



ST HUGH'S COLLEGE
UNIVERSITY OF OXFORD

Stipendiary Lecturership in English
(1-year, fixed-term, part-time)

Job Description and Selection Criteria

Applications are invited for a Stipendiary Lecturership in English at St Hugh's College, Oxford, tenable from 1 October 2024. This is a one-year, fixed-term, part-time position to cover sabbatical leave and is suitable for someone who has a PhD or DPhil and who already has relevant teaching experience.

The Lecturer will be expected to teach undergraduates (in tutorials and classes) for six contact hours each week averaged over the three terms (twenty-four weeks) of each academic year. A seventh salaried hour will be included in the contract to support the Lecturer's continuing research activity. This equates to approximately 58% of a full-time contract.

St Hugh's usually admits around nine or ten undergraduates each year for degrees in English (including joint schools). The Lecturer will be expected to have teaching experience relevant to the 'Approaches to Language' and/or 'Approaches to Literature' parts of Prelims Paper 1; to Prelims Paper 3: Literature in English 1830-1910; and to Prelims Paper 4: Literature in English 1910-present; to give tutorials and classes in these areas. The Lecturer will also be expected to teach dissertation topics that relate to their areas of interest, under Final Honours School Paper 7.

In addition, the appointee will be expected to play a role in the running of English and its joint schools in the College, including participating in admissions processes, marking college examinations, submitting timely teaching reports each term, attending Freshers' Week meetings, assisting with the pastoral care of undergraduates, acting as Personal Tutor / College Advisor, and contributing to the Colleges' Open Days. The appointee will report to the Senior Tutor and will work under the instruction of the Tutorial Fellows in English, Professors Peter McDonald, Nicholas Perkins, and David Taylor.

The Role

The appointee will be required to:

- teach for degrees in English and joint schools for an average of 6 hours per week during term-time (<https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>) to undergraduates at St Hugh's, including the setting and marking of weekly work;
- set and mark termly college exams (known as 'collections') and report on teaching via TMS (the Oxford Teaching Management System);
- work with the Tutorial Fellows in English and the College Office to organize the subject;
- offer pastoral support to students of English in St Hugh's in conjunction with the College's welfare team (including acting as Personal Tutor / College Advisor for undergraduates);
- participate in the annual admissions exercise in December each year, for which compulsory additional training is provided;
- contribute to pedagogical initiatives aimed at supporting undergraduate students of English at St Hugh's.

Benefits and Terms of Appointment

The basic stipend of the Lecturer will be according to the Senior Tutors' Committee recommended scale for stipendiary lecturers with a 'stint' of seven hours per week (representing 58% of a full-time post and therefore c. 22 paid hours per week on the basis of a 37.5-hour full-time norm). This will be between £17,784 and £19,814 per annum (actual salary), depending on experience, paid in twelve monthly instalments. The salary includes delivery and preparation of teaching and all marking, including collections. The College Advisor role carries an entertainment allowance per student to facilitate community building. There is no entitlement to sabbatical leave.

The Lecturer will have membership of the Senior Common Room (for which there is a modest annual charge) and will be entitled to five free meals per week at the common table during weeks 0 to 9 of term. They will be able to book space in St Hugh's in which to deliver teaching. Contributory membership of USS (the Universities Superannuation Scheme) is also offered.

Appointments will be subject to the provision of proof of the right to work in the UK. To comply with UK employment legislation successful candidates will be required to provide documentary evidence of their eligibility for employment before starting work with the College. Further information is available at <https://www.gov.uk/browse/visas-immigration>.

Selection Criteria

Candidates will be assessed on the basis of the criteria set out below. They should ensure that their application documentation addresses these directly.

The successful candidate will have a doctorate in English Literature on a topic relevant to the teaching range required for this post and

- have a record of teaching experience relevant to the papers listed above;
- be an effective and inspiring teacher of literature in English, particularly to undergraduates of high ability in a tutorial system;
- be able to discharge competently and collaboratively the full range of academic administrative duties indicated above, besides teaching, upon which the effective operation of English as a subject within the College depends;
- be willing to contribute to the work of the team of academic staff in English at St Hugh's College, including undertaking admissions training;
- show the sensitivity needed to deal effectively with pastoral duties;
- show an awareness of, and interest in, equality, diversity, and inclusion in all aspects of the role.

Application Process

Applicants should submit the following by email to the Academic Administrator (college.office@st-hughs.ox.ac.uk) as a single PDF:

1. An application cover sheet (available from the College website: <https://www.st-hughs.ox.ac.uk/vacancies/>). This also asks for the details of TWO academic referees (see below).
2. An up-to-date *curriculum vitae*, including a list of publications.
3. A covering letter (maximum of two A4 pages) showing how the selection criteria are satisfied and outlining the applicant's experience and their understanding of how they fulfil the needs of this post.

Informal inquiries may be made to Professor Peter McDonald (peter.mcdonald@st-hughs.ox.ac.uk) or to the Senior Tutor (robert.vilain@st-hughs.ox.ac.uk). These will not influence selection and appointment in any way.

The closing date for receipt of applications is **noon on Friday 9 February 2024**. We hope to interview either in person or via Microsoft Teams in the **week beginning 26 February 2024**.

The College will contact shortlisted candidates as soon after the closing date as possible and ask them to arrange for references to be sent to the email address above before interviews. No offer of employment will be confirmed until two satisfactory references have been received. References will only be required for shortlisted candidates.

Candidates are encouraged to complete a Recruitment Monitoring Form, available from <https://www.st-hughs.ox.ac.uk/vacancies/>, which will assist the College with monitoring equal opportunities in recruitment. The information given is not used in recruitment decisions and is strictly confidential: is it used for statistical purposes and to ensure that policies are

being applied fairly. This form should be emailed **separately** from your application to hr@st-hughs.ox.ac.uk.

Promoting Diversity

The College is committed to recruiting the best people, whoever they are, to ensure equality of opportunity. Oxford's Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and it runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see <https://edu.admin.ox.ac.uk/home> for details. No applicant or member of staff will be treated less favourably than another because of their gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age, or disability.