**Faculty of Law**

 **Enhanced Variation of Duties scheme (VOD+) 2024-25**

***Please read the notes of guidance before completing Parts A and B of this form.***

Deadline for applications to reach personnel@law.ox.ac.uk: close of play on Monday of Week 7 of Hilary Term, 26th February 2024. Queries about the scheme may be addressed to charlotte.vinnicombe@law.ox.ac.uk.

**PART A – applicant details**

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| Name: |  |
| College: |  |
| Are you requesting a 4-hour or 8-hour GTA? |  |
| Has your College approved the making of this application? | Yes / No |
| Signature of College Senior Tutor: |  |
| Have you completed your Initial Period of Office? | Yes / No |
| Subject for which teaching relief is sought |  |
| In which terms do you anticipate the teaching take place? |  |
| College(s) of the students receiving the teaching (if not your own): |  |
| In the event that your application is successful, please confirm your willingness to prepare an advertisement for the appointment of a GTA, and sit on a small panel to review applications and make the GTA appointment with a member of your College and a member of the Faculty | Yes / No |
| In the event that your application is successful and a GTA is appointed to provide teaching relief, please confirm that you will support the GTA by providing reading lists and guidance on the delivery of tutorials and marking of collections | Yes / No |

**PART B – the case for a VOD+ buyout**

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| 1. Describe your College workload over the three years leading up to the application, noting whether you taught at, under or over stint; any College offices held; and any exceptionally burdensome tasks taken on (for example, conduct of disciplinary cases)

*Where applicants have been on sabbatical leave, or parental leave, during this period, this should be noted so that the selection committee can focus on workload during the non-leave periods. Applicants will not be prejudiced by having had a reduced workload during a period for either of these reasons.**Where an applicant has received a teaching buyout through the Returning Carers’ Fund on return from a career break, this should be noted so that the selection committee can understand the pattern of teaching during this period. The fact that a buy-out has been obtained through this Fund will not prejudice the applicant’s entitlement to relief under this Fund. The selection committee will focus on teaching workload in academic terms not affected by a Returning Carers Fund teaching buy-out.*  |
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| 1. describe your administrative work for the Faculty over the three years leading up to the application. If you have held a Faculty Officer position with a stint attached to it, did you take this as stint remission or salary?
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| 1. report any special circumstances that made work particularly burdensome over the three years leading up to the application that are not captured by i. or ii., such as filling in for a sick colleague, or taking on exceptional caring responsibilities;
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| 1. note any teaching relief given by your College during the six years leading up the application
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| 1. note any variation of duties by the Faculty during the six years leading up to the application
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| 1. State whether you have filled out your teaching return and have fulfilled your stint for the Faculty.
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Your completed application should be received by Emma Gascoigne (personnel@law.ox.ac.uk) by the end of Monday of Week 7 of Hilary Term, 26th February 2024.

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