STIPENDIARY LECTURERSHIP IN POLITICS AT MERTON COLLEGE

FURTHER PARTICULARS

<table>
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<tr>
<th>Job title</th>
<th>Stipendiary Lecturer in Politics</th>
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<td>College</td>
<td>Merton College</td>
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<tr>
<td>Salary</td>
<td>£40,395 (current rates)</td>
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<tr>
<td>Start date</td>
<td>1 September 2019 or as soon as possible thereafter</td>
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<tr>
<td>Hours</td>
<td>This is a full-time post</td>
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<td>Contract type</td>
<td>Three-year fixed-term</td>
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<td>Method of application</td>
<td>Electronic (see ‘How to apply’ below)</td>
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<td>Application deadline</td>
<td>12 noon (UK time) on Wednesday 17 July 2019</td>
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<tr>
<td>Number of referees required</td>
<td>Two references</td>
</tr>
<tr>
<td>Recruitment contacts</td>
<td><a href="mailto:senior.tutor@merton.ox.ac.uk">senior.tutor@merton.ox.ac.uk</a></td>
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1. GENERAL

Applications are invited for a three-year, fixed-term Stipendiary Lecturership in Politics, tenable from 1 September 2019 or as soon as possible thereafter. The post-holder will be required to undertake an average of eight contact hours of undergraduate teaching per week in full term, and to take on the role of co-ordinator of PPE (the joint Politics, Philosophy and Economics degree) for the College.

This strictly fixed-term post is to fulfil the College’s teaching and administrative needs during the period prior to the appointment of a new Tutor in Politics, following the departure of Professor Sergi Pardos-Prado to take up a Chair at the University of Glasgow.

The College is an equal opportunities employer.
Criteria for appointment

To be successful, candidates will need show that they meet the following selection criteria:

(i) To have completed or be about to complete a doctorate in Politics in a topic relevant to the teaching range required of this postholder.

(ii) To be able to teach the papers specified in 2 (b) below.

(iii) To demonstrate the ability to be an effective and inspiring teacher of Politics to undergraduates of high ability in a tutorial system, along with the personal qualities needed to foster a high level of achievement in both graduate and undergraduate students. This will be demonstrated by (i) evidence of previous relevant teaching experience; (ii) positive evaluations of teaching by colleagues and students; and (iii) evidence of the ability to plan cogent and stimulating teaching plans in response to Oxford courses.

(iv) To demonstrate aptitude for the full range of academic administrative duties, besides teaching, upon which the effective operation of Politics as a Joint Schools subject within the College depends, including professionalism as a colleague and a proven track record of working with others.

(v) To be prepared to undertake admissions training if necessary.

You should make sure that your application shows very clearly how your skills and experience meet these criteria. We are committed to fairness, consistency and transparency in selection decisions. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

Politics at Merton

The two undergraduate degrees involving Politics offered by the College attract a healthy ratio of applicants to places. The College currently admits eight undergraduates each year for Politics, Philosophy and Economics (PPE) and up to three for History and Politics. Undergraduate performance in public examinations exceeds the University average. The post therefore offers the opportunity to teach some of the best politics students in Oxford.

Information on these degree courses can be found at the following links:

www.ox.ac.uk/admissions/undergraduate/courses-listing/philosophy-politics-and-economics
www.merton.ox.ac.uk/course/philosophy-politics-and-economics-ppe
www.ox.ac.uk/admissions/undergraduate/courses-listing/history-and-politics
www.merton.ox.ac.uk/course/history
The Lecturer will be one of a teaching team of two in Politics at Merton, along with Professor Patricia Thornton. The post-holder will also work closely with Merton’s Tutors and Lecturers in Economics, in Philosophy, and in History.

For information on Fellows of Merton, see: www.merton.ox.ac.uk/people

Merton has a sizeable graduate community which includes around 18 graduates in Politics and related subjects undertaking research and taught postgraduate degrees at any one time, and the College’s Ethics and Society Research Group provides a focus for graduates and undergraduates in a range of Social Science disciplines.

2. TUTORIAL RESPONSIBILITIES OF THE LECTURER

The main responsibilities of the Lecturer will be as follows:

1. to ensure appropriate teaching arrangements are in place for all undergraduates reading Politics;

2. to deliver eight hours of high-quality undergraduate tutorial teaching per week in Politics, averaged over three eight-week terms. Tutorials consist of an hour of academic discussion between teacher and students, and teachers are expected to mark written work as part of each tutorial. The teaching will involve the following courses:
   a. for first year undergraduates the Lecturer will teach the Practice of Politics component of the first-year Introduction to Politics module; and
   b. for second and third year students the Lecturer will ideally teach two core papers, including at least one of Comparative Government and Political Sociology;

3. to take on the role of co-ordinator of PPE (the joint Politics, Philosophy and Economics degree) for the College;

4. to participate in the undergraduate Admissions process for the College, taking shared responsibility for admissions to the joint History and Politics degree, and co-ordinating College admissions to PPE;

5. to ensure that the students taught receive timely feedback on their work during term, both week by week and in termly reports, and to set and mark internal examinations (‘Collections’). Concerns regarding under-performance should be conveyed to the relevant Director of Studies;

6. to be present to report on undergraduate performance to the Warden at special meetings (known as Warden’s Collections) which each undergraduate is obliged to attend once a year;

7. to undertake academic administration (e.g. the planning and organisation of students’ subject options; the endorsement of applications made by students for travel grants and other College assistance; the writing of references; the selection of books for the College Library etc.);
8. to attend the Warden and Tutors’ Committee meetings (held at 1.15 p.m. on the
Wednesdays of Weeks 1, 3, 5, and 7 each term);

9. to undertake some Director of Studies responsibilities, and to undertake pastoral
responsibilities in liaison with the relevant Directors of Studies and the College
Welfare Team. The Lecturer will receive an entertainment allowance to assist
with this. Attendance is strongly encouraged at College events to which
Lecturers are invited;

10. to act as College Adviser for some graduate students working in Politics;

11. to take a lead in organizing social and research activities for Merton graduate
students in Social Sciences; and

12. to assist with access and outreach activities (including College Open Days).

A more detailed guide to tutorial responsibilities and other information, entitled a
Handbook for Fellows and Lecturers, will be communicated to the successful candidate
by the Senior Tutor following appointment.

3. REMUNERATION AND CONDITIONS OF THE STIPENDIARY
LECTURERSHIP

The stipend for the Lecturership will be £40,395 (current rates) per annum for the
duration of the appointment and the Lecturer will be enrolled in the Universities
Superannuation Scheme (“USS”). The employee’s contribution is currently 8.8% of
pensionable salary.

In addition, the Lecturer will have the right to free meals at the Common Table of the
College when the College is open, with certain designated exceptions, from 1
September 2019 until 31 August 2022. The Lecturer will also be a member of the
Senior Common Room.

A teaching room will be provided.

Accommodation at a subsidised rate may be provided to the successful candidate,
subject to availability.

The appointment will be conditional on verification of the successful candidate's
availability for employment in this country.
4. PROCEDURE FOR APPLICATION AND APPOINTMENT

Applications

Those wishing to apply for this post should complete the online application form at www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents by **12:00 noon on the closing date of Wednesday 17 July 2019:**

- a statement of their teaching range in relation to the needs of the College, specified above; and
- a brief curriculum vitae incorporating a publications list

Applicants should arrange for two referees to write directly to the College by **12:00 noon** on Wednesday 17 July 2019. References should be sent electronically to vacancies@merton.ox.ac.uk.

Applicants are also requested to inform their referees that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked "strictly confidential". This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

Applicants are encouraged to return the Recruitment Monitoring form (available for download from the College website - www.merton.ox.ac.uk/vacancies).

**Interviews will be held at Merton in the week commencing 12 August 2019.**

Reasonable interview expenses will be reimbursed and overnight accommodation will be available for candidates who require it.

The policy and practice of Merton College require that all staff are afforded equal opportunities within employment. Entry into employment with the College 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.

Any enquiries related to these Further Particulars should be directed in the first instance to the Senior Tutor, Dr Rachel Buxton (e-mail: senior.tutor@merton.ox.ac.uk).