



**Kellogg College**  
University of Oxford

## Fellows' Information Pack 2024-25

For the most up-to-date information about College life, please visit the [Kellogg website](#).

### Useful links:

**Staff:** Staff details and their contact information can be found on the ['Our people'](#) pages of the College website

**Events calendar:** The College schedules an extensive programme of events throughout the academic year. To view the list, visit our ['Latest events'](#) page of the website.

**College accommodation:** Kellogg members have access to our short-term accommodation at a discounted rate. Further details are available on the ['Short-stay accommodation'](#) pages of the website.

**Oxford University Newcomers' Club:** The ['Oxford University Newcomers' Club'](#) is run by volunteers whose aims are to help those who are new to the University of Oxford to settle in, to find out more about Oxford, and to provide opportunities to meet people.

**International staff:** Visit the University's ['Welcome'](#) pages for help with all the practicalities before, during, and after your move, plus information to help you to settle in as quickly as possible and make the most of all the wonderful opportunities the University and city have to offer.

**Membership Descriptions:** The descriptions of different members can be found on the ['For Fellows'](#) Section of the website.

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## Committee Structure

**Governing Body**  
All Official Fellows

**Academic Committee**  
Chair: Senior Tutor  
Secretary: Academic Registrar

**Communications Committee**  
Chair: Fellow  
Secretary: Director of Communications

**Development & Alumni Relations Committee**  
Chair: President  
Secretary: Director of Development & Alumni Relations

**Domestic Committee**  
Chair: Fellow  
Secretary: Accommodation Manager

**Equality & Welfare Committee**  
Chair: Welfare Dean  
Secretary: Academic Registrar

**Finance & Resources Committee**  
Chair: President  
Secretary: Finance Bursar

**IT and Digital Strategy Committee**  
Chair: IT Fellow  
Secretary: Head of IT

**Nominations Committee**  
Chair: President  
Secretary: HR Assistant

**Site Committee**  
Chair: President  
Secretary: Head of Facilities Management

**Sustainability Committee**  
Chair: Sustainability Fellow  
Secretary: Facilities Coordinator and Small Works Manager

**Scholarship Sub-Committee**  
Chair: Senior Tutor  
Secretary: Academic Registrar

**Junior Research Fellow Sub-Committee**  
Chair: Senior Tutor  
Secretary: HR Assistant

**Sports, Recreation & Wellbeing Sub-Committee**  
Chair: Fellow  
Secretary: HR Assistant

**Garden Sub-Committee**  
Chair: Fellow  
Secretary: Head of Facilities Management

## Governing Body roles for MT 2024 to TT 2025

Note that 'years' refers to the years left to serve at the beginning of Michaelmas 2024

### Governing Body Officers:

**Vice-President:** Yasmin Khan – 3 years

**Senior Tutor:** Sandie Byrne – 1 year

**Dean:** Jeremy Gibbons – 2 years [Andrew Martin to be Dean for 2024-25, covering Jeremy's sabbatical]

**Welfare Dean:** Clare Bankhead – 2 years

**Secretary to Governing Body:** Andrew Simpson – 2 years

### Other College Roles:

**Senior Fellow:** David Howard (by rotation)

**Admissions Tutor:** Jim Davies – 1 year

**Fellow for Part Time Students:** Alistair Ross – 2 years

**Research Coordinator:** Alis Oancea – 2 years

**LGBTQ+ Fellow:** Max Van Kleek – 2 years

**Equality & Harassment Adviser – Male:** Richard Stevens – 2 years

**Equality & Harassment Adviser – Female:** Alison MacDonald – 2 years

**IT Fellow:** Kasper Rasmussen – 3 years

**Fellow Librarian:** Jonathan Healey – 2 years

**Archive Fellow:** Tom Buchanan – 1 year

**Sustainability Fellow:** Chris Pugh – 1 year

**Racial Justice and Equality Fellow:** Shreya Atrey – 2 years

**Arts Fellow** – Leah Clark – 1 year

**Ball Committee Reps:** Anthony Harris – 2 years, Ana Nacvalovaite – 1 year

**Chamberlains:** Anna Beer – 1 year, Alison MacDonald – 1 year, Juliet Carpenter – 1 year, Clare Bankhead – 2 years, Judith Holder – 2 years, Sandie Byrne – 3 years

**Deans of Degrees:** Elizabeth Gemmill – 1 year, Trevor Rowley – 1 year, Gary Lock – 2 years, Kokila Lakhoo – 2 years, Steven Parissien – 3 years, Shirin Tahzib – 3 years, Clare Morgan – 3 years, George Leeson – 3 years, Anthony Harris – 3 years.

## Committee Membership for MT 2024 to TT 2025

**Note:** the 'alumni' representative on the Development & Alumni Relations Committee is a non-voting, 2-year appointment, additional to the three ordinary members that are proposed by NC, and that this member of the committee can on no account seek to influence any decisions regarding student admissions or scholarship decisions.<sup>1</sup>

### ACADEMIC COMMITTEE

Senior Tutor (Chair)

President

Research Coordinator

Admissions Tutor

Fellow for Part-Time Students

Dean

Welfare Dean

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<sup>1</sup> It was suggested at 1 Feb 2017 GB that all committees might change their terms of reference to enable up to two 'external' members, subject to approval by the Nominations Committee and GB.



Fellow Librarian  
Sustainability Fellow  
Racial Justice and Equality Fellow  
Nihan Akyelken – 3 years  
Carlos Vargas-Silva – 2 years  
Niki Trigoni – 1 year  
Paul Irwin Crookes – 1 year  
MCR Representative  
Finance Bursar  
Academic Registrar (Secretary)

### **Scholarship Sub-Committee**

Senior Tutor (Chair)  
David Beard – 3 years  
Andrew Markham – 2 years  
Judith Hillier – 1 year  
MCR Representative  
Assistant College Accountant  
Finance Bursar  
Director of Development and Alumni Relations  
Academic Registrar (Secretary)

### **JRF Sub-Committee**

Senior Tutor (Chair)  
Research Coordinator  
Nicola Newhouse – 3 years  
Anne-Marie Boylan – 2 years  
David Mills – 1 year  
HR Assistant (Secretary)

### **IT AND DIGITAL STRATEGY COMMITTEE**

IT Fellow (Chair)  
Andrew Hopper – 3 years  
Kasper Rasmussen – 2 years  
Rhona Sharpe – 1 year  
MCR IT Representative  
Finance Bursar  
Assistant Academic Administrator  
Domestic Bursar  
College Administrator & HR Manager  
Communications Manager  
Head of IT (Secretary)

### **FINANCE & RESOURCES COMMITTEE**

Pedro Bordalo (Chair) – 2 years  
President  
Senior Tutor  
Idalina Baptista – 3 years

Bige Kahraman – 3 years  
Anthony Harris [Research Member of Common Room] – 2 years  
Javier Lezaun – 1 year  
Naz Ghanea – 1 year  
MCR Treasurer  
Finance Bursar (Secretary)

### **DEVELOPMENT & ALUMNI RELATIONS COMMITTEE**

President (Chair)  
Carl Heneghan – 3 years  
Andrew Simpson – 3 years  
Shreya Atrey – 2 years  
David Beard – 2 years  
Yasmin Khan – 1 year  
Matt Perkins – 1 year  
MCR Development Officer  
William Scott-Jackson (Alumni Representative) – 2 years  
Finance Bursar  
Head of Development and Alumni Relations (Secretary)

### **COMMUNICATIONS COMMITTEE**

President (Chair)  
Senior Tutor  
Jon Healey – 3 years  
Judith Holder – [Common Room Member] 2 years  
Niall Winters [Visiting Fellow] – 1 year  
MCR Representative  
Assistant Academic Administrator  
Director of Communications (Secretary)

### **EQUALITY & WELFARE COMMITTEE**

Welfare Dean (Chair)  
President  
Senior Tutor  
LGBTQ Fellow  
Racial Justice and Equality Fellow  
Equality & Harassment Adviser – Male  
Equality & Harassment Adviser – Female  
Sports, Recreation and Wellbeing Sub-committee Chair  
Junior Dean  
MCR Welfare and Equality Officer  
Domestic Bursar  
Academic Registrar (Secretary)

### **Sports, Recreation and Wellbeing Sub-Committee**

Anthony Harris [Research Member of Common Room] (Chair) - 2 years  
Ronald Clark – 3 years  
Andrew Simpson – 2 years

David Beard – 1 year  
Hilary Wynne [Research Member of Common Room] – 1 year  
MCR Sports Representative  
Finance Bursar  
HR Assistant (Secretary)

#### **DISCIPLINE COMMITTEE**

Senior Fellow (Chair)  
2 Official Fellows (to be chosen by President)  
MCR Representative (to be invited by President)  
Finance Bursar (Clerk)

#### **APPEALS COMMITTEE**

President (Chair)  
2 Official Fellows (to be chosen by President)  
MCR Representative (to be invited by President)  
Finance Bursar (Clerk)

#### **DOMESTIC COMMITTEE**

Marek Naczyk (Chair) – 1 year  
Steven Parissien – 3 years  
Alistair Ross – 2 years  
Sustainability Fellow  
Welfare Dean  
MCR Representative  
Domestic Bursar  
Accommodation Manager (Secretary)

#### **SITE COMMITTEE**

President (Chair)  
Vice-President  
Sustainability Fellow  
Garden Sub-committee chair  
Kathy Davies [Visiting Fellow] – 3 years  
Carl Heneghan – 2 years  
Matt Perkins – 1 year  
Junior Dean  
MCR Representative  
Finance Bursar  
Domestic Bursar  
Head of Facilities Management (Secretary)

#### **Garden Sub-Committee**

David Griffiths (Chair) – 1 year [Kamal Mahtani to be Chair for 2024-25, covering David's sabbatical]  
Leah Clark – 3 years  
Debbie Hopkins – 2 years  
Kamal Mahtani – 1 year  
MCR representative

Junior Dean  
Domestic Bursar  
Head of Facilities Management (Secretary)

### **NOMINATIONS COMMITTEE**

President (Chair)  
Senior Tutor  
Senior Fellow  
Three Governing Body fellows by rotation (excluding all Governing Body Officers):  
    Andrew Markham – 3 years  
    Bige Kahraman – 2 years  
    Jonathan Healey - 1 year  
HR Assistant (Secretary)

### **SUSTAINABILITY COMMITTEE**

Sustainability Fellow (Chair)  
President  
Finance Bursar  
Domestic Bursar  
Annette Pluddemann – 3 years  
Nigel Mehdi – 2 years  
Yasmin Khan – 1 year  
MCR Representative  
Small Works and Facilities Coordinator (Secretary)

### **GOVERNANCE WORKING GROUP**

Vice President (Chair)  
3 GB Fellows chosen by the Vice President:  
    Shreya Atrey  
    Tara Stubbs  
    David Mills  
Secretary to Governing Body (*Ex-Officio*)  
Staff Members chosen by the Vice President:  
    Academic Administrator  
    Finance Bursar

### **COMMITTEE TO REVIEW DONATIONS**

Vice President (Chair)  
2 GB Fellows chosen by the Vice President  
    David Beard  
    David Mills

### **BALL COMMITTEE**

Two GB representatives: Ana Nacvalovaite (1 year), Anthony Harris (2 years)  
MCR Ball President  
MCR Ball Vice President  
MCR Ball Entertainment Officers (two)  
MCR Ball Communications Officer



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MCR Ball Décor and Aesthetic Officer  
MCR Ball Food and Drink Officers (two)  
MCR Ball Finance Officer  
MCR Ball Compliance Officer  
MCR Ball Security and Cleaning Officer  
Head of Facilities Maintenance  
Head of Catering and Events  
MCR Ball Officer (secretary to the committee)

## KELLOGG COLLEGE CALENDAR OF MEETINGS 2024-25

### MICHAELMAS TERM 2024

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 <sup>th</sup> Week	<b>Scholarship Sub-Committee</b>	Wednesday, 9 October 2024	1.45 pm	On Teams	
1 <sup>st</sup> Week	<b>Academic Committee</b>	Wednesday, 16 October 2024	1.45 pm	62 Meeting Room	
	<b>IT Committee</b>	Wednesday, 16 October 2024	3.30 pm	Meeting Room – 62 Banbury Road	
2 <sup>nd</sup> Week	<b>Equality and Welfare Committee</b>	Wednesday, 23 October 2024	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 23 October 2024	3.30 pm	On Teams	
3 <sup>rd</sup> Week	<b>Governing Body</b>	Wednesday, 30 October 2024	1.45 pm	Mawby Meeting Room	
4 <sup>th</sup> Week	<b>Garden Sub-committee</b>	Wednesday, 6 November 2024	11.00 am	Meeting Room – 62 Banbury Road	
	<b>Sports Sub-committee</b>	Wednesday, 6 November 2024	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Communications Committee</b>	Wednesday, 6 November 2024	3.30 pm	Meeting Room – 62 Banbury Road	
5 <sup>th</sup> Week	<b>Academic Committee</b>	Wednesday, 13 November 2024	1.45 pm	On Teams	
	<b>Development and Alumni Relations Committee</b>	Wednesday, 13 November 2024	3.30 pm	Meeting Room – 62 Banbury Road	
6 <sup>th</sup> Week	<b>Finance and Resources Committee</b>	Wednesday, 20 November 2024	1.45 pm	On Teams	
	<b>Site Committee</b>	Wednesday, 20 November 2024	3.30 pm	Meeting Room – 62 Banbury Road	
7 <sup>th</sup> Week	<b>Domestic Committee</b>	Wednesday, 27 November 2024	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 27 November 2024	3.30 pm	On Teams	
8 <sup>th</sup> Week	<b>Governing Body</b>	Wednesday, 4 December 2024	1.45 pm	Mawby Meeting Room	

## KELLOGG COLLEGE CALENDAR OF MEETINGS 2024-25

### HILARY TERM 2025

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 <sup>th</sup> Week	<b>Scholarship Sub-Committee</b>	Wednesday, 15 January 2025	1.45 pm	On Teams	
1 <sup>st</sup> Week	<b>Academic Committee</b>	Wednesday, 22 January 2025	1.45 pm	62 Meeting Room	
	<b>IT Committee</b>	Wednesday, 22 January 2025	3.30 pm	Meeting Room – 62 Banbury Road	
2 <sup>nd</sup> Week	<b>Equality and Welfare Committee</b>	Wednesday, 29 January 2025	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 29 January 2025	3.30 pm	On Teams	
3 <sup>rd</sup> Week	<b>Governing Body</b>	Wednesday, 5 February 2025	1.45 pm	Mawby Meeting Room	
4 <sup>th</sup> Week	<b>Garden Sub-committee</b>	Wednesday, 12 February 2025	11.00 am	Meeting Room – 62 Banbury Road	
	<b>Sports Sub-committee</b>	Wednesday, 12 February 2025	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Communications Committee</b>	Wednesday, 12 February 2025	3.30 pm	Meeting Room – 62 Banbury Road	
5 <sup>th</sup> Week	<b>Academic Committee</b>	Wednesday, 19 February 2025	1.45 pm	On Teams	
	<b>Development and Alumni Relations Committee</b>	Wednesday, 19 February 2025	3.30 pm	Meeting Room – 62 Banbury Road	
6 <sup>th</sup> Week	<b>Finance and Resources Committee</b>	Wednesday, 26 February 2025	1.45 pm	On Teams	
	<b>Site Committee</b>	Wednesday, 26 February 2025	3.30 pm	Meeting Room – 62 Banbury Road	
7 <sup>th</sup> Week	<b>Domestic Committee</b>	Wednesday, 5 March 2025	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 5 March 2025	3.30 pm	On Teams	
8 <sup>th</sup> Week	<b>Governing Body</b>	Wednesday, 12 March 2025	1.45 pm	To be confirmed	

## KELLOGG COLLEGE CALENDAR OF MEETINGS 2024-25

### TRINITY TERM 2025

	COMMITTEE MEETING	DATE AND TIME	TIME	MEETING ROOM	COMMENT
0 <sup>th</sup> Week	<b>Scholarship Sub-Committee</b>	Wednesday, 23 April 2025	1.45 pm	On Teams	
1 <sup>st</sup> Week	<b>Academic Committee</b>	Wednesday, 30 April 2025	1.45 pm	62 Meeting Room	
	<b>IT Committee</b>	Wednesday, 30 April 2025	3:30 pm	Meeting Room – 62 Banbury Road	
2 <sup>nd</sup> Week	<b>Equality and Welfare Committee</b>	Wednesday, 7 May 2025	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 7 May 2025	3.30 pm	On Teams	
3 <sup>rd</sup> Week	<b>Governing Body</b>	Wednesday, 14 May 2025	1.45 pm	Mawby Meeting Room	
4 <sup>th</sup> Week	<b>Garden Sub-committee</b>	Wednesday, 21 May 2025	11.00 am	Meeting Room – 62 Banbury Road	
	<b>Sports and Recreation Sub-committee</b>	Wednesday, 21 May 2025	1.45 pm	Meeting Room – 62 Banbury Road	
	<b>Communications Committee</b>	Wednesday, 21 May 2025	3.30 pm	Meeting Room – 62 Banbury Road	
5 <sup>th</sup> Week	<b>Academic Committee</b>	Wednesday, 28 May 2025	1.45 pm	On Teams	
	<b>Development and Alumni Relations Committee</b>	Wednesday, 28 May 2025	3.30 pm	Meeting Room – 62 Banbury Road	
6 <sup>th</sup> Week	<b>Finance and Resources Committee</b>	Wednesday, 4 June 2025	1.45 pm	On Teams	
	<b>Site Committee</b>	Wednesday, 4 June 2025	3.30 pm	Meeting Room – 62 Banbury Road	
7 <sup>th</sup> Week	<b>Domestic Committee</b>	Wednesday, 11 June 2025	1.45 pm	On Teams	
	<b>Sustainability Committee</b>	Wednesday, 11 June 2025	3.30 pm	On Teams	
8 <sup>th</sup> Week	<b>Governing Body</b>	Wednesday, 18 June 2025	1.45 pm	Mawby Meeting Room	



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## College Lunch

Usually Served Monday-Friday, 12.00pm-1.45pm

(Weeks 0-Weeks 9, may be available outside of these weeks)

*It is possible that service will close early if demand exceeds the available supply of food.*

### College Lunch

**The kitchen provides a soup, hot meat (except Mondays) and veg dishes, main course salad boxes, dessert, cheese, side salad and fruit. Fellows have a daily token assigned to their Upay account which is linked to their University card. The allowance on the token is set for a two-course meal - Soup + Main, or Soup + Dessert. Any extra items taken that exceed the allowance are payable at the till.**

### Tea and Coffee:

Tea and coffee are available for everyone taking lunch.  
Please help yourself from the side table.

**Menu:** The menu for Main College Lunch rotates on a three-week cycle. It can usually be found on the College's website with lunch and dinner dates for the term, and is displayed in the hall and servery each day.

**Seating:** We eat at Common Table. This means that there is no hierarchy for seating, and meals are for dining-in only (not takeaway), including the salad boxes. You may sit anywhere that has a place setting. Sometimes seats might be reserved for a particular group. This will be indicated by signs on the table.

**Dietary Requirements and Allergy Information:** There is a food allergen chart displayed in the servery for every meal, and if you have any questions, you are welcome to ask the chefs at time of service. If you or a guest have an allergy or intolerance to particular foods and will be taking lunch or dinner in College, please inform [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) 48 hours in advance. This will enable the kitchen team to prepare a suitable meal for you without causing delays to you or other diners.

**Charges for Lunch:** Most Fellows are entitled to free College lunches. Any personal guests of Fellows will need to be paid for by the hosting Fellow, either through their Upay account (if there are sufficient funds) or with a bank card.

**Guests:** You may bring up to 1 personal guest to lunch without booking. Please email [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) if you wish to bring more. Due to high volumes, we restrict to a maximum of 2 personal guests (with booking) at any lunch during term, but there are times we can accept more. Guest rates are subsidised, and are meant for personal guests of members. If you are bringing departmental guests, we request that payments are made using an internal purchase order created in advance.

If a Fellow is bringing a student advisee in their capacity as an advisor, this can be charged to the 'College Budget Account'. Please mention this at the time of the lunch to the till operator.



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**How does Upay work?**

- You will queue as normal and as you receive your meal and exit, you will come to a till point.
- You will need to tap your University Card on the smart reader at the till point. You may also use a Upay app that can be downloaded to your smart device from Apple/Android stores.
- If successfully registered on Upay, as most College members would be, the till will bring your account up and charge your Upay account in line with your membership entitlement.
- If you don't have any credit in your Upay account, you may choose to pay with a debit or credit card (except American Express) \* where applicable.
- Having an active Upay account will enable payments through it in the Dining Hall, the Hub Café and on [upay.co.uk](http://upay.co.uk).
- This is the fastest method of payment and minimise your time in the queue. Payment via credit or debit cards are likely to cause a slight delay due to additional steps involved.

**What do I need to do?**

Your Upay account is linked to your active/current University Card (but not to the expiry date on the card), therefore always bring it with you when dining in College.

An active Upay account can also be accessed via the Upay app on a smart device, in absence of a University Card.

In absence of both of these, the staff may ask you for a valid ID.

If you think you should, but do not, have a Upay account, please email us.

The minimum amount you'll need to top-up is £25. We recommend a maximum balance of not more than £150.

**Contact:** [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) for all queries regarding Upay and guest bookings.

## Kellogg College Officer Roles

Updated Hilary Term 2024

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## Senior Fellow

This is a one-year role held on rotation by the longer-serving Official Fellows. As with all College Officer roles, nomination is subject to Governing Body approval. The Senior Fellow supports the President and Vice-President on fellowship business, offering individual Fellows advice and support as needed.

The specific duties of the Senior Fellow are to mentor and include new Fellows, contributing to the induction sessions for new Fellows, welcoming them to informal one-to-one meetings in their first year, and offering guidance and support to them, and to any Fellow, as needed. The Senior Fellow will also convene the Disciplinary Committee as required.

The Senior Fellow leads the organisation of the termly Fellows' Evenings, which are normally dinners for Fellows, liaising with College staff. The Senior Fellow is a member of the Nominating Committee.

## Secretary to Governing Body

This is a three-year role. The Secretary is an ex-officio member of Governing Body. The responsibilities of the Secretary to the Governing Body include:

- taking the minutes of Governing Body meetings, usually held twice each term; to be allowed for drafting and checking these
- helping to set the agenda of Governing Body meetings together with the President, the Finance Bursar and the College Administrator, usually through a short meeting held two weeks before the next GB meeting;
- Attending fortnightly College Officer meetings during term time with the President, the Vice-President, the Senior Tutor, the Dean, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.

## Vice-President

This is a three-year role elected by the Governing Body from the Official Fellowship of the College. The election process shall be managed through the Nominations Committee. The Vice-President serves on one or more Standing Committees of the Governing Body.

The Vice-President attends fortnightly College Officer meetings during term time with the President, the Senior Tutor, the Secretary to Governing Body, the Dean, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.

The Vice-President has three key roles within college:

- To take the place of the President at dinners and other ceremonies and events if the President is unable to attend.
- To support the President and Governing Body to help the College implement its strategic plan, and in preparation for these meetings.
- To support the development of academic, social and cultural communities within college through Fellows' Evenings and other events. This requires liaison with the Senior Fellow, the College Administrator and the Hospitality Team.
- To take the lead with initiatives or small-scale projects e.g. organising a College Away Day, in conjunction with other Fellows or College staff.

## Dean

This is a three-year role. The Dean is an ex-officio member of Governing Body. The responsibilities of the Dean include:

- Dealing with matters of Student discipline
- Appointing and supporting Junior Deans
- Serving as a member of the Academic Committee
- Participating in fortnightly College Officer meetings during term time with the President, the Vice-President, the Senior Tutor, the Secretary to Governing Body, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.
- Supporting the Academic Administrator and Senior Tutor
- Meeting, in potential breaches of the College's Code of Conduct, with students involved. This may also require referring to the College's Disciplinary Procedure (The students are asked to provide an explanation and to respond to questions posed. The Academic Administrator is present at such meetings. This determines what further steps are required, but many are resolved through an apology, a fine, or the costs of any damages. A college disciplinary committee can be invoked as required.)
- Responding to requests from other College Deans concerning Kellogg students and attending a termly meeting of college Deans, Junior Deans and a Proctor.

## Welfare Dean

This is a three-year role. The Welfare Dean is an ex-officio member of Governing Body. The responsibilities of the Welfare Dean include:

- Oversight of Student Welfare, working closely with College Registrar and Senior Tutor.
- Participating in the fortnightly College Officer meetings during term time with the President, the Vice-President, the Senior Tutor, the Dean, the Secretary to Governing Body and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.
- Chairing Kellogg Equality and Welfare Committee, and ex-officio member of Academic Committee
- Working with MCR Welfare team and College peer supporters.
- Representing the College on university welfare and diversity fora/committees.
- Meeting with students who are dealing with welfare issues, in conjunction with the College administrator or their delegate when appropriate, and directing them to further sources of support where needed
- In liaison with the Dean, acting as an arbitrator between Kellogg students as needed
- Keeping abreast of changes in regulations in welfare procedures at a College and university level, and consulting on such procedures
- Liaising with Student Welfare and Support Services, and the Sexual Violence Unit, where required
- Representing the welfare of students who might be subject to investigations or complaints from other College members or from members of other colleges
- Convening regular welfare team meetings to update Junior Deans, peer supporters, and other college welfare reps about changes in central processes concerning student welfare, or a serious welfare issue that requires wider consultation and involvement
- Meeting with the Dean to discuss individual cases on a no-name basis if a dual welfare/good order approach is required for dealing with a complex student case or concern

## Senior Tutor

This is a three-year role. The Senior Tutor is an ex-officio member of Governing Body. The key role of the Senior Tutor is to direct the academic and pastoral provision of the College and to represent it in the collegiate university.

The Senior Tutor participates in the fortnightly College Officer meetings during term time with the President, the Vice-President, the Secretary to Governing Body, the Dean, the Welfare Dean and the Finance Bursar, to discuss strategic and operational issues related to the governance of the College.

The responsibilities of the Senior Tutor include:

### *Committee work – in College*

- Chair of Academic Committee
- Chair of Scholarship Committee
- Chair of Research Members of Common Room selection panel
- Ex officio member of Governing Body (to which a report is made at every meeting), Equality and Welfare Committee, Finance and Resource Committee, College Hardship Committee.
- Member of selection panel for new college appointments, as required

### *Representing the college in the collegiate university*

- The Senior Tutor is an ex officio member of Senior Tutors' Committee and Graduate Committee of Conference of Colleges.
- Senior Tutors of graduate colleges meet informally once a term to liaise on issues of common interest and concern.
- Representation of the college at university and college events
- Preparation of bids for association with academic posts
- Liaison as required with University Offices and Departments about admissions issues and college provision for students

### *Direction of academic events in college*

This involves considering the nature of the college's academic offering and how best to support it.

### *Welcoming, guiding and induction of new members of the College community*

- Welcome of students during Welcome Weeks, including a talk, attendance at coming-up dinners and giving an induction speech;
- Hosting and speaking at welcome back events in Hilary and Trinity Terms.
- Induction and briefing of new fellows in consultation with the college administrator
- Provision of training of college advisers

### *Student Progress*

- Guidance and action, in consultation with College Advisers, Academic Office, departments and other colleges as appropriate in respect of students whose progress is a source of concern or who seek advice and help from College about pastoral and general academic issues.
- Involvement in student progress meetings
- Consideration and allocation of travel grants to students – termly

### *Interim stage reviews*

Meeting with Fellows who are approaching their interim reviews to offer advice and support; preparation of reports for the reviews.

### *College events during the year*

- Attendance in College when possible on matriculation and graduation days
- Hosting of DPhil students' supervisors' reception and dinner
- Hosting Community Engagement Awards reception (Hilary Term)

- Chairing termly meetings with the Middle Common Room Committee and Research Members of Common Room

### Racial Justice and Equality Fellow

This is a three-year role. The Racial Justice and Equality Fellow is an ex-officio member of Governing Body. Their responsibilities include:

- Providing pastoral support to students, assisting in the promotion of diversity and creating an inclusive culture, and improving the experience of global majority students. The student support is intended to be mainly pastoral in nature.
- Supporting the MCR in the organisation of events and programmes relating to racial justice and equality;
- Supporting the Governing Body in carrying out its public sector equality duty in relation to race under section 149 of the Equality Act;
- Supporting College administration, including the Academic Office and the Bursars, in their efforts to promote racial justice and equality;
- Liaising with the collegiate University in efforts to promote racial justice and equality
- Liaising with other colleagues at Kellogg working on equality and diversity matters.
- The Racial Justice And Equality Fellow is an ex officio member of the Academic Committee, Equality and Welfare Committee, and Nominations Committee.

### Admissions Tutor

This is a three-year role. The Admissions Tutor is an ex-officio member of Governing Body. The Admissions Tutor is responsible for approving admission of students to the college. Their responsibilities include:

- Receiving details from the Academic Office of applicants for admission for approval
- Liaising closely with colleagues in the Academic Office on admissions matters
- Serving as an ex officio member of the Academic Committee
- Shaping policy in regards to the degree programmes for which college admits students.

### Fellow for Part Time Students

This is a three-year role. The Fellow for Part Time students is an ex-officio member of Governing Body. The position is held by a Fellow with an active interest in and understanding of part-time study. The main duties include:

- Overseeing the academic and student experience of students studying on a part-time basis, working alongside the Academic Office.
- Suggesting initiatives to ensure that there are opportunities for such students to participate in, and contribute to, College life, and assisting in promoting awareness of these opportunities.
- Seeking the views of part-time students, and the MCR, concerning their college and academic experience and to report to Academic Committee with any suggestions for improving the overall experience.
- Having an input to the strategy for admissions of part-time students, ensuring a commitment to high quality education
- Serving as an ex officio member of the Academic Committee, and providing a termly report to the committee at its meeting in Week 5.

### Sustainability Fellow

This is a three-role. The sustainability fellow is an ex-officio member of Governing Body. The Sustainability Fellow is responsible for promoting the goal of sustainability in all college activities, including:

- Promoting events in the college relating to the goal of sustainability
- Co-ordinating efforts throughout the college to promote the goal of sustainability;
- Liaising with the President, Bursars, and other college staff to ensure that ecological and ethical issues are considered in the purchase of consumables for college use;
- Assisting in the development and review of college plans and proposals, including the acquisition and use of new buildings and holdings, to ensure that ecological and ethical issues are considered;
- Liaising with college committees and with students on proposals in relation to the goal of sustainability;
- attending Academic, Site, and Domestic Committees;
- Reporting to Governing Body on sustainability issues;
- Liaising with colleagues in other colleges with regard to sustainability issues.

### Research Coordinator

This is a three-year role. The Research Coordinator is an ex-officio member of Governing Body.

The Research Co-ordinator is responsible for oversight and co-ordination of the research activities in College. The main duties are:

- Co-ordinating the activities of the Kellogg research centres; this may involve co-ordination of research presentations, public talks, conferences, etc
- Collating the annual reports from the sponsoring fellows of the college research centres and preparing a report each year, to be received by Academic Committee and then Governing Body at their respective second meetings of Michaelmas Term. Each centre's report should cover its research projects and other activities, output and impact, funding received, financial status, and future direction of research and funding. The research co-ordinator may highlight any issues (of governance, finance, or level of engagement) in relation to a research centre. Centres have their association with Kellogg reviewed every three years.
- Serving as an ex officio member of Academic Committee, representing research;
- Contributing to developing strategies and procedures for the college's research environment and ensuring its quality.

### LGBTQ Fellow

This is a three-year role. The LGBTQ Fellow is an ex-officio member of Governing Body.

The role of the LGBTQ Fellow is to contribute to college through supporting activities, policies and practices that make it an inclusive and safe place for LGBTQ+ students, staff, fellows and visitors and where all feel accepted and respected. The specific duties are:

- Providing support and a point of contact for LGBTQ matters at Kellogg College
- Serving as ex officio members of the Equality and Welfare Committee.

## IT Fellow

This is a three-year role. IT Fellow is an ex-officio member of the College's Governing Body. The responsibilities of the IT fellow include:

- Providing advice to Fellows, Officers, and Staff of the college on matters of college policy relating to the use of information technology in all aspects of the college's life, including academic use by fellows and students, administrative functions, domestic provision for resident students, and entertainment/recreation use
- Chairing the College IT Committee
- Acting as the delegated representative of the President and Governing Body of Kellogg College for administrative functions identified in the University's *Regulations Relating to the use of Information Technology Facilities*
- Proposing regulations for the use of IT in the College, for approval by Governing Body.
- Enforcement of the IT Regulations upon student members of the College falls within the College's normal disciplinary procedures: the IT Fellow is not involved directly, but the Dean may seek advice from the IT Fellow where necessary
- The IT Fellow is the representative of the College on any relevant University or Conference of Colleges Committees where IT Fellows (and equivalent post-holders) normally attend.

## Other College roles

The following College Officer roles are not ex-officio members of Governing Body:

### Fellow Librarian

This is a three-year role. The Fellow Librarian is responsible for

- the strategic direction of the Library (book stock, work space and facilities)
- liaising with the Finance Bursar for recurrent and one-off financial provision, as part of the College's annual budget planning
- liaising with members of the Domestic Bursary to ensure the implementation of decisions relating to works to be undertaken, and to the impact of the College's continuous programme of works to the estate
- performance management of the Assistant Librarian, including the agreement of work priorities and programmes
- acquisitions, in accordance with the priorities and procedures set out in the Acquisitions Policy
- negotiation of the terms of any donations and keeping a record of them
- advising the Domestic Bursary concerning matters of security, disaster recovery, risk, health and safety, as they affect the Library
- advising the Domestic Bursary, and working with the Disability Officer, concerning matters of 'access' as they affect the Library
- from time to time assisting the Assistant Librarian with physical work, or negotiating the provision of such assistance by others (e.g., the Domestic Bursary)

The Fellow Librarian undertakes this work on behalf of the Academic Committee of which he or she is an ex-officio member, and of Governing Body.

The Fellow Librarian is not expected to be a qualified librarian, but needs to have familiarity with

- library management in an academic setting
- the context within which a 'public' library operates, particularly in matters concerning copyright and the types of material which may be held

- library security systems and their management
- risk assessment
- disaster recovery planning in a library context
- disability law and policy
- personnel management particularly in relation to forward job planning and performance management
- basic budgeting
- basic building management
- basic library physical requirements including specialist furnishing and lighting

### Archive Fellow

This is a three-year role. The Archivist is the custodian of the archive and has to decide on whether to accept new items for deposit.

The archive is currently not professionally catalogued, so no formal use is made of it. At present this post takes little time, but this may increase once the archive has been catalogued.

The Archivist liaises with the college Finance Bursar and the Facilities Manager, and is a member of the Oxford college archivists' network. Training is not a requirement but is to be encouraged.

### Deans of Degrees

This is a three year role. The Dean of Degrees presents candidates to the University for matriculation and graduation on behalf of the College.

At Kellogg, there are several deans of degrees who divide the ceremonies among them. The number that each dean is required to attend may vary, but it is likely to be on two or three occasions per year, often at weekends. More than one dean may be asked to attend the October matriculation event. Such occasions will involve several hours of commitment, from the briefings at college prior to processing to the ceremony, participation in the ceremony itself, and socialising with students and their families at college afterwards. The role involves close liaison with college staff, in advance of and during the events. No formal training is required, but new Deans usually shadow more experienced ones before taking responsibility on their own at a particular event. There is a handover document passed from existing to new deans and scripts are provided by the Academic Office staff for the specific ceremonies.

### Ball Committee Representatives

This is a two-year role. The role of the ball committee representative is to represent the Governing Body in meetings and matters related to balls. The calls on the representatives to advise and act as a sounding board for ideas are liable to change from year to year as the MCR itself changes. The role involves liaison with members of college staff who attend the key meetings with the student organising committee. On the night of the ball itself, welfare and discipline issues may arise; in such cases the ball representatives may benefit from training.

### Chamberlain

The Chamberlain is present at Guest Night Dinners (GNDs) and other formal meals in order to welcome guests and to guide them into and out of dinner. There are up to four Chamberlains who rotate to cover all Guest Night Dinners. One Chamberlain takes responsibility in arranging the

Chamberlain rota each term and to notify 'bookings' as to which Chamberlain is attending each event.

### **On the evening duties:**

#### **Before dinner**

- Greeting guests at the College entrance
- Announcing dinner by use of the bell and microphone (collected from the bar staff, to whom they should be returned after dinner), usually at 7.15 pm, but once the staff have confirmed that the dining hall is ready. Giving a short welcome speech to welcome any special visitors to College, point out seating plans, ask that all remain standing for Grace.
- Checking that the Grace Sayer is present.

#### **After dinner**

- Taking the timings from the President, who will invite the Chamberlain to draw the evening to a close, check that most have finished eating; ring bell.
- Delivering a short (3-5 minute) after-dinner speech. (Often on special GND there will be an invited after-dinner speaker, or the President will speak – on these occasions, the Chamberlain has no further role – liaise with the President to clarify)
- At end of speech inviting all to join you in the bar for port, dessert wine, tea and coffee. Explain the reason for - and importance of - this, namely, to enable staff to clear the tables and get home!

### **Equality & Harassment Advisers**

The role of the harassment advisers is to provide an opportunity for students or staff concerned about harassment or possible harassment to discuss options in a confidential setting, with anonymity if requested. The two Equality and Harassment Advisers – one man, one woman - are ex officio members of the college's Equality and Welfare Committee. They represent the college at the Inter-Collegiate Welfare Forum, in rotation with other members of the college Equality and Welfare Committee.

Harassment advisers are required to undertake training from the University's Equality and Diversity Unit on taking up their role, and it is recommended that they take regular (three-year) refresher courses.

### **Arts Fellow**

This is a 3 year role. The responsibilities of the Arts fellow are to:

- promote the Arts across the life of the college
- coordinate Arts week and the Ruskin lecture as appropriate
- liaise with the MCR (and Arts & Culture MCR Officer as appropriate)
- advise on the hanging of artwork around the college (consulting as appropriate)

[Updated April 2024]