



**ST HUGH'S COLLEGE**  
**UNIVERSITY OF OXFORD**

**Stipendiary Lecturership in Law**  
**Job Description and Selection Criteria**

<b>Location</b>	St Hugh's College
<b>Salary</b>	£16,569-18,308 per annum depending on experience (including Oxford University Weighting)
<b>Benefits</b>	4 meals per week while working, free of charge, weeks 0-9 of each term; membership of USS pension scheme; membership of the St Hugh's SCR (for which there is a modest charge)
<b>Hours</b>	Part-time (0.5FTE, 18.75 working hours per week, teaching 'stint' of 5 contact hours per week in term-time)
<b>Contract type</b>	Fixed-term for 1 year, non-renewable
<b>Reporting to</b>	The Senior Tutor of St Hugh's College

St Hugh's College proposes to appoint a part-time Stipendiary Lecturer in Law, to start on 1 October 2025. This appointment is to fulfil temporary teaching needs including those arising from a postholder's buyout and is non-renewable.

The appointee will contribute to the Law teaching at St Hugh's and must be able to teach **Constitutional Law** (for Honour Moderations) and **Administrative Law** (for the Final Honour School). An ability to offer teaching in **EU Law** as a third subject field is highly desirable but not essential. Details of the Law courses can be found at:

<https://www.law.ox.ac.uk/content/course/ba-jurisprudence>.

In addition, the appointee will be expected to play a role in the running of Law in the College, including participating in admissions processes, setting, and 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 College's Open Days. The appointee will report to the Senior Tutor and will work under the instruction of one of the Tutorial Fellows in Law, Dr Julius Grower.

St Hugh's is committed to fostering equality, diversity and inclusiveness at every level. We particularly encourage applications from women, disabled people and people from Black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in our academic staff.

The Lecturership is open to graduates of any university who are engaged in research and who have relevant teaching experience. Eligible candidates will usually hold a doctorate in a relevant field (see below) or be about to complete one.

## Law at St Hugh's College

St Hugh's was founded in 1886 and has around 440 undergraduates and 530 graduates. Its Governing Body consists of some 50 Fellow Trustees and a further 20 Fellows (including Senior and Junior Research Fellows and Visiting Fellows). Teaching is supported by nearly 70 college lecturers, and a non-academic staff of over 90. From its beautiful, spacious site in North Oxford, the College enjoys a thriving culture of research and intellectual engagement, and St Hugh's is widely recognised to be exceptionally friendly and supportive to both students and staff. The College houses the China Centre, which is part of the Bodleian Library and where staff and students can order any of the holdings of the Bodleian for consultation on the St Hugh's site.

The College has four Fellows in Law.

- **Professor Ngoc Son Bui** is Professor of Asian Laws, working on comparative and constitutional law in Asia with a focus on the socialist and Confucian culture-influenced jurisdictions;
- **Professor Horst Eidenmüller** holds the Freshfields Chair in Commercial Law with research emphases in contract law, company and bankruptcy law, and alternative dispute resolution;
- **Professor Joshua Getzler** is a Tutorial Fellow in Law, specialising in business law and historical law, with interests in ancient, medieval, and modern legal history, law and economics, obligations, equity and trusts, property theory, law and finance, and capital markets.
- **Dr Julius Grower** is a Tutorial Fellow in Law who specialises in equity (and in particular those parts of it affecting the law of obligations) and commercial law (including the laws of contract, tort, and unjust enrichment).

St Hugh's usually admits six undergraduates each year for either the three-year Law course or the four-year Law with Law Studies in Europe course. Law students at St Hugh's enjoy excellent library facilities: supplementing the Bodleian Law Library, the College has its own

well stocked Law Library. St Hugh's has a strong Law Society comprising current undergraduates and senior members of the College now engaged in the legal profession. The Law Society enables valuable contacts to be made between both branches of the legal profession and the College. Students have ready access to advice in planning their careers through links with senior members. There are many social occasions and distinguished guests visit regularly to speak and judge student moots or mock trials.

More information about St Hugh's can be found at [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk).

## Role and Responsibilities

The total working hours per week will be 18.75. The Lecturer will be required:

- teach for degrees in Law for an average of 5 contact 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 (the sixth salaried hour is to support the Lecturer's continuing research activity although research publication is not a requirement of this role);
- set and mark termly college exams (known as 'collections') as directed;
- to report on their teaching each term via TMS (the Oxford Teaching Management System);
- work with the Tutorial Fellows in Law and the College Office to help organize the subject, including taking responsibility for overall organization for one of the three 'cohorts' of students (1st year, 2nd year, or 3rd year);
- offer pastoral support to Law students in St Hugh's in conjunction with the College's welfare team (including acting as Personal Tutor / College Advisor for undergraduate and graduate students);
- participate in the annual undergraduate admissions exercise in December each year, for which compulsory additional training is provided;
- participate in the College's outreach activities and Open Days;
- contribute to pedagogical initiatives aimed at supporting students of Law at St Hugh's.

The successful candidate must have teaching ability in, and experience relevant to, **Constitutional Law** (for Honour Moderations) and **Administrative Law** (for the Final Honour School). An ability to offer teaching in **EU Law** as a third subject field is highly desirable but not essential. Applicants should list in their covering letter which subjects they are able to teach. Teaching for this post will take place in person in St Hugh's and not remotely or online, so a presence in Oxford during the [10 weeks of the extended term](#) (weeks 0 to 9) is essential.

## Terms and Benefits of the Appointment

The basic stipend of the Fellow will be according to the Senior Tutors' Committee Register for Stipendiary Lecturers: between £16,569 and 18,308 per annum, depending on experience.

This includes the recently introduced Oxford University Weighting (a payment of £1,500 per annum pro rata in addition to the basic scale at National Spine Point 23).

The Lecturer will be entitled to membership of the Senior Common Room (for which there is a small annual charge) and to four free meals per week at the common table while working in weeks 0-9 of each term. A teaching room will be provided, although this is unlikely to be for the Lecturer's exclusive use.

Contributory membership of USS (the Universities Superannuation Scheme) is also offered.

This appointment does not carry any entitlement to housing or accommodation, although it may be possible for the successful applicant to rent accommodation from the College privately if any is available.

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 therefore ensure that their application documentation addresses these directly.

### *Essential*

The appointee must have an undergraduate degree in Law and possess strong postgraduate training, ideally with a completed PhD/DPhil in Law.

They must be able to demonstrate:

- the ability or potential to be an effective and inspiring teacher of Law in the tutorial context (proven teaching experience is highly desirable);
- evidence of research interests and activity to underpin teaching, including a high level of academic achievement commensurate with the candidate's career stage;
- evidence of strong organisational skills and the ability to manage, proactively and reactively, diverse and shifting priorities;
- evidence of the ability to work cooperatively with academic and administrative staff in the delivery of student support;
- strong written and oral communication skills including fluent English and English for academic purposes (written and spoken, although not necessarily as a native speaker);
- the sensitivity needed to deal effectively with pastoral duties;
- an awareness of, and interest in, equality, diversity, and inclusion in all aspects of the role.

### *Desirable*

- experience of working with students from groups currently under-represented in higher education and an understanding of how the College can recruit more such students.

## Promoting Diversity and Equality

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.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

## Application Process

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

- An application cover sheet (available from the College website: <https://www.st-hughs.ox.ac.uk/people-life/work-for-us/staff-vacancies-at-st-hughs-college/>) – this also asks for the names of **TWO academic referees**.
- An up-to-date *curriculum vitae*.
- A covering letter of up to 2 A4 pages showing how the selection criteria are fulfilled and outlining relevant experience and an understanding of the needs of this post.

**They should also arrange for their referees to send a reference to the same email address by the closing date.** No offer of employment will be made without two satisfactory references.

Informal enquiries about eligibility, specific details of application materials, or other aspects of the post not covered in the present document may be made to Dr Julius Grower ([julius.grower@st-hughs.ox.ac.uk](mailto:julius.grower@st-hughs.ox.ac.uk)) or to the Senior Tutor, Robert Vilain ([senior.tutor@st-hughs.ox.ac.uk](mailto:senior.tutor@st-hughs.ox.ac.uk)). These will not influence the selection and appointment procedure in any way.

Applications will be considered by a selection committee containing representatives from St Hugh's College. The selection committee is responsible for conducting all aspects of the recruitment and selection process, but no firm offer of employment will be made until approved by the College's Governing Body.

The closing date for receipt of applications and references is **noon on Friday 13 June 2025**. We will interview shortlisted candidates, either in person or via Microsoft Teams, provisionally on **Thursday 26 June 2025**. Further details of interview requirements will be provided for short-listed candidates.

Candidates are encouraged to complete a Recruitment Monitoring Form, available from the job site at <https://www.st-hughs.ox.ac.uk/people-life/work-for-us/staff-vacancies-at-st-hughs-college/>, 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 [college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk).