1. GENERAL

Merton College proposes to appoint a Stipendiary Lecturer in English Literature to teach undergraduates for an average of six contact per week in full term for Michaelmas Term 2020 (from 1 October 2020 until 31 December 2020). This strictly fixed-term appointment is to cover teaching during the period when Professor McCabe is on sabbatical leave.

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.

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

(iii) To demonstrate the ability to be an effective and inspiring teacher of English Literature, particularly to undergraduates of high ability in a tutorial system.

(iv) To have the potential to discharge competently the full range of academic administrative duties, besides teaching, upon which the effective operation of English as a subject within the College depends.

(v) To be able to contribute to the work of the team of academic staff in joint schools involving English at Merton.

(vi) To be prepared to be involved in undergraduate admissions and to undertake appropriate training.

English Language and Literature at Merton

Merton College typically admits seven undergraduates a year to read English Language and Literature and two or three for the Joint Schools with English. Information about the degree courses can be found at www.english.ox.ac.uk/prospective-undergraduates/admissions.html

Merton has a sizeable and lively graduate community, including 19 graduates currently reading for higher degrees in English.
The postholder will work closely with the College’s Tutor in English, Professor Michael Whitworth, the FitzJames Research Fellow in Medieval English Literature (Dr Daniel Sawyers), and Tutors in the Joint School subjects.

Information about the Fellows of Merton can be found at www.merton.ox.ac.uk/fellows

2. RESPONSIBILITIES OF THE LECTURER

The main responsibilities of the Lecturer will be as follows:

(a) To share in the organisational responsibility for the undergraduate degree of English Language and Literature and Joint Schools involving English.

(b) To plan and provide tutorial teaching for up to an average of six contact hours in each week of full term. Teaching will be required for the following courses:
   - Paper 3 (1550-1660) for the Final Honour School of English;
   - Paper 1 (Shakespeare);

Material for Prelims and the Final Honours School of English Language and Literature can be found at: https://oess.web.ox.ac.uk/handbooks (or on request from senior.tutor@merton.ox.ac.uk).

(c) To ensure that the students taught receive timely feedback on their work during term, both week by week and in termly reports on the reporting database, and to attend Warden’s progress meetings at the end of term for undergraduates reading English. Concerns regarding under-performance should be conveyed to the relevant Director of Studies and the Senior Tutor.

(d) To set, invigilate, and mark internal examinations (‘Collections’).

(e) To participate fully in College admissions procedures for undergraduates, including reading UCAS forms, marking written work and admissions tests, interviewing, and recording evidence used to assess applications and inform selection decisions. The Lecturer will also be expected to contribute to access initiatives.

(f) 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.).

(g) To undertake pastoral responsibilities in liaison with the Director of Studies and the College Welfare Team.
Attendance is strongly encouraged at College events to which Lecturers are invited.

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.

The Lecturer will be subject to the College’s Statutes and Bylaws in force from time to time.

3. REMUNERATION AND CONDITIONS OF THE STIPENDIARY LECTURERSHIP

The stipend for the Lecturership will be £5,157 (current rate) for the period of the appointment and the Lecturer will be also be entitled during the appointment to:

- Enrolment in the Universities Superannuation Scheme.
- Free meals at the Common Table of the Warden and Fellows from 1 October 2020 until 31 December 2020 when the kitchen is open, with certain designated exceptions.
- Membership of the Senior Common Room.
- A teaching room, although not necessarily for the Lecturer’s exclusive use.

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/vacancies and send:

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

in electronic format to lesley.walsh@merton.ox.ac.uk, by 12:00 noon on the closing date of Wednesday 5 August, 2020.

Applicants should arrange for two referees to write directly to the College by noon on Wednesday 5 August, 2020. References should be sent electronically to lesley.walsh@merton.ox.ac.uk. Hard copy signed references will be required for the successful candidate.

Applicants are also requested to inform each referee that, under the General Data Protection Regulation 2016/679 and the Data Protection Act 2018, the reference provided may be regarded as disclosable to the subject of the reference unless it is clear that the reference
has been given in confidence. The College asks that a reference given in confidence should be marked “strictly confidential” on the letter of reference itself and not just on the envelope in which the letter is contained.

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 via Zoom in the **week commencing 17 August, 2020.**

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 Jane Gover (email: senior.tutor@merton.ox.ac.uk).
### Appendix A

**MERTON COLLEGE, OXFORD – Stipendiary Lecturer in English**

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<th>Surname</th>
<th>Title</th>
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<td>Alternative number for messages</td>
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<td>Email Address</td>
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<td>Permanent home address (if different from above)</td>
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Where did you hear of the Lecturership?

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<th>Referee 1</th>
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*It is the candidate’s responsibility to ensure that references reach us by the closing date.*

**Office Use Only**

Date Application Received: 

References Received: 1 [ ] 2 [ ] Interview [ ]