

THE UNIVERSITY OF OXFORD

**The Faculty of Linguistics, Philology and Phonetics
and St Hugh's College, Oxford**

University Lecturership (with Tutorial Fellowship) in Psycholinguistics

Further particulars

1. Introduction

The University proposes to appoint a University Lecturer in Psycholinguistics in association with a Tutorial Fellowship at St Hugh's College from 1 October 2012 or as soon as possible thereafter. The closing date for applications is **12.00 noon on 9 March 2012**.

Applications for the post will be invited from suitably qualified scholars in Psycholinguistics, preferably specialising in adult experimental psycholinguistics, and with expertise in both neuroimaging and behavioural aspects. Candidates should have an outstanding research reputation and a publication record of international quality which will contribute substantially to the submission of the Faculty of Linguistics, Philology and Phonetics for the Research Excellence Framework. Early career applicants should show outstanding research potential.

The successful candidate will be able to deliver Faculty and College teaching in Psycholinguistics in all undergraduate courses involving Linguistics. In particular, it is anticipated that the postholder will take a major part in the organisation and delivery of the Psychology, Philosophy and Linguistics course which will be introduced from 2013, complementing the teaching provided by staff in Experimental Psychology. The successful candidate will also be expected to assist in the recruitment of graduate students in Psycholinguistics, to contribute to the M.St./M.Phil. in Comparative Philology and General Linguistics, and to undertake graduate supervision in the area of Psycholinguistics.

2. The Faculty of Linguistics, Philology and Phonetics

The Faculty of Linguistics, Philology and Phonetics was created in 2008, to bring together the undergraduate teaching of the former sub-Faculty of Linguistics and the graduate courses of the Committee for Comparative Philology and General Linguistics. It has 19 postholders, many shared with other Humanities faculties, and its wider membership brings together over 30 specialists from the full range of linguistic and philological disciplines. It has three established Chairs: the Professorship of Linguistics (Aditi Lahiri), the Professorship of Romance Languages (Martin Maiden; shared with the Faculty of Medieval and Modern Languages), and the Diebold Professorship of Comparative Philology (Andreas Willi; shared with the Faculty of Classics). Details of other Faculty postholders can be found at <http://www.ling-phil.ox.ac.uk/postholders>. The Faculty's research and teaching ranges from the philological study of ancient languages to the neurology of speech production.

Based in the Centre for Linguistics and Philology in the heart of Oxford, the Faculty also has two research and teaching laboratories: the Phonetics Laboratory (<http://www.phon.ox.ac.uk/index.php?section=1>), which has been established for over 30 years, and the Language and Brain Laboratory (<http://www.ling-phil.ox.ac.uk/langbrain2>). Following the award of a major research grant to Professor Aditi Lahiri FBA, Professor of Linguistics, the Language and Brain Laboratory is currently undergoing significant expansion; by the autumn of 2012, the Laboratory will have two EEG booths and a speech perception laboratory for psycholinguistics experiments.

Oxford's library provision in linguistics and in the linguistics and philology of individual languages is second to none in the country. In addition to the collections held in the Bodleian Library, the Taylor Institution Library holds the largest collection of linguistics-related material in Oxford. Further material is held in other Faculty libraries, notably those of Medieval and Modern Languages, Oriental Studies, and Classics.

The Faculty hosts a number of research projects in all areas of Faculty activity; external funders include the European Research Council, AHRC, ESRC, the British Academy, and the Andrew J. Mellon Foundation. Details of these are available at <http://www.ling-phil.ox.ac.uk/research>.

Undergraduates studying Linguistics for the Final Honour School in Oxford currently do so in combination with the study of a modern language; their work in Linguistics, occupying roughly 50% of their time, encompasses general linguistic theory, the structure and history of their language of study, and one or two special subjects (either specializing in a particular aspect of linguistic theory, such as Phonetics, Syntax, or Sociolinguistics, a lesser-studied language such as Romanian or Welsh, or a comparative and historical topic such as Romance Linguistics). Many undergraduates studying one or two languages also elect to offer one or more linguistic or philological topics. Courses are delivered by a combination of lectures, small-group classes and individual or paired tutorials. The new degree in Psychology, Philosophy and Linguistics (PPL), to be inaugurated in 2013, will establish a framework for work in cognitive science by allowing students to combine an extensive study of linguistic theory with work in psychology and/or philosophy.

There are two taught graduate courses in Linguistics: the one-year M.St. and the two-year M.Phil. in General Linguistics and Comparative Philology, leading to the research degree of D.Phil. The Faculty currently admits 18 students a year to its masters courses, and 6 D.Phil. students, with approximately 60 graduate students on course in any year.

3. St Hugh's College, Oxford

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 420 undergraduates and around 300 graduates, a fellowship of 75, 30 college lecturers and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

The College has established Tutorial Fellowships in Experimental Psychology, Medicine, Neuroscience and Philosophy, together with a Career Development Fellowship in Experimental Psychology. St Hugh's will be admitting up to two students each year for the new undergraduate degree in Psychology, Philosophy and Linguistics (PPL) and all three areas are well represented in the College. St Hugh's currently admits around up to 24 undergraduates in total for Experimental Psychology, joint schools with Philosophy, Modern

Languages (including Modern Languages with Linguistics), Medicine and Biomedical Sciences.

St Hugh's College website gives details of current Fellows and their research and teaching interests, as well as offering general information about the College: www.st-hughs.ox.ac.uk. Potential applicants for the post are welcome to contact the Senior Tutor, Dr Lizzy Emerson (lizzy.emerson@st-hughs.ox.ac.uk 01865 274917).

4. Description of the Post

The duties of the University Lecturership are:

- (i) to engage in high level, original research and scholarship in the field of psycholinguistics, and to initiate and promote a funded programme of research activities;
- (ii) to give no fewer than 36 lectures or classes on appropriate topics each academic year under the direction of the Board of the Faculty of Linguistics, Philology and Phonetics;
- (iii) to supervise graduate students;
- (iv) to engage in University examining at all levels;
- (v) to undertake a reasonable share of Faculty administrative duties, at the request of the Chair of the Faculty Board;

The duties of the Tutorial Fellow are:

- (vi) to undertake six hours of undergraduate teaching per week during term time, averaged over three eight-week terms.
- (vii) to undertake some pastoral duties in relation to undergraduate and graduate students (including acting as Personal Tutor for some undergraduates and College Advisor to some graduates), and to participate in the administration of PPL within the College and in the admission process for undergraduates and graduates.
- (viii) to participate in the administration of the College: a Tutorial Fellowship at St Hugh's carries with it full membership of the College's Governing Body. The person appointed will also be expected to sit on college committees from time to time. It is the policy of the College to ensure that new appointees do not take on a large amount of administrative work during the initial stages of the appointment.

5. Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions, and unsuccessful applicants may request feedback against the published selection criteria for the specific post. (We are, however, unable to provide general advice about the suitability of applicants' CVs for future vacancies in Oxford or elsewhere.) Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection, and, where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

The successful candidate will be expected to satisfy the following selection criteria:

Essential

- Candidates should have received the degree of PhD by 1 October 2012.
- The candidate should have significant experience and demonstrated ability to teach and supervise effectively at both undergraduate and graduate level in the general field of psycholinguistics.
- An ability to lecture at an appropriate level to undergraduate audiences in an interesting and engaging manner.
- A research and publication record at a standard which will contribute to and enhance the international profile of the Faculty. The candidate's track record must be such that their work will contribute to the Faculty's submission to the national research and excellence framework (REF) exercise (<http://www.hefce.ac.uk/research/ref/>).
- A sustained track record of raising research funding, or in the case of applicants at an early stage of their career, evidence of their potential to do so.

Desirable

- Experience and interest in neurolinguistics, particularly with EEG methodology.
- Experience of supervising graduates.
- The candidate should demonstrate a willingness to participate in the full range of duties expected in the Faculty and the College. In particular, the candidate should demonstrate the communication, interpersonal, time management and organizational skills necessary to undertake pastoral responsibilities, University and College administration, and to co-operate in University and College affairs.

6. Application Process

Applications, including a letter of application stating how you meet the selection criteria, a *curriculum vitae*, a list of principal publications, and the names of two referees, should be sent to Dr Lindsay Rudge, Faculty Administrator, at lindsay.rudge@ling-phil.ox.ac.uk for receipt not later than **12.00 noon (GMT) on 9 March 2012**. **Applicants should also arrange for their referees to send references directly to Dr Rudge by the closing date (electronic references are acceptable)**. The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise. Candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview on the final shortlist or are in receipt of a conditional offer are asked to state such requirements explicitly alongside the details of the relevant referee(s). There is no application form, and separate application is not required for the college post.

It is planned to hold interviews on **Monday 16th April**. Those interviewed will be requested to give a ten-minute extract from a lecture. Candidates invited for interview will also be asked to submit two representative pieces of published research, totalling no more than 10,000 words.

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Linguistics, Philology, and Phonetics and St Hugh's College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Humanities Divisional Board and the governing body of St Hugh's College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

7. Terms and Conditions

- (i) The successful candidate will be appointed on the Oxford lecturer scale. The combined notional College and University salaries will be on a scale from £42,733 - £57,431 p.a. as at 1 August 2011, with 2011-12 figures currently under review. Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review. Faculty boards may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment. Additional remuneration is currently paid to those undertaking examining and graduate supervision.
- (ii) Tutorial Fellows are subject to a probationary period of one year. The Tutorial Fellowship is then renewable for a further four years and thereafter for a period of seven years up to the retirement age. Neither the Tutorial Fellowship nor the University Lecturership may be held independently of the other. Candidates should note that the appointment involves two separate contracts, one with the College and one with the University.
- (iii) The College provides a guaranteed sabbatical leave policy of one term for every six terms worked. Leave may either be taken term by term as earned or accumulated (within certain constraints). It is the College's policy to support applications for other periods of academic leave funded by outside sources, such as research councils, wherever possible. The College provides for maternity and paternity leave on the same basis as the University.
- (iv) In addition, the following benefits are available:
 - An allowance for housing costs (currently £7,410 per year), or single accommodation in College provided free of charge.
 - An annual Research Allowance of up to £1,115 to cover purchase of academic books and other research-related expenses.
 - Common Table: free lunch and dinner in College when the kitchens are open.
 - Provision of an office/teaching room.
- (v) The lecturer will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS). Upon completion of an initial period of appointment (which is normally five years), a university lecturer is eligible for reappointment until retiring age, subject to the provisions of the Statutes and Regulations of the University.

Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to the retiring age. The University has adopted an Employer Justified Retirement Age of 67. The normal retirement date for all academic and academic-related staff is 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

- (vi) All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.
- (vii) All university lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive fuller details soon after he or she takes up the appointment.
- (viii) The holder of this post is eligible to apply for sabbatical leave. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms). Further details are available on request.
- (ix) The University encourages links with industry and other outside bodies. Although the holding of outside appointments such as consultancies must be approved by the head of department, no limit as such is set on the amount of money individuals may receive in this way. The criterion is the amount of time such appointments take up: a maximum of 30 days per annum may be spent on such activities before any deduction in stipend is considered.

The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

- (x) All staff participate in the University's appraisal scheme which is currently under review.
- (xi) The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, women may take up to 26 weeks' leave on full pay, plus 13 weeks SMP, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties and for women to return to work on a part-time basis after the birth. A paternity leave scheme provides two weeks paid leave to eligible new parents to support a primary carer, plus additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) where parents decide to share the 52 week maternity leave entitlement. For further details visit www.admin.ox.ac.uk/ps/staf/family/. Requests for flexible working arrangements will be considered.

The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. There is also a salary sacrifice

scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school-age children. Further information may be obtained from the childcare website (www.admin.ox.ac.uk/eop/childcare/) or by emailing childcare@admin.ox.ac.uk, or writing to Equality and Diversity, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

- (xii) *Equality of opportunity*: The policy and practice of St Hugh's College and the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.
- (xiii) All data supplied by applicants will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.
- (xiv) All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.
- (xv) Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:
 - (i) they have sufficient English language skills (evidenced by having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)
 - and*
 - (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/.

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

- (xvi) These further particulars will be made available on request in large print, audio or other formats.

¹ But NB if the appointee to the post is a migrant sponsored under the UK's new points-based migration system, we are required to retain the applications of all shortlisted candidates for the duration of the sponsorship or for one year, whichever is the shorter.

Annexe A: An overview of the role of a Tutorial Fellow

A1. A Tutorial Fellowship represents the College side of CUF (College and University funded) and most University lectureships. Both forms of lectureship are joint appointments, i.e., appointees are selected and funded jointly by the College concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular Colleges, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the key features of this unusual role, and the general expectations that Colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by Colleges.

A2. Research and Academic Standing

The Colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the Colleges normally provide an appropriate research environment; for all joint appointments Colleges and the University jointly fund regular sabbatical research leave. The Colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both a University Lecturer and a College Tutorial Fellow, and all need to be taken into account in making joint appointments.

A3. Teaching and Tutorial Responsibility

Those appointed to Tutorial Fellowships are obliged to perform for the College or for the benefit of the College the stint of tutorial teaching specified in their contract or further particulars, under the supervision of each College's Senior Tutor. The timing of tutorials and the exact numbers in them are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. Appointees should have the human qualities required to relate effectively to students and their academic and personal needs. Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This normally covers the following duties:

- i. arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
- ii. pastoral care of undergraduates reading the subject in question;

- iii. monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;
- iv. organisation of the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- v. writing references for students, and dispensing careers advice;
- vi. appropriate liaison with College Officers;
- vii. recommending and selecting books for their subject area in the College Library;
- viii. delegation of above responsibilities when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

A4. Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments, and should be easily contactable through their Colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods should be normally require consultation with, and agreement from, Colleges.

A5. *Pastoral Care of Students*

The Oxford colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for pastoral care for a defined group of undergraduates, and also act as College advisers to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other College Officers and by professionals such as medical advisers, a Counsellor or Chaplain.

A6. *College Administration*

Oxford Colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of College Governing Bodies, the sovereign bodies of Colleges. As such they are Trustees of a Charity as well as employees. Non-academic managerial and administrative roles are commonly performed by appropriate professionals, and many colleges (including St Hugh's) now employ a Senior Tutor, who is also Tutor for Admissions, Tutor for Graduates, and Tutor for Visiting Students. The roles of Dean and Vice-Principal at St Hugh's College are performed by academic staff for agreed periods (usually of several years) in return for an additional stipend and/or partial remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the government of the College but also to take a fair turn in contributing to administrative activities (e.g. serving on committees) when asked to do so by their Colleges. The normal expectation would be that every Tutorial Fellow will contribute at some stage in their career, but not normally make a major contribution in their probationary period of the first five years.