STIPENDIARY LECTURERSHIP IN FRENCH AT MERTON COLLEGE

FURTHER PARTICULARS

1. GENERAL

Merton College proposes to appoint a Stipendiary Lecturer in French to teach undergraduates for an average of six contact hours per week in full term for Hilary and Trinity Terms 2021 (from 1 January until 30 September 2021). This strictly fixed-term appointment is to cover teaching during the sabbatical leave of Professor Ian Maclachlan.

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 the modern period of literature in French (1789-present).

(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 French, 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 French 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 French at Merton.

Modern Languages at Merton

Merton College typically admits nine undergraduates a year to read Modern Languages and the associated Joint Schools with Linguistics, Classics, English, History, and Philosophy. Information on the degree courses can be found at:

http://www.mod-langs.ox.ac.uk/undergraduate-studies

Merton has a sizeable and lively graduate community, including 11 graduates currently reading for higher degrees in Modern Languages.
The postholder will work closely with Mrs Renée Williams, Stipendiary Lecturer in French and M. Grégoire Billet, Lecteur, and also with Merton’s Tutor in Spanish, Dr Alice Brooke. Dr Rey Conquer, Professor Guido Bonsaver of Pembroke College, Professor Catriona Kelly of New College, Dr Simon Park of St Anne’s College, and Dr Richard Ashdowne teach Merton undergraduates German, Italian, Russian, Portuguese, and Linguistics respectively.

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

2. TUTORIAL RESPONSIBILITIES OF THE LECTURER

The main responsibilities of the Lecturer will be as follows:

(a) To share in the organisational responsibility for the undergraduate degrees involving French.

(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:
   - French language at all levels (mainly French to English translation, but also providing some input on the essay in French for 4th-year Final Honours School and summary in French for 1st-year Prelims);
   - Prelims Papers III (Short Texts) and IV (Narrative Fiction, but not necessarily the prescribed medieval text); and
   - Final Honour School papers in the modern period, namely the modern period paper (VIII) and at least some of the authors on the modern prescribed authors paper (XI).

Handbooks for Prelims (first year examinations) and Finals Honours School (final year examinations) in French can be found at
https://weblearn.ox.ac.uk/portal/site/%3Ahumdiv%3Amodlang/page/3c48ae50-9def-4e2f-8f77-7f0fe7581ce (click on the link for Course Handbooks: Undergraduate, and then click the French Prelims and FHS Handbooks for the current year) or are available on request from the Senior Tutor.

(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 Modern Languages. 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 contribute to access initiatives and participate in College Open Days.
(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.

(h) To provide study skills and examination preparation support for students studying undergraduate degrees involving French.

(i) To take on the role of Director of Studies for a number of undergraduates studying degrees involving French.

(j) To act as College Advisor to current postgraduates in Modern Languages (MSt, MPhil or DPhil students), including providing pastoral support.

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 £10,314 (current rate) for the period of the appointment. The Lecturer will also be entitled during the appointment to:

- Enrolment in the Universities Superannuation Scheme (‘USS’).
- Free meals at the Common Table of the Warden and Fellows 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 upload the following documents by **12:00 noon** on the closing date of **Wednesday 11 November, 2020**.

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

Applicants should arrange for two referees to write directly to the College by **12:00 noon** on **Wednesday 11 November, 2020**. References should be sent electronically to vacancies@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 remotely in the week commencing Monday 23 November 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 (Telephone: 01865 286505 or email: senior.tutor@merton.ox.ac.uk).