

Gazette

Council and Main Committees **68**

Congregation 13 October:
Question and Reply: Report of
Proceedings

Council of the University:
Register of Congregation

Congregation **70**

Congregation 26 October:
Degree by Resolution

Congregation 26 November:
Elections

Notices **71**

General Notices:
Gazette publication arrangements
Vice-Chancellor's Open Forum
USS Technical Consultation:
University's draft response

Electoral Boards:
WA Handley Professorship of
Psychiatry

Musical and other Events:
St Cross

Examinations and Boards **71**

Examinations for the Degree of Doctor of
Philosophy

Examinations for the Degree of Master of
Science

Examinations for the Degree of Master of
Philosophy

Changes to Examination Regulations:
Continuing Education Board

Elections **72**

Call for nominations:
Council
Audit and Scrutiny Committee
Buildings and Estates Subcommittee
Curators of the University Libraries
Curators of the University Parks
Committee for the Nomination of
Select Preachers
Nominations Committee
Pool for Constituting Panels under
Statute XII
Socially Responsible Investment
Review Committee
Panel for Constituting the Visitorial
Board under Statute XII Part C
Mathematical, Physical and Life
Sciences Divisional Board
Medical Sciences Divisional Board
Social Sciences Divisional Board
Board of the Faculty of English
Language and Literature
Board of the Faculty of History
Board of the Faculty of Linguistics,
Philology and Phonetics
Board of the Faculty of Oriental Studies
Board of the Faculty of Philosophy
Board of the Faculty of Theology and
Religion
Board of the Faculty of Law

Advertisements **76**

Notifications of Vacancies **78**

Colleges, Halls and Societies

External Vacancies



Council and Main Committees

Congregation

13 October

Question and Reply: Report of Proceedings

Under the provisions of Part 5 of Congregation Regulations 2 of 2002, the reply, first published in the *Gazette* of 23 July, was read in Congregation and supplementary questions were asked, as set out below.

QUESTION AND REPLY

Two members of Congregation (Dr Sam Wolfe, St Catherine's; Dr Duncan Robertson, St Catherine's) have asked Council:

'Will Council please present the following to Congregation, following its next meeting, with a view to publication in the late-July issue of the *Gazette*:

- (1) A full Report on the operation of Oxford's Crisis Management Framework since the beginning of 2020.'

Reply: A detailed description of the operation of the Oxford's Crisis Management framework is provided on the University's website at: <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained> (single sign-on required).

Within this framework the University has operated a four-stage business continuity scenario plan:

Stage 1 (triggered locally)

Local business continuity arrangements (eg departments, faculties, colleges and services) are implemented in the event of a single or small number of confirmed coronavirus cases, or in event of localised disruption of staff availability. Otherwise, business continues as usual across rest of University.

Local business continuity arrangements, in line with Stage 1, were developed and implemented across the University through February.

Stage 2 (restrictions on public access and non-essential gatherings)

Restrict public access to the University where not related to teaching or research, and stop non-essential gatherings of staff and students where not directly related to teaching or research.

On 17 March, in line with government guidance, the University moved to Stage 2.

Stage 3 (stop all but essential small gatherings)

Restrict public access to the University where not related to teaching and research. Stop all but small gatherings of staff and students, and those only where directly related to teaching, research or other essential University business.

On 20 March, as a delay measure in line with current government guidance to reduce the number of individuals staff and students are likely to come into contact with, in line with social distancing guidelines, while allowing for a certain level of business as usual activity, the University moved to Stage 3.

Stage 4 (working from home and building closure)

This is the final step to restrict any contact between individuals as far as possible. The University remains open and operating as far as possible with the following restrictions:

- Only essential activities should continue onsite (eg research relating to COVID-19 or that of national importance, or the maintenance of research equipment and animal welfare). Departments are responsible for defining what is essential, in line with divisional guidance, and should provide appropriate operating procedures. PVC Research will be in touch with divisions to assist in drawing up guidance.
- Other research and teaching continues remotely where possible and students return home (if possible and where that has not already happened).

- Departments physically close except where essential activities have to be done on site. Staff work remotely where possible. Only core support functions and other essential activities continue onsite and only with critical staff on site - eg building access and maintenance, security, animal welfare, maintenance of research equipment.
- Parks will remain open until government instructs otherwise, but with local staff discretion to close temporarily if the situation requires.

On 24 March, the University moved to Stage 4, in line with the government restrictions announced the previous night and operated at Stage 4 until 11 June, when the Silver Group agreed to move back to Stage 3. The decision to move to Stage 3 was made in view of the successful conclusion of the building reopening/return to on site working pilots, the organisational readiness to increase on-site activity (availability of guidance, plans, service capacity etc) and the relaxation of the government lockdown rules.

Numerous decisions have been taken under the crisis management framework governance arrangements - these have been communicated to the University over the last few months as they have been taken.

Copies of all communications are available on the University's website at www.ox.ac.uk/coronavirus/advice?wssl=1. Decisions are also detailed in the minutes of the Bronze and Silver groups (see replies to questions (2)(iii) and (2)(iv)).

'(2) On or before the publication of the *Gazette* on 23 July, full details of the following:

- (i) The University's pre-existing Crisis Management Framework
 - the text of the pre-existing University Crisis Management Framework
 - the date of its creation
 - the authority under which it was created'

Reply: The Crisis Management Framework as it stood before the COVID-19 crisis has now been made available on the University's website at <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained> (single sign-on required). This version was approved by the Security Subcommittee of the General Purposes Committee on 22 October 2018.

'(ii) Oxford's crisis management framework explained, <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained#collapse1973531> stated that "the University has extended and expanded this contingency planning framework to deal with the developing situation". Will Council present to Congregation

- full details of this "extension" and "expansion"
- dates when there were changes to it
- the authority under which the changes were made'

Reply: The amendments to the crisis management arrangements are described in the article quoted in the question (<https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained>) (single sign-on required).

The changes to the framework were agreed in March 2020, and were made under the general delegation by Council to the Vice-Chancellor, detailed in paragraph 50 of Council's Standing Orders (<https://governance.web.ox.ac.uk/council/2019-20councilstandingorderspdf.pdf>).

'(iii) This Explanation further states that the:

Silver Group operates under the "general delegation" by Council to the Vice-Chancellor, Silver Group's chair, and the delegations made by Council's main committees to their chairs.

Will Council present to Congregation:

- the agendas and dates of its meetings
- the minutes of its meetings
- decisions taken at its meetings'

Reply: Silver Group currently meets on Tuesday and Thursday every week. In response to this question, the minutes of Silver Group (which include details of the decisions taken at its meetings) will be published on the University's website at <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained#collapse1968686> (single sign-on required). In line with standard policy in relation to Council documents, these minutes may be redacted to remove information which is sensitive.

There will, however, be a delay of four months between each meeting and the publication of the minutes, which thereafter will take place on a monthly basis. The task Council faces (through its committees and crisis management groups) is to protect the welfare of the University's students and staff in the context of a rapidly changing situation, which has seen the introduction of stringent controls on everyday activities and severe disruption to University life. Given this, we are necessarily dealing with matters that are under active, on-going and urgent consideration – and in an environment in which the broader national context can change swiftly, meaning information and decisions can require revision within a matter of days. In such conditions, it is essential that those involved in the decision-making process can speak freely and openly, without fear that their views might become the subject of immediate and broader scrutiny while proposals are still in development and under consultation, or have yet to be fully implemented. Publication of the minutes any earlier than four months after the relevant meeting would be likely to inhibit the frankness of advice provided by the crisis management groups, by making that advice more cautious and less candid than it would otherwise be. It is hoped that publishing the minutes of Bronze and Silver on a monthly basis, but with a four-month delay, strikes an appropriate balance between protecting the integrity of those conversations and providing Congregation with an appropriate accounting of decisions being taken through the crisis management framework.

'(iv) This Explanation further states that:

Likewise, each of Council's main committees (Education Committee, General Purposes Committee, Personnel Committee, Planning and Resource Allocation Committee and Research and Innovation Committee) have Standing Orders delegating their powers to their chairs, the Pro-Vice-Chancellors with responsibility for the relevant area and the Vice-Chancellor herself for GPC, in cases of urgency and subject to report to the committee's next meeting.

Will Council present to Congregation their reports to these committees on the exercise of such delegated powers.'

Reply: Between 1 March 2020 and 8 July 2020, the following decisions were taken by Chair's action on matters relating to the crisis, and these decisions were orally reported to Council:

- Chair of the Education Committee: arrangements relating to teaching and exams. The report provided to the committee at its meeting on 1 May is available on the University's website at: <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained#collapse1973531> (single sign-on required).
 - Chair of the Personnel Committee: arrangements relating to staff. An oral update was provided to its meeting on 7 May 2020. A summary of the matters reported is available on the University's website at: <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained#collapse1973531> (single sign-on required).
- '(v) This Explanation further states that: Below Silver Group is a Bronze Group, chaired by the Registrar, which also meets twice a week to develop and implement the plans and policies decided by the Silver.
- Will Council present to Congregation
- the agendas of its meetings
 - the minutes of its meetings
 - decisions taken at its meetings'

Reply: Bronze Group currently normally meets on Monday and Wednesday every week. In response to this question, the minutes of Bronze Group (which include details of the decisions taken at its meetings) will be published on the University's website at: <https://staff.web.ox.ac.uk/article/oxfords-crisis-management-framework-explained#collapse1968386> (single sign-on required). For the reasons already given in respect of the Silver Group minutes, the minutes may be redacted and there will be a delay of four months between each meeting and the publication of the minutes (again monthly).

In addition to the minutes of the Silver and Bronze Groups, the minutes of the main COVID-19 sub-groups which report into the Bronze and Silver Groups will also be published, again redacted as necessary and with a delay of four months between each meeting and the monthly publication of the minutes. This does not include the minutes of those sub-groups which report into an existing committee of Council, as the decisions of these groups will be reported in the published minutes of those committees in the usual way.

Congregation

SUPPLEMENTARY QUESTIONS

The following supplementary questions were submitted by Dr Wolfe and Professor Bollig in advance of the meeting:

'Supplementary Question 1 from Dr Sam Wolfe, St Catherine's

Will Congregation be offered a Resolution to approve the Crisis Management Framework and arrangements for updating it?

Supplementary Question 2 from Professor Ben Bollig, St John's

What are the arrangements for the promised publication of the Minutes of Silver and Bronze as each batch passes the four-month delay period?

Supplementary Question 3 from Professor Ben Bollig, St John's

Under what circumstances will Council withdraw its delegation of powers under the Crisis Management Framework and inform Congregation that this has been done?

¶ These supplementary questions will be received by Council and Council's reply will be published in a future edition of the *Gazette*.

Council of the University

Register of Congregation

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

Burnyeat, A G N, Merton
 Froggatt, M J, Wadham
 Grace, M K, Wadham
 Irwin, N A T, Merton
 McBride, D W, IT Services
 McDermott, L A, Wadham
 Moody, L, Wadham
 Petela, N J, Biochemistry
 Rutherford, E M, Merton
 Spelman, H L, Merton
 Szabó, A, Wadham

Divisional and Faculty Boards

For changes to regulations for examinations see 'Examinations and Boards' below.

Congregation

26 October

Degree by Resolution

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

Congregation

26 November

Elections

COUNCIL

COMMITTEES REPORTING TO COUNCIL

Audit and Scrutiny Committee
 Buildings and Estates Subcommittee
 Curators of the University Libraries
 Curators of the University Parks
 Committee for the Nomination of Select Preachers
 Nominations Committee
 Pool for Constituting Panels under Statute XII
 Socially Responsible Investment Review Committee

OTHER COMMITTEES AND UNIVERSITY BODIES

Panel for Constituting the Visitorial Board under Statute XII Part C

DIVISIONAL BOARDS

Mathematical, Physical and Life Sciences Divisional Board
 Medical Sciences Divisional Board
 Social Sciences Divisional Board

FACULTY BOARDS

Board of the Faculty of English Language and Literature
 Board of the Faculty of History
 Board of the Faculty of Linguistics, Philology and Phonetics
 Board of the Faculty of Oriental Studies
 Board of the Faculty of Philosophy
 Board of the Faculty of Theology and Religion
 Board of the Faculty of Law

Details are in 'Elections' section below.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (<https://governance.admin.ox.ac.uk/legislation/congregation-regulations-2-of-2002>). 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 R Thomas at the University Offices, Wellington Square (telephone: (2)80317; email rebecca.thomas@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).

While COVID-19 working restrictions remain in place, any notice that needs to be given to the Registrar in writing should be sent by email to registrar@admin.ox.ac.uk. Notices sent to the University Offices may not be received.

Notices

General Notices

Gazette publication arrangements

We are continuing to publish the *Gazette* in digital format only, as a result of ongoing COVID-19-related working restrictions. Arrangements for archival copies will be made at a later date.

We will continue to send emails to our online subscribers, as well as to our print subscribers, where we have an email address for them, so that they continue to receive the *Gazette* in an available format.

If you are a print subscriber and do not wish to receive such emails, or if you would like to set up a new email subscription, please visit www.staffsubs.ox.ac.uk if you are a current member of staff; otherwise, please email gazette@admin.ox.ac.uk.

Vice-Chancellor's Open Forum

Professor Louise Richardson and her senior team will hold an Open Forum 11.45am-1pm on 4 November via Microsoft Teams Live. Questions can be pre-submitted at registration, or posted on the Q&A panel during the event. Open to all University and college staff.

To find out about the current challenges facing the University and to ask her about the issues that matter to you, please register to attend by **noon on 3 November**. More information and to register: <https://staff.admin.ox.ac.uk/open-forum#collapse2117291>.

USS Technical Consultation

UNIVERSITY'S DRAFT RESPONSE

The University has prepared a draft response to the latest USS Technical Consultation, and this can be found on the University's USS pension webpage (<https://staff.web.ox.ac.uk/working-at-oxford/you-and-finance/the-uss-pension-scheme-and-oxford>). Comments are invited until 24 October and will be considered in preparing the final version of the response: email alan.cunningham@admin.ox.ac.uk with the subject line 'CONSULTATION'.

Electoral Boards

Composition of an Electoral Board

The revised composition of the electoral board to the post below, proceedings to fill which are currently in progress, is as follows:

WA HANDLEY PROFESSORSHIP OF PSYCHIATRY

	<i>Appointed by</i>
Professor Sir Gordon Duff, PVC, in the chair	Vice-Chancellor
Professor Irene Tracey	<i>ex officio</i>
Professor David Paterson	Merton Council
Professor Kia Nobre	Council
Professor Ed Bullmore	Council
Professor Gavin Screaton	Medical Sciences Division
Professor Kevin Talbot	Medical Sciences Division
Professor Catherine Harmer	Medical Sciences Division
Professor Trevor Young	Medical Sciences Division
Dr Mark Hancock	Oxford Health NHS Foundation Trust

Musical and other Events

St Cross

JAZZ CONCERT

Pianist **Peter Edwards** will play a 1-hour concert at 7.30pm on 23 October via Zoom. Programme celebrates Black composers and their huge contributions to the history of jazz music. To register: www.stx.ox.ac.uk/event/st-cross-college-jazz-concert.

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.

Examinations for the Degree of Master of Science

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

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

Examinations for the Degree of Master of Philosophy

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

Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see <https://gazette.web.ox.ac.uk/examination-regulations-0>.

Continuing Education Board

MST IN HISTORY OF DESIGN

- (a) renaming Advanced Papers to reflect enhanced inclusion of world-history case studies and perspectives
- (b) removal of 2 advanced papers
- (c) change to dissertation submission date

PGDIP IN HISTORY OF DESIGN

- (a) renaming Advanced Papers to reflect enhanced inclusion of world-history case studies and perspectives
- (b) removal of 2 advanced papers

Elections

Elections

26 November

Call for nominations

The nomination period for the elections below will close at **4pm on 29 October**.

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

Council

- One of four members of Congregation elected by Congregation from members of the faculties in the Divisions of Humanities and of Social Sciences, to serve until the start of MT 2024 [*vice* Professor Helena Hamerow]
- One of four members of Congregation elected by Congregation from members of the faculties in the Divisions of Mathematical, Physical and Life Sciences and of Medical Sciences, to serve until the start of MT 2024 [*vice* Professor Richard Hobbs]
- One of four members of Congregation elected by Congregation not necessarily being a member of any division and not in any case being nominated in a divisional capacity, to serve until the start of MT 2024 [*vice* Professor Sir Rory Collins, St John's, Clinical Medicine]

Nominations from a diverse range of Congregation members are encouraged, particularly those from underrepresented groups.

The terms of reference and membership of Council are set out in Statute IV (<https://governance.web.ox.ac.uk/legislation/statute-iv-congregation>).

Elected members of Council will ordinarily be expected to serve on a small number of other committees (typically between one and three, usually including at least one of the main committees of Council, ie PRAC, GPC, Education Committee, Personnel Committee, Research Committee).

For further information, please contact Dr Nigel Berry (nigel.berry@admin.ox.ac.uk).

Committees reporting to Council**AUDIT & SCRUTINY COMMITTEE**

- One member of Congregation elected by Congregation from among members of the faculties in the Divisions of Mathematical, Physical and Life Sciences and of Medical Sciences, who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority to serve for four years from the start of HT 2021 [*vice* Professor Jane Kaye, St Cross]
- One member of Congregation elected by Congregation from among members of the faculties in the Divisions of Humanities and Social Sciences, who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority to serve for four years from the start of HT 2021 [*vice* Professor Andrew Wilson, All Souls]

So as to encourage better representation of underrepresented groups, the committee welcomes nominations from women and BME staff. The terms of reference and membership are set out in Part 8 of Council Regulations 15 of 2002 (<https://governance.web.ox.ac.uk/legislation/part-8-audit-and-scrutiny-committee>). Further information is available on the Audit and Scrutiny Committee webpage (<https://governance.admin.ox.ac.uk/audit-and-scrutiny-committee>).

For further information, please contact the Secretary (stephanie.norman@admin.ox.ac.uk).

BUILDINGS AND ESTATES SUBCOMMITTEE

- One person elected by Congregation, to serve with immediate effect until the start of MT 2023 [*vice* Mrs Rosie Mortimer, Chemistry]

The terms of reference and membership of this body are set out in Part 10 of Council Regulations 15 of 2002 (<https://governance.web.ox.ac.uk/legislation/part-10-buildings-and-estates-subcommittee>).

For further information, please contact the Secretary (sarah.gardner@admin.ox.ac.uk).

CURATORS OF THE UNIVERSITY LIBRARIES

- One member of Congregation elected by Congregation, to serve until the start of MT 2024 [*vice* Professor David Pyle, St Anne's]

The terms of reference and membership of this body are set out in Part 24 of Council Regulations 15 of 2002 (<https://governance.admin.ox.ac.uk/legislation/part-24-curators-of-the-university-libraries>).

For further information, please contact the Secretary (richard.ovenden@bodleian.ox.ac.uk).

CURATORS OF THE UNIVERSITY PARKS

- One person elected by Congregation, to serve until the start of MT 2026 [*vice* Dr Amy Zavatsky, St Edmund Hall]

The terms of reference and membership of this body are set out in Council Regulations 2 of 2004: Part 10 (<https://governance.admin.ox.ac.uk/legislation/council-regulations-2-of-2004#collapse1426011>).

For further information, please contact the Secretary (joseph.oconnor@admin.ox.ac.uk).

COMMITTEE FOR THE NOMINATION OF SELECT PREACHERS

- Two members of Congregation elected by and from Congregation, to serve until the start of MT 2024 [*vice* Dr Matthew Cheung Salisbury, University College, and The Revd Canon Professor Mark Chapman, Ripon College Cuddesdon]

The terms of reference and membership of this body are set out in Congregation Regulations 3 of 2002: Part 6 (<https://governance.web.ox.ac.uk/legislation/congregation-regulations-3-of-2002#collapse1436871>).

For further information, please contact the Secretary (joseph.oconnor@admin.ox.ac.uk).

NOMINATIONS COMMITTEE

- Three members of Congregation elected by and from Congregation; two of whom to serve until the start of MT 2023 [*vice* Dr Joanna Ashbourn and Dr Kate Blackmon] and one to serve until the start of MT 2022 [*vice* Professor Matthew Freeman]

The terms of reference and membership of this body are set out in Council Regulations 15 of 2002: Part 26 (<https://governance.web.ox.ac.uk/legislation/part-26-nominations-committee>).

For further information, please contact the Secretary (rebecca.thomas@admin.ox.ac.uk).

POOL FOR CONSTITUTING PANELS UNDER STATUTE XII

- Four members of Congregation to whom Statute XII applies to represent the Division of Humanities, elected by members of Congregation, to serve until HT 2025 [*vice* Ms Karen Brill, Divisional Office; Professor Steven Gunn, Merton and History; Professor Edmund Herzig, Wadham and Oriental Studies; and Ms Lynne Hirsch, Divisional Office]
- Four members of Congregation to whom Statute XII applies to represent the Division of Mathematical, Physical and Life Sciences, elected by members of Congregation, to serve until HT 2025 [*vice* Dr Gwen Booth, Divisional Office; Veronica McGowan, Plant Sciences; Professor Aris Katzourakis, St Hilda's, Zoology; and Dr Charlotte Sweeney, Materials]
- Four members of Congregation to whom Statute XII applies to represent the Division of Medical Sciences, elected by members of Congregation, to serve until HT 2025 [*vice* Mrs Liz Barnes-Moss, Clinical Neurosciences; Professor Christopher Conlon, Oriel and Clinical Medicine; Miss Gillian Morris, Divisional Office; and Mrs Nicola Small, Primary Care Health Sciences]
- Four members of Congregation to whom Statute XII applies to represent the Division of Social Sciences, elected by members of Congregation, to serve until HT 2025 [*vice* Janice French, Business School; vacancy (*vice* Ms Eve Rodgers, Education); Professor Nicholas Van Hear, St Cross and Anthropology; and Ms Charlotte Vinnicombe, Law]

- Four members of Congregation to whom Statute XII applies to represent Gardens, Libraries and Museums (GLAM), elected by members of Congregation, to serve until HT 2025 [*vice* Mrs Aisha Burtenshaw, Ashmolean; Mrs Laura How, Nuffield and Bodleian Libraries; Mr Boyd Rodger, Bodleian Libraries; and Ms Wendy Shepherd, Museum of Natural History]
- Four members of Congregation to whom Statute XII applies to represent University Administration and Services (UAS), elected by members of Congregation, to serve until HT 2025 [*vice* Ms Jennifer Makkreel, Estates Services; Mr Stephen Purbrick, Finance; Ms Sara Smith, EDU; and Mrs Clare Wakeham, Harris Manchester and OLI/ Education]
- One member of Congregation to whom Statute XII applies, not necessarily representing any division and not in any case being nominated in a divisional capacity, elected by members of Congregation, to serve until HT 2021 [*vice* Dr Steve Rayner, Keble and Institute for Science Innovation and Society]

It is expected that candidates for election to represent one of the six constituencies will also be members of the relevant constituency (ie a member of one of the divisions, GLAM or UAS). Candidates for election to represent Congregation as a whole (ie in a non-divisional capacity) need only be a member of Congregation to whom Statute XII applies. However, please note that a candidate may not be nominated to more than one constituency on the same committee at the same time. For further information, please see the eligibility and amendments to nominations sections at www.admin.ox.ac.uk/elections/geninfo.shtml.

Statute XII applies to: (a) professors, readers and associate professors or lecturers; (b) any employee of the University who is a member of the Universities Superannuation Scheme or who would be a member if he or she had not been exempted under the provisions of Statute XIV. In Statute XII, any reference to 'a member of the academic staff' is a reference to a person to whom the statute applies (Statute XII, Section 3 (1) and (2) (www.admin.ox.ac.uk/statutes/353-051a.shtml)). College staff are not covered by Statute XII as colleges have their own statutes. The exception is college staff at Kellogg, St Cross and Reuben, which follow the University's statutes. Any staff holding joint appointments will, however, be covered by Statute XII in respect of their University contract of employment and duties.

Members of the Pool will be chosen by lot to serve on a number of Panels under Statute XII (ie Redundancy Panel (Section 14 (6)), Staff Employment Review Panel (Section 35) and University Appeal Panel (Section 52 (2))) and may also be expected to chair a Panel. Each member of the Pool will be required to attend appropriate training, including on equality and diversity, before serving on a Panel.

Nominations from men and from academic and research staff are particularly encouraged.

For further information, please contact the Secretary (diana.hulin@admin.ox.ac.uk).

SOCIALLY RESPONSIBLE INVESTMENT REVIEW COMMITTEE

- One member of Congregation from members of the faculties in the Divisions of Mathematical, Physical and Life Sciences and of Medical Sciences, elected by Congregation, to serve until the start of MT 2023 [*vice* Professor Harish Bhaskaran, Department of Materials]

The terms of reference and membership of this body are set out in Council Regulations 15 of 2002: Part 29 (<https://governance.admin.ox.ac.uk/legislation/part-29-socially-responsible-investment-review-committee>).

For further information, please contact the Secretary (sarah.cowburn@admin.ox.ac.uk).

Other Committees and University Bodies

PANEL FOR CONSTITUTING THE VISITATORIAL BOARD UNDER STATUTE XII PART C

- Three members 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 serve until MT 2024 [*vice* Dr Chris P Conlon, Dr Dora Biro and Professor Stephen Faulkner]

Further information on the panel can be found at: <https://governance.admin.ox.ac.uk/legislation/statute-xii-academic-staff-and-the-visitorial-board#widget-id-1383011> and <https://governance.admin.ox.ac.uk/legislation/council-regulations-36-of-2002>.

For further information, please contact the Secretary (rebecca.thomas@admin.ox.ac.uk).

Divisional Boards

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES BOARD

- One person elected by and from among the members of the Faculty of Engineering Science to serve from the start of HT 2021 until the start of MT 2024 [*vice* Professor Martin Booth]
- One person elected by and from among the members of the Faculty of Zoology to serve from the start of HT 2021 until the start of MT 2024 [*vice* Professor Ben Sheldon]
- One person elected by and from among the members of the Faculty of Physics to serve from the start of HT 2021 until the start of MT 2024 [*vice* Professor Arzhang Ardavan]
- One person elected by and from among the members of the Faculty of Mathematics to serve from the start of HT 2021 until the start of MT 2024 [*vice* Professor Jon Chapman]
- One person elected by and from among the members of the Faculty of Chemistry to serve from the start of HT 2021 until the start of MT 2024 [*vice* Professor Chris Schofield]

For further information, please contact the Divisional Registrar (tracy.gale@mpls.ox.ac.uk).

MEDICAL SCIENCES DIVISIONAL BOARD

- One person from among the staff who are not Heads of Department or statutory professors who are members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies, elected jointly by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies, to serve until MT 2021 [*vice* Professor Kevin Talbot]

For further information, please contact the Divisional Registrar (chris.price@medsci.ox.ac.uk).

SOCIAL SCIENCES DIVISIONAL BOARD

- One member elected by and from the academic members of the Department of Economics to serve from the start of HT 2021 until the start of MT 2022
- One member elected by and from the academic members of the Department of Education to serve from the start of HT 2021 until the start of MT 2022
- One member elected by and from the academic members of the School of Geography and the Environment to serve from the start of HT 2021 until the start of MT 2022

*Under the regulations governing the composition of divisional boards (<https://governance.admin.ox.ac.uk/legislation/council-regulations-17-of-2002>), the above vacancies fall within the single constituency of 'three persons elected on a rotational basis by and from academic members of the following units of the division, with each person serving a two-year period: (a) the Department of Economics; (b) the Department of Education; (c) the Faculty of Law; (d) the Department of Politics and International Relations; (e) the School of Geography and the Environment; (f) the Saïd Business School'. The last elections to this constituency represented (c) the Faculty of Law; (d) the Department of Politics and International Relations; and (f) the Saïd Business School.

For further information about the board, please contact the Divisional Registrar (catherine.paxton@socsci.ox.ac.uk).

Faculty Boards**BOARD OF THE FACULTY OF ENGLISH LANGUAGE AND LITERATURE**

- Four persons elected by and from the members of the Faculty of English Language and Literature to serve until the start of MT 2022 (*vice* Professor Katherine E Shepherd-Barr, Professor Lorna M Hutson, Dr H Sullivan and Professor Andrew Klevan)

For further information, please contact the Secretary (sadie.slater@ell.ox.ac.uk).

BOARD OF THE FACULTY OF HISTORY

- Four persons elected by and from among the members of the Faculty of History holding posts on the establishment or under the aegis of the board, to serve until the start of MT 2022 (*vice* Dr Catherine Holmes, Dr Lucy Wooding, Professor Natalia Nowakowska and Professor Christina de Bellaigue)

For further information, please contact the Secretary (administrator@history.ox.ac.uk).

BOARD OF THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

- Four persons elected by and from among the members of the Faculty of Linguistics, Philology and Phonetics, to serve until the start of MT 2022

For further information, please contact the Secretary (administrator@ling-phil.ox.ac.uk).

BOARD OF THE FACULTY OF ORIENTAL STUDIES

- Three persons elected by and from among the members of the Faculty of Oriental Studies, to serve until the start of MT 2022 (*vice* Professor Dirk Meyer, Professor Jeremy Johns and Professor Margaret Hillenbrand)

For further information, please contact the Secretary (thomas.hall@orinst.ox.ac.uk).

BOARD OF THE FACULTY OF PHILOSOPHY

- Four persons elected by and from the members of the Faculty of Philosophy to serve until the start of MT 2022 (*vice* Professor Hilary C Greaves, Professor Philipp Koralus, Professor Mark A Wrathall and Professor Karen M Nielsen)

For further information about the Board, please contact the Secretary (rachael.sanders@philosophy.ox.ac.uk).

BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

- Three persons elected by and from the members of the Faculty of Theology and Religion: two to serve until MT 2022 (*vice* Professor Carol Harrison and Professor Hindy Najman); and one to serve until MT 2021 (*vice* Professor Markus Bockmuehl)

For further information, please contact the Secretary (haf@theology.ox.ac.uk).

BOARD OF THE FACULTY OF LAW

- Four Official Members elected by all members of the faculty and from the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002, to serve until MT 2023 (*vice* Professor Horst Eidenmueller, Professor Luca Enriques, Professor Wolfgang Ernst and Professor Catherine Redgwell)
- Nine Ordinary Members elected by and from all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002, to serve until MT 2023 (*vice* Professor Adrian Briggs, Dr Rachel Condry, S Enchelmaier, Dr Imogen Gool, Mr James Goudkamp, Professor Jennifer Payne, Laura C H Hoyano, Dr Thomas Krebs and Professor Fernanda Pirie)

For further information, please contact the Secretary (charlotte.vinnicombe@law.ox.ac.uk).

Notes

Due to current COVID-19 restrictions, the elections on 26 November will be conducted electronically. Hard copies of nomination forms will not be processed. Completed nomination forms should be sent as an email attachment to the Elections Officer (elections.office@admin.ox.ac.uk) by **4pm on 29 October**.

At least one nomination in respect of each candidate must be made on an official nomination form (<https://governance.web.ox.ac.uk/nomination-forms>). Please ensure that the nominators listed in section D are also copied into the email when the nomination form is submitted, as this will act as verification of the nomination in lieu of supplying original signatures.

All candidates are asked to note the general requirements which apply to all committee members, as set out in Council Regulations 14 of 2002 (General Regulations of Council for Committees (<https://governance.web.ox.ac.uk/legislation/council-regulations-14-of-2002>)). Current members seeking re-election are also asked to check for specific restrictions on consecutive service. For further information, please see the eligibility (<https://governance.web.ox.ac.uk/elections-by-congregation#collapse1580081>) and amendments to nominations (<https://governance.web.ox.ac.uk/key-election-stages-and-procedures#collapse1577651>) sections within the Information about University elections (<https://governance.web.ox.ac.uk/information-about-university-elections>) pages of the Elections website (<https://governance.web.ox.ac.uk/elections>).

Advertisements

Candidates are invited to include with their nomination forms a written statement of no more than 250 words, setting out their reasons for standing and qualifications for the office being sought.

In the event of a contested election, the successful candidates will be determined by an electronic ballot. A registration email with further instructions will be sent to eligible voters on Tuesday, 10 November, using the email addresses provided in the electronic register of Congregation (NB with few exceptions, notably clinical staff, this will be the work address ending 'ox.ac.uk'). Voters will need to respond to the email to confirm their registration and to receive links to the candidate statements and to vote. Candidates' statements will also be published in the *Gazette* dated 12 November. Voters may wish to read these statements before completing their electronic vote. The voting period will close at 4pm on 26 November.

If the number of nominations received by the closing date is no more than sufficient to fill the vacancies, the candidates nominated shall be deemed to be duly elected as of the close of the nomination period on Thursday, 29 October. When required, places will be allocated according to academic standing, as defined in Council Regulations 22 of 2002, Part 2: Academic Precedence and Standing (<https://governance.web.ox.ac.uk/legislation/council-regulations-22-of-2002>), made by Council on 26 June 2002.

If the number of nominations received by the closing date is less than sufficient to fill the vacancies, those candidates nominated will be deemed elected unopposed, and the remaining vacancies will lapse, in which case, in accordance with the regulations, the places must remain vacant until appointments are made jointly by the Vice-Chancellor and Proctors.

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

No print publication of the *Gazette*

We are unable to publish the *Gazette* in print for the foreseeable future, as a result of COVID-19-related working restrictions. We will continue to publish online editions of the *Gazette* and send emails to our subscribers.

While the *Gazette* is only being published online, we have reduced the price of advertising by **£10 per 70-word insertion** to reflect the fact that we are not incurring print-related costs.

Advertising enquiries

Email: gazette.ads@admin.ox.ac.uk

Telephone: 01865 (2)80548

Web: <https://gazette.web.ox.ac.uk/classified-advertising-gazette>

Deadline

Advertisements are to be received by **noon on Wednesday** of the week before publication (ie eight days before publication). Advertisements must be submitted online.

Charges

Commercial advertisers: £30 per insertion of up to 70 words, or £60 per insertion of 71-150 words. **Reduced price:** £20 for 70 words, or £40 for 71-150 words

Private advertisers: £20 per insertion of up to 70 words, or £40 per insertion of 71-150 words. **Reduced price:** £10 for 70 words, or £20 for 71-150 words

See our website for examples of whether an advertisement is considered commercial or private: <https://gazette.web.ox.ac.uk/classified-advertising-gazette>.

Online submission and payment

Advertisements must be submitted and paid for online, using a credit card or debit card, through a secure website. For details, see <https://gazette.web.ox.ac.uk/classified-advertising-gazette>.

Extracts from the terms and conditions of acceptance of advertisements

General

1. Advertisements are accepted for publication at the discretion of the editor of the *Gazette*.

Note. When an advertisement is received online, an acknowledgement will be emailed automatically to the email address provided by the advertiser. The sending of this acknowledgement does not constitute

an acceptance of the advertisement or an undertaking to publish the advertisement in the *Gazette*.

2. The right of the *Gazette* to edit an advertisement, in particular to abridge when necessary, is reserved.

3. Advertisements must be accompanied by the correct payment, and must be received by the deadline stated above. *No refund can be made for cancellation after the acceptance of advertisements.*

4. Once an advertisement has been submitted for publication, no change to the text can be accepted.

5. Voucher copies or cuttings cannot be supplied.

Charges

6. Two separate charging arrangements will apply, for commercial and private advertisers. The rates applicable at any time will be published regularly in the *Gazette*, and may be obtained upon enquiry. The rates, and guidance on applicability of each rate, are also available online.

The editor's decision regarding applicability of these rates to an individual advertiser will be final.

Disclaimer

7. The University of Oxford and Oxford University Press accept no responsibility for the content of any advertisement published in the *Gazette*. Readers should note that the inclusion of any advertisement in no way implies approval or recommendation of either the terms of any offer contained in it or of the advertiser by the University of Oxford or Oxford University Press.

Advertisers' Warranty and Indemnity

13. The advertiser warrants:

(i) **Not to discriminate against any respondents to an advertisement published in the *Gazette* on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, or pregnancy.**

(ii) That the advertisement does not contravene any current legislation, rules, regulations or applicable codes of practice.

(iii) That it is not in any way illegal or defamatory or a breach of copyright or an infringement of any other person's intellectual property or other rights.

You are advised to view our full Terms and Conditions of acceptance of advertisements. Submission of an advertisement implies acceptance of our terms and conditions, which may be found at <https://gazette.web.ox.ac.uk/classified-advertising-gazette>.

Miscellaneous

The Anchor Pub and Grill. Great ribs, steaks, burgers and wings all cooked over charcoal. Barefoot cakes. Awesome cocktails, a big wine list and a huge heated terrace. Open: Weds-Sat noon-9pm; Sun noon-7pm. Contact: 2 Hayfield Rd, Oxford OX2 6TT, 01865 510282 or info@theanchoroxford.com.

Stone Pine Design: card publisher specialising in printmaking and Oxfordshire. Beautifully produced, carefully selected designs by internationally renowned artists and illustrators. Free delivery. More information: www.stonepinedesign.co.uk or Etsy store StonePineDesignCards.

St Giles' Parish Rooms for hire. Ideally located close to the city centre at 10 Woodstock Rd OX2 6HT. There is a main hall and a meeting room that can be hired together or separately, and full kitchen facilities. For enquiries regarding availability and to arrange a site visit, contact Meg Peacock, Benefice Manager: 07776 588712 or sgsm.benefice.manager@gmail.com.

Research participants sought

TB043 Tuberculosis Study: A BCG challenge study in healthy adults to help develop TB vaccines. If you are aged 18-50 and in good health, and have never received the BCG vaccine, you may be eligible to participate. The study involves 9-11 visits over a period of around 6 months. Participants will be reimbursed for their time and travel from £705 to £750. More information: www.jenner.ac.uk/volunteer/recruiting-trials/tb043

Groups and societies

The Oxford University Newcomers' Club at the University Club, 11 Mansfield Rd, OX1 3SZ, welcomes partners of visiting scholars, of graduate students and of academic and administrative members of the University. We offer information and the opportunity to meet others socially. Due to Covid restrictions we are currently meeting for virtual coffee via Zoom every Wednesday 10.30-12.00. Our events programme includes tours of colleges, museums and other places of interest. Term-time activities include Newcomers' Toddler Group (aged 0-4), Book Group, Conversation Group, Choir, Garden Group, Antiques Group,

Exploring Oxfordshire and an Opportunities in Oxford careers group. Please note Toddler Group and Choir are temporarily suspended due to Covid regulations. Other groups/events are continuing virtually or following Government guidelines. Web: <http://www.newcomers.ox.ac.uk>. Email: 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.

Restoration and Conservation of Antique Furniture

John Hulme undertakes all aspects of restoration. 30 years' experience. Collection and delivery. For free advice, telephone or write to the Workshop, 11A High St, Chipping Norton, Oxon, OX7 5AD. Tel: 01608 641692.

Sell your unwanted books

Sell your unwanted books at competitive prices. If you need extra space or are clearing college rooms, a home or an office, we would be keen to quote for books and CDs. Rare items and collections of 75 or more wanted if in VG condition; academic and non-academic subjects. We can view and collect. Contact Graham Nelson at History Bookshop Ltd on 01451 821660 or sales@historybookshop.com.

Antiques bought and sold

Antiques wanted and for sale - quality antiques such as furniture, fire guards, grates and related items, silver, pictures, china and objets d'art. Please contact Greenway Antiques of Witney, 90 Corn Street, Witney OX28 6BU on 01993 705026 or 07831 585014 or email jean_greenway@hotmail.com.

Situations Vacant

Job opportunity: flexible hours; up to £40ph. We are a student-led online tutoring platform. We aim to connect younger students needing comprehensive educational support with university students/recent graduates looking for flexible income options who are interested in tutoring, mentoring or assisting with the university application process. To apply please email: admin@thecandelaacademy.com.

Services Offered

Big or small, we ship it all. Plus free pick-up anywhere in Oxford. Also full printing services available (both online and serviced), 24-hour photocopying, private mailing addresses, fax bureau, mailing services and much more. Contact or visit Mail Boxes Etc, 266 Banbury Rd, Oxford. Tel: 01865 514655. Fax: 01865 514656. Email: staff@mbesummertown.co.uk. Also at 94 London Rd, Oxford. Tel: 01865 741729. Fax: 01865 742431. Email: staff@mbeheadington.co.uk.

Independent Pensions and Financial Advice. Austin Chapel Independent Financial Advisers LLP provide bespoke pensions and financial advice to staff working for the University of Oxford. We provide Annual Allowance and Lifetime Allowance pension tax mitigation advice and calculations. In addition, we can provide projections of future pension benefits to ensure your retirement plans are on course to meet your retirement income requirements. We also offer an independent investment review service to help ensure that your investment portfolio still meets your current attitude to risk and is tax efficient. The initial meeting can be held at your workplace, home or our central Oxford offices. There is no cost for the initial meeting. For more information contact Gary O'Neill on 01865 304094 or email gary.oneill@austinchapel.co.uk.

Oxford's low-cost packing and shipping experts. Specialised in packing and shipping books, clothing, computers, musical instruments, fragile laboratory equipment, rowing oars, valuable paintings or other household items, we specialise in custom packing and worldwide delivery by road, sea and air. Pack & Send, 3 Botley Rd, Oxford, OX2 0AA. Tel: 01865 260610. Email: oxford@packsend.co.uk.

Airbnb and short-let management services that work for property owners! We are local and handle everything for you: listings, guest communications, 24-hr check-in, cleaning, linen, restocking etc. Find out more on www.oxservices.co.uk or contact us on oxfordhosting@gmail.com or phone 07715 624409.

Self-catering Apartments

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.

Notifications of Vacancies

Shortlet studios for singles or couples needing clean, quiet self-catering accommodation for weeks or months. Handy for High St (town, colleges), Cowley Rd (shops, restaurants), University sportsground (gym, pool), Oxford Brookes campuses, buses (London, airports, hospitals). Modern, self-contained, fully furnished including cooking and laundry facilities, en-suite bathroom, Wi-Fi broadband, TV/DVD/CD, central heating, cleaning and fresh linen weekly. Off-road parking for cars and bikes. Taxes and all bills included. Enquiries: stay@oxfordbythemoth.com.

Looking for 5-star serviced accommodation right in the heart of the city? Swailes Suites offer city centre, award-winning maisonettes and apartments providing that 'home from home' feel that will help you get the most out of your stay. The Swailes Suites 'easy in, easy out' flexible booking arrangements, from 3 days to 6 months, together with good transport links make arrival and departure hassle-free. Check out our website at www.swailessuites.co.uk, contact Debbie on 01865 318547 or email debbie@nops.co.uk. Office established more than 25 years in 47 Walton Street, Jericho, OX2 6AD.

Holiday Lets

Cornwall cottage and restored chapel in quiet coastal hamlet on South West Coast Path 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 240191 or 07917 864113. Email: gabriel.amherst@gmail.com or see: www.cornwallcornwall.com.

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 Dooper, MA Oxf

Deputy Editor:

M Gaudern, DPhil Oxf

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 <https://www.jobs.ox.ac.uk/home>.

The University is committed to equality and valuing diversity.

Colleges, Halls and Societies

Keble; Archivist and Records Manager; £38,000–£42,000; 26 October; www.keble.ox.ac.uk/vacancies

Merton; Peter J Braam Research Fellowship in Global Wellbeing; £23,754 plus housing allowance or free accommodation; noon, 4 December; www.merton.ox.ac.uk/vacancies

External Vacancies

Clare Hall, Cambridge; non-stipendiary Research Fellowships in the Sciences; 20 November; www.clarehall.cam.ac.uk/research-fellows or college.registrar@clarehall.cam.ac.uk

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, 29 October

Gazette online: <https://gazette.web.ox.ac.uk/home>

Gazette subscriptions: <https://gazette.web.ox.ac.uk/subscribing-gazette>

Gazette Office

University Offices
Wellington Square
Oxford OX1 2JD

tel: Oxford (2)80549

email: gazette@admin.ox.ac.uk

