

**MERTON COLLEGE, UNIVERSITY OF OXFORD**  
**ONE-TERM STIPENDIARY LECTURESHIP IN BIOLOGY**

## **1. OVERVIEW**

Merton College proposes to appoint a Stipendiary Lecturer in Biology to teach undergraduates for an average of 3 hours per week in full term. The appointment will be for the period 1 October 2023 until 31 December 2023. This is a fixed-term appointment to cover teaching arising from Professor Thomas Richards' sabbatical leave.

## **2. MERTON COLLEGE**

Merton College was founded in 1264 by Walter de Merton, and is one of the oldest colleges within the University of Oxford. It was the first fully self-governing college in the University and was originally founded for twenty fellows, with undergraduates being formally admitted in the early 1380s. Over the centuries, many eminent scholars and cultural leaders have called Merton home including four Nobel Prize winners and an Abel Prize winner. Merton College has a strong commitment to excellence in research and teaching across a range of subjects in the Sciences, Humanities and Social Sciences. The College community currently comprises around 590 students (320 undergraduates and 270 postgraduates), some 70 Fellows, 50 other academic staff and over 100 members of support staff. The college strives to create a diverse, welcoming, inclusive and supportive community in which its students can thrive.

## **3. BIOLOGY AT MERTON COLLEGE**

Merton College currently aims to admit 6 students per year for the undergraduate degree of Biology, which can be taken as a 3- or 4-year programme. Information about the Biology degree offered by the University can be found on the [University of Oxford website](https://www.ox.ac.uk/undergraduate-study/degrees/biology). Merton College also has a sizeable and lively community of postgraduates, including 11 students currently reading for higher degrees in Biology.

The postholder will work closely with the College's Tutors / Lecturer(s) in Biology, including Professor Tim Guilford (Fellow and Tutor in Zoology), Dr Natasha Gillies (Lecturer in Biology) and a lecturer in Quantitative Methods. Professor Peter Holland, Professor EJ Milner-Gulland and Professor Craig Maclean are also Fellows of the College. Information about the Fellows of Merton can be found at: <http://www.merton.ox.ac.uk/fellows>

## **4. RESPONSIBILITIES OF THE LECTURER**

Working with the College's Tutor and Lecturers in Biology, the main responsibilities of the postholder will be as follows:

- a. To share in the organisational responsibility for the undergraduate degree of Biology, including organising and overseeing external tutorial provision in subject areas not covered by Merton personnel.

- b. To plan and deliver 3 weighted hours<sup>1</sup> of tutorial teaching in each week of full term. Teaching will be required for a minimum of two but preferably three or four of the following areas: molecular biology; evolutionary studies; microbiology; cell biology and 'building a phenotype'. Teaching will mainly be for first-year undergraduates but with flexibility to offer some support for second- and third-year students.
- c. To take on the role of Director of Studies for 6-10 of the College's undergraduates studying Biology.
- d. 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 Biology, as required. Concerns regarding under-performance should be conveyed to the relevant Director of Studies and the Senior Tutor.
- e. To set and mark internal examinations ('Collections').
- f. To participate fully in College admissions procedures for undergraduates, including reading UCAS forms, interviewing, and recording evidence used to assess applications and inform selection decisions. The Lecturer will also be expected to contribute to outreach and access initiatives.
- g. To undertake academic administration (e.g. the planning and organisation of students' 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.).
- h. To provide induction, study skills and examination preparation support for students studying undergraduate Biology in all years, as required.
- i. To undertake pastoral responsibilities in liaison with other Directors of Studies and the College Welfare Team, as appropriate.
- j. To engage with the student-run Tinbergen Society.
- k. To act as College Advisor to a number of postgraduate students studying Biology and related disciplines at the College, if requested.

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.

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<sup>1</sup> The weighting system means that hours spent teaching groups larger than one person count for more than one hour.

## **5. CRITERIA FOR THE 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 Biology or a related field.
- ii. To be willing and able to successfully teach some or all of the areas / papers / options outlined in 3(b) above.
- iii. To demonstrate the ability to be an effective and inspiring teacher of Biology, particularly to undergraduates of high ability in a tutorial (small group) system.
- iv. To have the potential to discharge competently the full range of academic administrative duties, besides teaching, upon which the effective operation of Biology as a subject within the College depends.
- v. To be able to contribute to the work of the team of academic staff in subjects involving Biology at Merton College.
- vi. To be prepared to be involved in undergraduate admissions and access work, and to undertake appropriate training for the role, including mandatory requirements for undergraduate admissions.

## **6. REMUNERATION AND CONDITIONS OF THE STIPENDIARY LECTURESHIP**

The stipend for the lectureship will be £2,779 for the period of the appointment (current rate). A 3-hour lecturer will also be entitled during the appointment to:

- Enrolment in the Universities Superannuation Scheme.
- Four free meals per week (lunch or dinner) at the Common Table from 1 October 2023 until 31 December 2023 when the kitchen is open, with certain designated exceptions.
- Membership of the Senior Common Room, for which a charge is payable.
- A teaching room, although not necessarily for the lecturer's exclusive use.

## **7. RIGHT TO WORK IN THE UK**

The appointment will be conditional on satisfactory provision of proof of the right to work in the UK.

## **8. PROCEDURE FOR APPLICATION AND APPOINTMENT**

### **Applications**

Those wishing to apply for this post should complete the online application form at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following as a single PDF document by **noon on Wednesday 21 June 2023:**

- a curriculum vitae incorporating details of any publications; and

- a statement of teaching range and experience in relation to the selection criteria and needs of the College, as specified above.

Applicants should arrange for two referees to write directly to the College by **noon on Wednesday 21 June 2023**.

**References** should be sent electronically to [vacancies@merton.ox.ac.uk](mailto:vacancies@merton.ox.ac.uk). Hard copy signed references will be required for the successful candidate.

Applicants are requested to inform their referees that, under the General Data Protection Regulation 2016/679 and the Data Protection Act 2018, the references they provide will 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. 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 complete an Equal Opportunities Recruitment Monitoring form. The information collected on the Equal Opportunities Recruitment Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at:

<http://www.merton.ox.ac.uk/college-policies>

It is anticipated that interviews will be held in the week commencing 3 July 2023.

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

To view our Privacy notice please see here

<https://www.merton.ox.ac.uk/privacy-notice-and-ropas>

## **9. Equal Opportunities**

Merton College is an equal opportunities employer.

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.