



# **WOLFSON COLLEGE FELLOWS' HANDBOOK**



## QUICK REFERENCE GUIDE

ITEM	DETAIL	LOCATION/CONTACT DETAILS	WEBLINK to INTERNET	HANDBOOK PAGE NUMBER
<b>Map of College Site and Virtual Tour</b>			See the <a href="#">site map</a> . You will find a <a href="#">virtual tour</a> of the College's site on the website	
<b>Porters' Lodge</b>	Staffed 24/7. General enquiries, room keys, first aid, parcel collection	Porters' Lodge Tel: 01223 335900 Email: <a href="mailto:porters@wolfson.cam.ac.uk">porters@wolfson.cam.ac.uk</a>		
<b>College Calendar</b>			<a href="#">College Calendar</a>	
<b>Term Dates 2020/21</b>			Also refer to the University Calendar: <a href="#">University Calendar</a>	<b>2</b>
<b>Useful Contacts</b>			Also refer to: <a href="#">Wolfson People</a>	<b>2</b>
<b>Statutes and Ordinances: The purpose of the College and its governance</b>			<a href="#">Statutes and Ordinances</a>	
<b>The Governing Body</b>			<a href="#">Governance</a>	
<b>Obligations and Expectations of Fellows</b>				<b>3-4</b>
<b>Fellows' Allowances and Benefits</b>				<b>5</b>
<b>Other Allowances and Benefits</b>				<b>6-7</b>
<b>Frequently asked Questions</b>				<b>8</b>
<b>Additional Information for Junior Research Fellows</b>				<b>Appendix 1 9</b>

## TERM DATES 2020-2021

TERM	TERM BEGINS	FULL TERM BEGINS	DIVISION OF TERM	FULL TERM ENDS	TERM ENDS
MICHAELMAS	Thursday 1 October 2020	Tuesday 6 October 2020	Monday 9 November 2020	Friday 4 December 2020	Saturday 19 December 2020
LENT	Tuesday 5 January 2021	Tuesday 19 January 2021	Saturday 13 February 2021	Friday 19 March 2021	Thursday 25 March 2021
EASTER	Saturday 17 April 2021	Tuesday 27 April 2021	Friday 21 May 2021	Friday 18 June 2021	Friday 25 June 2021

## USEFUL CONTACTS

<b>College Officers</b>			
President	Professor Jane Clarke	01223 (3)35938 <a href="mailto:president@wolfson.cam.ac.uk">president@wolfson.cam.ac.uk</a>	Bredon House
Vice-President	Mr Graham Allen	01223 (7)62347 <a href="mailto:vice-president@wolfson.cam.ac.uk">vice-president@wolfson.cam.ac.uk</a>	Selwyn Gardens House
Bursar	Mrs Joanna Cheffins	01223 (3)35939 <a href="mailto:bursar@wolfson.cam.ac.uk">bursar@wolfson.cam.ac.uk</a>	Bredon House
Development Director	Ms Sian Cook	01223 (3)35922 <a href="mailto:development-director@wolfson.cam.ac.uk">development-director@wolfson.cam.ac.uk</a>	Bredon House
Senior Tutor	Dr Susan Larsen	01223 (3)35924 <a href="mailto:senior-tutor@wolfson.cam.ac.uk">senior-tutor@wolfson.cam.ac.uk</a>	Bredon House
Praelector: Matriculation of new students and presentation of degrees	Mr David Goode	01223 (7)62537 <a href="mailto:praelector@wolfson.cam.ac.uk">praelector@wolfson.cam.ac.uk</a>	Selwyn Gardens House
<b>Central Administration</b>			
College Secretary: Governing Body, College Council and College Committees	Mrs Fiona Brown	01223 (3)35936 <a href="mailto:college-secretary@wolfson.cam.ac.uk">college-secretary@wolfson.cam.ac.uk</a>	Selwyn Gardens House
Communications Manager: Website, College communications and events promotion	Mr Nick Osbourne	01223 (3)35932 <a href="mailto:communications@wolfson.cam.ac.uk">communications@wolfson.cam.ac.uk</a>	Bredon House
Domestic Bursar: Accommodation, Conferencing and Catering	Mr Darren Smith	01223 (3)35979 <a href="mailto:domestic-bursar@wolfson.cam.ac.uk">domestic-bursar@wolfson.cam.ac.uk</a>	Bredon House
PA to the President: Communication and meetings with the President	Mrs Charlotte Callaghan	01223 (3)35906 <a href="mailto:pa@wolfson.cam.ac.uk">pa@wolfson.cam.ac.uk</a>	Bredon House
Registrar: Fellowship matters	Mrs Michelle Searle	01223 (3)35935 <a href="mailto:registrar@wolfson.cam.ac.uk">registrar@wolfson.cam.ac.uk</a>	Bredon House
<b>Conferences and Events</b>			
Conference Coordinator	Miss Deborah Fitz-Gibbon	01223 (3)35931 <a href="mailto:conference-coordinator@wolfson.cam.ac.uk">conference-coordinator@wolfson.cam.ac.uk</a>	Chancellor's Centre
<b>Accommodation</b>			
Accommodation and Housekeeping Manager	Ms Jo Fisher	01223 (3)35914 <a href="mailto:accommodation@wolfson.cam.ac.uk">accommodation@wolfson.cam.ac.uk</a>	College Office

## OBLIGATIONS AND EXPECTATIONS OF FELLOWS

### **Wolfson College: Mission, values and vision**

Wolfson College will offer every member of its international community of scholars the opportunity to fulfil their potential and transform society for the good of all. As a Fellow, you will support Wolfson's core values and vision for the future through engagement with the key elements of the College's Strategic Plan:

- Education and learning
- Student recruitment
- Student experience
- Governance, Fellowship and membership
- Intellectual and cultural life
- External relationships

[Wolfson Strategic Plan](#)

### **The Governing Body Fellowship**

The Fellowship is an engaged and dynamic community of scholars, senior University managers, and leaders in the wider community.

As a Fellow, you will actively contribute to the communal life of the College as a place of education, learning and research and play a part in enriching the social, cultural and intellectual life of the College.

[Wolfson College Statutes: Statute A Chapters I to IV – The Constitution and Government of the College](#)

### **Attendance at and Absence from Governing Body Meetings**

The Governing Body of the College consists of the President, the Vice-President and all Fellows under Titles A, B, C and D, and has the ultimate responsibility for the government of the College as a place of education, learning and research. Fellows are expected to attend all Governing Body meetings that take place each year (currently five scheduled meetings, plus any extraordinary Governing Body meetings as may from time to time be required). The dates of the meetings of the Governing Body are published in the [College Calendar](#) and are circulated to Governing Body Fellows one year in advance. Fellows also receive by email an advance notice of meeting, followed by notification when the agenda and papers are securely available online. If you are unable to attend a Governing Body meeting, you should email [college-secretary@wolfson.cam.ac.uk](mailto:college-secretary@wolfson.cam.ac.uk) in order that your apologies may be recorded. Fellows attending the Governing Body meeting are required to sign the meeting register on arrival; this serves as the record of attendance. Fellows who have neither sent their apologies nor signed the meeting register will be noted in the Minutes as non-attenders. Fellows shall not be absent from meetings of the Governing Body without good cause.

Each Governing Body meeting is followed by a dinner (free of charge, and in addition to your weekly allowance) which Fellows are encouraged to attend. You should book on the [Formal Hall Booking System](#) to attend this dinner when invited to do so by the College Secretary.

### **Presentations at Governing Body Meetings**

All Fellows will be asked by the President to give a ten-minute presentation on their research or latest project prior to the start of the Governing Body meetings. These presentations are scheduled well in advance of the meetings by arrangement with the College Secretary. Usually, two or three presentations take place prior to the start of each meeting.

### **College Council**

Subject to the provisions of the College's Statutes, the College Council is responsible to the Governing Body for the operational running of the College. It is responsible for the financial affairs of the College, for the care and management of its property, for its educational work, and for such other matters as may be assigned to it by resolution of the Governing Body.

[Wolfson College Statutes: Statute A Chapter V to VI – The Constitution and Government of the College](#)

## **Council Membership and Voting**

The members of the College Council are the Charity Trustees of Wolfson College, which is a Registered Charity. The membership consists of the five College Officers *ex officio* (the President, Vice-President, Bursar, Senior Tutor and Development Director), and ten Fellows elected by the Governing Body from among its members. Three Wolfson College Students Association (WCSA) Officers (the WCSA President, Vice-President and Junior Treasurer) also attend Council meetings for unreserved business.

As vacancies on College Council arise, the President notifies the Fellowship when nominations are open. Fellows may apply to be nominated for election by requesting two members of Governing Body to support their nomination. In addition, they will need to write a short personal/professional statement and outline how they would contribute to Council.

The dates of the meetings of the College Council are published in the [College Calendar](#)

## **Membership of Committees**

You will have the opportunity to volunteer for one of the College's committees when vacancies arise and are notified to you by the President.

Details of current Committees can be found here: <https://drive.google.com/drive/u/2/folders/OAFaeOJ9glybFUk9PVA>

The schedule of Committee meetings for the current academic year is available on the [College Calendar](#)

## **Fellows' Annual contribution**

As a Fellow you will be asked to make an annual contribution of £25 to support the Wolfson Student Support Fund. This contribution is voluntary but there is an expectation that all Fellows will donate, and may consider larger donations. The money is invested in the College's endowment for the purpose of providing bursaries and grants to students.

## **Other Involvement**

You may be asked by the President to:

- Sit on the panel for the interview and selection of Junior Research Fellows (annual competition)
- Mentor a Junior Research Fellow
- Assess new applications from prospective Fellows

You will be encouraged to:

- Get involved with one or more of the Interdisciplinary Research Hubs. Contact the President's PA for information: [pa@wolfson.cam.ac.uk](mailto:pa@wolfson.cam.ac.uk)
- Give a talk at the [Informal Lunchtime Seminar Series](#), the [Humanities Society](#), and the [Science Society](#)
- Become a supervisor or a mentor. Contact the Senior Tutor: [senior-tutor@wolfson.cam.ac.uk](mailto:senior-tutor@wolfson.cam.ac.uk)
- Contribute to the Academic Skills for Success programme. Contact the Librarian: [librarian@wolfson.cam.ac.uk](mailto:librarian@wolfson.cam.ac.uk)
- Recommend potential new Fellows by sending details to the President: [president@wolfson.cam.ac.uk](mailto:president@wolfson.cam.ac.uk)
- Help organise and attend social and cultural events
- Support fund-raising and alumni events organised by the Development Office.

## **Your Wolfson Website Presence**

It is important that you write a short biography for the [Governing Body Fellows webpage](#) and email it with a high-res digital photo to the Registrar: [registrar@wolfson.cam.ac.uk](mailto:registrar@wolfson.cam.ac.uk)

Please keep the College informed of your contact details, and of any significant changes in your biographical information. You are strongly encouraged to keep the College informed of any news including new roles, new research, significant publications, prizes and awards. Please advise the Communications Manager: [communications@wolfson.cam.ac.uk](mailto:communications@wolfson.cam.ac.uk)

## FELLOWS' ALLOWANCES AND BENEFITS

### Meal Entitlement/Allowance

To encourage Fellows to actively engage with the College community and with each other, both formally and informally, you will be entitled to certain meal allowances.

See the [catering website](#) for weekly menus, meal times and closure dates.

### Cafeteria

A credit of £8.25 for personal expenditure in the cafeteria from Monday to Friday only, and to pay for breakfast, lunch or dinner, will automatically be added to your University Card on each of those days. Unspent credit is not cumulative from one day to the next, and if you exceed the £8.25 limit, you must pay the extra using personal payment means (UPay account linked to university card, debit/credit or mobile app). The credit can currently be used in the Coffee Bar. You are able to invite a professional guest to the cafeteria once a month, and the College will pay for their meal up to the limit of £8.25. You will be required to sign for your guest's meal at the till.

### Formal Hall

All Fellows are allowed two free places at Formal Hall per week. Formal Hall is served on Tuesday and Friday during Term and only on Tuesday outside Term. In a week when Formal Hall is served twice you can dine for free on both occasions. Alternatively, if you wish to bring a professional guest to Formal Hall, you can use one of your two free places for your guest.

You must use the [Formal Hall Booking System](#) to book yourself and, if applicable, your guest on to the system, ensuring that you enter your guest's name so it is visible to other diners. See the FAQ on Formal Hall on page

When inviting a professional guest, please email the Finance Office: [accounts@wolfson.cam.ac.uk](mailto:accounts@wolfson.cam.ac.uk) to advise them that the guest's meal is to be paid for by the College, and include the guest's name and date of the Formal Hall.

### Special Dinners

A special Dinner is served for Fellows only after each Governing Body meeting. Fellows' Night in the Lent Term is the annual opportunity to admit Honorary Fellows and welcome new Junior Research Fellows.

Guest Nights which take place in the Michaelmas and Lent Terms are an opportunity for members of the College to entertain guests over a specially chosen menu of food and wine.

The Foundation Day Dinner in the Easter Term is a celebratory occasion which marks the culmination of the academic year, and major achievements in the life of the College. Attendance at this Dinner is by invitation only.

The Commemoration of Benefactors Dinner in the Michaelmas Term is celebrates the College's numerous benefactors and supporters. Attendance at this Dinner is by invitation only.

## OTHER ALLOWANCES AND BENEFITS

Other Allowances and Benefits	Note
University Card	Being a member of a College also means you are part of the University and entitled to a University card. Along with your CRSID and your University @cam email address, your University card allows you to use University services such as the <a href="#">Careers Service</a> , the <a href="#">University Library</a> , and the <a href="#">University Information Services</a> . If you have not been issued a university card through your department, the Registrar will apply for your card
Wolfson Travel Grant	Fellows can apply for a Travel Grant to deliver significant talks at conferences etc. To apply please make a direct request via email to the President and Vice-President
Booking accommodation at a discounted rate to include bookings for professional guests	To make a booking contact: <a href="mailto:accommodation@wolfson.cam.ac.uk">accommodation@wolfson.cam.ac.uk</a> . The cost of the room will be charged to your College account, or, if you ask the Accommodation Manager in advance, an invoice can be prepared for you to hand to your guest upon arrival. Your guest can then settle the invoice by cash or cheque at the Porters' Lodge, or by credit card when the Accommodation Office is open.
Book conferences and events with a 10% discount	Contact the Conference Coordinator: <a href="mailto:conference-coordinator@wolfson.cam.ac.uk">conference-coordinator@wolfson.cam.ac.uk</a>
Non –bookable spaces available for Fellows' use	<b>The Fellows' Room in Plommer House</b> is exclusively for the use of Fellows to work and study. Access to the room is by key to be collected from the Porters' Lodge. Shower facilities for Fellows (and staff) are also available in Plommer House.
Bookable spaces available for Fellows' use	<b>The President's Dining Room (PDR)</b> The primary use of the PDR is for the President to hold meetings, but if not in use it is bookable through the Presidents' PA: <a href="mailto:pa@wolfson.cam.ac.uk">pa@wolfson.cam.ac.uk</a> <b>Meeting Rooms</b> Are available for booking for up to four hours free of charge through: <a href="mailto:conference-coordinator@wolfson.cam.ac.uk">conference-coordinator@wolfson.cam.ac.uk</a>
Other shared social spaces available for Fellows' use	<b>The Club Room</b> that serves as a Coffee Bar during the day, and a Bar at night. Light snacks are available to purchase during the day. <b>Karen Spärck Jones Room</b> where a selection of newspapers Karen's book collection is available. There is a vending machine for the purchase of hot drinks using contactless credit/debit cards. Please note that this is not a quiet room. <b>Old Combination Room (OCR)</b> with comfortable furniture and soft furnishings. You can bring tea and coffee into the room, but no alcohol or food. Please note that this is not a quiet room. <b>The Lee Room</b> on the top floor of the Jack King Building, with desks, sofas, a snooker table and a TV. Please note that this is not a quiet room.
Wolfson Gym	Access to the gym is via your activated University Card. Go to <a href="http://www.gym.wolfson.cam.ac.uk">www.gym.wolfson.cam.ac.uk</a> to sign up.

Other Allowances and Benefits	Note
Pigeon hole	Please make a request to the Registrar: <a href="mailto:registrar@wolfson.cam.ac.uk">registrar@wolfson.cam.ac.uk</a>
Car parking	Please apply to the Head Porter if you require an off-peak parking permit: <a href="mailto:head-porter@wolfson.cam.ac.uk">head-porter@wolfson.cam.ac.uk</a>
Bicycle racks	Racks for your use are provided around the perimeter of the College, and bicycles left there should always be locked. Bicycles should be registered with the Porters (as an anti-theft measure)
Book accommodation at St Antony's, Oxford, Wolfson's sister college in Oxford	Please contact St Antony's direct: <a href="mailto:accommodation@sant.ox.ac.uk">accommodation@sant.ox.ac.uk</a>
Heffers Fellows Discount Card (18% off at Heffers and Heffers Sounds)	Contact the Registrar for further information: <a href="mailto:registrar@wolfson.cam.ac.uk">registrar@wolfson.cam.ac.uk</a>

## IT

The College has a dedicated IT team to support the IT requirements of all its members, including Fellows.

The link below will take you to the IT team who are based in the Jack King Building:

<https://www.wolfson.cam.ac.uk/current-students/facilities/it-services>

If preferred, you can request assistance by emailing the Help Desk direct: [helpdesk@wolfson.cam.ac.uk](mailto:helpdesk@wolfson.cam.ac.uk).

IT requests for assistance are logged and dealt with in order of receipt. If the IT issue affects a large number of people simultaneously (eg. network being down), or affects an individual's deadline, the item will be escalated and dealt with as a matter of urgency.

Refer to the link below to establish a wireless or wired network connection in College and follow the instructions for 'Students and Other Members':

<https://www.wolfson.cam.ac.uk/current-students/facilities/it-services/getting-online>

## College Life

A full programme of events, including concerts, talks and lectures, and exhibitions is open to all members of the College; see [What's on at Wolfson](#) produced weekly during Term. You may also sign up [here](#) to receive by email a regular College events bulletin, produced weekly during Term.

## FREQUENTLY ASKED QUESTIONS

<p><b>Fellows' Renewal Procedure (Not applicable to JRFs)</b></p>	<p>Fellows will be asked to submit a report before the end of the academic year of their current period of tenure describing their academic and other achievements and their contribution to the life of the College, for consideration by the Fellowship and Membership Committee.</p> <p>There is a retirement age for Fellows of 30 September following the 67th birthday, after which a Fellow may be eligible for the conferment of an emeritus Fellowship.</p>
<p><b>Intermission/Sabbatical/Working Away</b> Fellows may intermit their Fellowship only with permission from the College Council via the Fellowship and Membership Committee.</p>	<p>Please email the President, <a href="mailto:president@wolfson.cam.ac.uk">president@wolfson.cam.ac.uk</a>, copying the Registrar, <a href="mailto:registrar@wolfson.cam.ac.uk">registrar@wolfson.cam.ac.uk</a> with your request and dates.</p>
<p><b>What happens at Formal Hall?</b> Formal dinners for the entertainment of College guests</p>	<p><a href="#">What happens at Formal Hall</a></p>
<p><b>Wearing of Gowns</b> is obligatory when attending Formal Hall and Governing Body meetings. Invitations to other formal events will specify the dress code including the wearing of gowns. If you acquired your doctorate at the University of Cambridge you are entitled to wear a <a href="#">Cambridge PhD Gown</a>. If you were granted your doctorate by a university other than Cambridge you are entitled to wear a <a href="#">Cambridge MA Gown</a>. The Praelector can advise in case of doubt.</p>	<p>Gowns are available new and second-hand online or from <a href="#">Ede &amp; Ravenscroft</a> and <a href="#">Ryder &amp; Amies</a> in Cambridge city centre.</p>
<p><b>Eligibility for a Cambridge Degree</b> A Fellow who is a graduate of either the University of Oxford or Trinity College Dublin is eligible to be admitted to the equivalent Cambridge degree by a process known as incorporation. A Fellow who is a graduate of another university is eligible for admission to the Cambridge MA degree after three years. The Praelector will advise on procedure and timing.</p>	
<p><b>College Account</b> As a Fellow, a College account will automatically be set up for you, and you will receive a regular statement of account for expenses incurred by you eg. dining (above allowance) and accommodation. Payment by direct debit is encouraged and a form is available from the Registrar.</p>	<p>To provide bank details, query items on statements etc. please contact the <a href="#">College Office</a></p>

**APPENDIX 1**  
**ADDITIONAL INFORMATION FOR JUNIOR RESEARCH FELLOWS (JRF)**

<b>Tenure of Junior Research Fellowship</b> 'Fellowship under title BI'	Tenable for a maximum of three years from an April or October start date
<b>Mentor</b>	A Governing Body Fellow will be assigned to you as a Mentor to support your transition to life at Wolfson as a JRF
<b>Annual JRF report</b>	At the end of each academic year you will be reminded to submit a report on your research activities and contribution to College life to the Fellowship and Membership Committee
<b>Annual expenses allowance</b>	An annual allowance (October-September for tenures commencing in Michaelmas Term; or April to March for tenures commencing in Easter Term) of £800 is available for research-related expenses eg. travel, books, conference charges. To make a claim download a <a href="#">JRF Expenses Claim Form</a> and email it to <a href="mailto:accounts@wolfson.cam.ac.uk">accounts@wolfson.cam.ac.uk</a> or post it to the Finance Department, Wolfson College. Receipts are required. Unspent allowances cannot be carried forward, and claims cannot be backdated to a prior year.
<b>Laptops</b>	If a laptop is to be claimed as part of your annual expenses allowance, the following conditions apply: <ul style="list-style-type: none"> <li>-The laptop must only be used for academic research purposes;</li> <li>-The laptop remains the property of the College;</li> <li>-The laptop must be returned to the College when you cease to be a Junior Research Fellow.</li> </ul> If however, you wish to keep the laptop when you cease to be a Junior Research Fellow, you have the option to purchase it from the College at the market value of the laptop at that time. In addition, for laptops only, the allowance for future years may be spent in advance.
<b>Accommodation</b>	As a new JRF, and if you are new to Cambridge, you can apply for College accommodation for the first year only. (Note: accommodation for JRFs is not guaranteed, and is subject to availability). An email request should be made to <a href="mailto:accommodation@wolfson.cam.ac.uk">accommodation@wolfson.cam.ac.uk</a>
<b>JRF Social Club</b>	The JRF Social Club meets once a month on Monday lunchtime to discuss research in an informal and friendly setting, along with other topics relevant to JRFs.