website, or contact the email address shown, for further details of the vacancy. For a full list of vacancies in the University and colleges, see www.ox.ac.uk/about_the_university/jobs.

The University is committed to equality and valuing diversity.

Colleges, Halls and Societies

Merton; Conference and Events Manager; £28,000–£32,000; noon, 21 February; www.merton.ox.ac.uk/jobs#CEM

Queen's; Scouts (Cleaners); £8.25 ph; noon, 24 February; www.queens.ox.ac.uk/vacancies

St Hugh's in association with the Faculty of Law; Fangda Career Development Fellowship in Chinese Commercial Law; £31,076 plus allowances; noon, 16 March; www.st-hughs.ox.ac.uk/discover/work-for-us

External Vacancies

Gonville and Caius College, Cambridge; 1-year non-stipendiary S A Cook Research Bye-Fellowship; 25 April; www.cai.cam.ac.uk/news/sa-cook-research-byefellowship

Peterhouse, Cambridge; Librarian; £33,063–£38,737; 13 March; www.pet.cam.ac.uk

Published with the authority of the University of Oxford by Oxford University Press; registered as a newspaper at the Post Office; printed at Oxuniprint, Langford Locks, Kidlington, Oxon OX5 1FP.

Editor:

D L Doohar, MA Oxf

Deputy Editor:

R S Cuomo, AB Bryn Mawr, MA Massachusetts

Gazette copy must be received in the week before publication. Deadline: noon on Wednesday. Inclusion is subject to availability of space.

Certain sections in the *Gazette* include official announcements by the University but the University accepts no responsibility for the content of any other material in the *Gazette*.

Next Gazette: Thursday, 23 February.

Gazette online: www.ox.ac.uk/gazette

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Gazette Office,

University Offices,
Wellington Square,
Oxford OX1 2JD

tel: Oxford (2)80549

email: gazette@admin.ox.ac.uk

