

This document may be downloaded from <https://gazette.web.ox.ac.uk/university-calendar>

With effect from the 2019–20 edition, the latest edition of the *Calendar* is available online to all University and college staff who have a single sign-on account. A small number of printed copies will continue to be produced for libraries and archives.

The online version of the *Calendar* will be updated each term. In addition to keeping it more current, we hope it will make it easier to provide updates. We will also be asking for the information in a simplified, unstyled format, again hoping to decrease the amount of work for updaters.

From Hilary term 2021 we will be sending requests for updates to be completed via Excel forms in SharePoint, which we hope will be faster and easier for everyone. More information on this process will be provided when we send out the first requests for updates.

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DIVISIONAL/DEPARTMENTAL SECTIONS

We no longer require that information be sent to us in a specific format for publication – all formatting, styling and ordering of degrees will be done by the *Calendar* team. Names of universities no longer need to be abbreviated. You can send us degree and university information in any order and arrangement.

Memberships (such as FRS/FBA) and qualifications indicating membership of professional bodies should not be included in the divisional sections. The exception is medical memberships and professional/administrative qualifications/memberships which are required to practise in a field. However, all designations are included in the college entries.

The *Calendar* also does not include honours such as CBE, OBE etc in the divisional sections.

What we need from you

In order to update the divisional sections, we ask you to send us information on the following academic staff:

- new staff
- staff who have left the division/department
- staff who have retired – please let us know if they have been made an emeritus professor or reader (see below for rules on who can become emeritus)
- current/former faculty who you know have died

For any new academic staff, we need the following information:

1. their full name
2. their degrees (name of degrees and where obtained) – degrees can be in any order and academic institutions don't need to be abbreviated; we will format it correctly
3. college affiliation, if known
4. the title of their post
5. the year they began in their post
6. which category they need to appear under (professor, associate professor, lecturer, etc)

Regulations on emeritus faculty

[Council Regulations 3 of 2004: Regulations for the Employment of University Staff](#)

12. The following shall hold the title of Professor/Reader Emeritus:

- (1) any person who has retired over the age of 60 from a professorship/readership, including a personal or titular professorship;
- (2) any person who has retired from a professorship/readership and on whom the title has been conferred by resolution of Council.

COLLEGE SECTIONS

We no longer require that information be sent to us in a specific format for publication – all formatting, styling and ordering of degrees will be done by the *Calendar* staff. Names of universities no longer need to be abbreviated. You can send us degree and university information in any order and arrangement.

What we need from you

In order to update the college sections, we ask you to send us information on the following:

- joiners
- leavers
- retired/newly emeritus
- current/former faculty who you know have died
- we also need to be informed if a member has moved from one of your categories to another

We need the following information for any new members:

1. their full name
2. their degrees (name of degrees and where obtained) – degrees can be in any order and academic institutions don't need to be abbreviated; we will format it correctly here
3. the title of their post(s) within the college
4. which category of fellow they need to appear under
5. the year they began in their post

Former Rhodes Scholars

Please let us know if a new member is a former Rhodes Scholar

End notes

Please ensure the notes below contain *NO MORE THAN* the following information:

1. current and past Oxford affiliations/posts
2. only *current* or emeritus posts at other universities
3. only *current* professional affiliations
4. only *current* or very important political positions (ie past heads of state, university chancellors)
5. honorary degrees

COMMITTEE LISTINGS

There are a number of changes involving committees from 2019:

- **The *Calendar* no longer publishes a section entitled ‘Other University Committees and Boards’**
- **Membership of Council, its committees and the divisional board committees will only appear in the printed version of the *Calendar*; a link will be provided from the online *Calendar* to the Council Secretariat website where those committee memberships are listed**
- **Membership of faculty board committees will appear under the ‘Academic Divisions’ section of the *Calendar*, situated at the beginning of their corresponding faculty entries**

NB: If we do not receive updated information for a committee, or confirmation that nothing has changed, we will not publish details of that committee in the *Calendar*.

- 1. Give the names of members for the coming year**, rather than the wording of the regulations (ie, don’t use ‘A representative of ...’, or ‘A member of ...’).
- 2. Names can be given in any order**, but please ensure you include their college affiliation and terminal date of the appointment.
- 3. Precede names by the number for the appropriate Appointing Body**, if applicable. The references should be used only for elected or appointed members, not for *ex officio* members.
- 4. Group members** using subheadings such as ‘*Ex officio members*’, ‘*Elected or appointed members*’ and ‘*Co-opted members*’ (or other categories if appropriate).
- 5. *Ex officio* members**, including professors, readers and lecturers, should include the name of the post followed by the name of the current holder in round brackets or ‘(Vacancy)’ if the post is currently vacant.
- 6. Check membership against regulations or statutes** for the committee and update membership if necessary.