

**PERSONNEL SERVICES**

University Offices, Wellington Square, Oxford OX1 2JD  
Director of Personnel and Administrative Services



To heads of division and divisional secretaries

Ref. EMS/6

cc. Mr Vice-Chancellor, Pro-Vice-Chancellor (Personnel and Equality),  
Registrar; Dr Cooke, Ms Cross, Mrs Kinahan; Dr Gambles, Mr Shaw;  
Ms Braithwaite

30 April 2010

**Advertisement of academic posts**

Following consideration by the Pro-Vice-Chancellor (Personnel and Equality), the Head of the Equality and Diversity Unit, and Personnel Services, and discussion with divisional secretaries, it has been agreed that all future advertisements for professorships, readerships, and university and faculty lecturerships should include the following wording:

'Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford'.

This will be in addition to the standard strapline which appears in all university advertisements, namely:

'Committed to equality and valuing diversity'.

The new wording will be incorporated in all future advertisements for professorships and readerships placed by the Senior Appointments Team in Personnel Services.

Divisional offices are asked to include the new wording in all future advertisements that they place for readerships and for university and faculty lecturerships.

Relevant divisional offices are also asked to raise with individual colleges, on a case-by-case basis, the question whether the new wording, or a similar version, might be included in advertisements for CUF lecturerships.

Any queries on this should be addressed to me.

With thanks and best wishes.

JEREMY WHITELEY

JDW/JDW

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