

MERTON COLLEGE, UNIVERSITY OF OXFORD

STIPENDIARY LECTURESHIP IN MEDICINE

1. OVERVIEW

Merton College proposes to appoint a Stipendiary Lecturer in Medicine to teach undergraduates for an average of 6 hours per week in full term. The appointment will be for the period 1 October 2025 until 30 September 2026. This is a fixed-term appointment to fulfil the College's teaching and organisational needs in Medicine during the period of Professor Julian Knight's 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 teaching and research across a range of subjects in the Sciences, Social Sciences and Humanities. 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. MEDICINE AT MERTON COLLEGE

Merton College currently admits five to six students each year to read for the undergraduate degree in Medicine. Students initially take the three-year BA, followed in years four to six by the BM BCh. In total there are approximately 30 students studying Medicine at the College at any one time.

In addition, Merton has a sizeable and lively postgraduate community of approximately 40 students studying Masters and Doctoral degrees in the Medical Sciences, mainly on a full-time basis.

The postholder will work closely with academic colleagues in Medicine including Professor David Paterson (Fellow and Tutor in Medicine), Dr Monique Anderson (Lecturer in Medicine (Bedside Teaching)), Professor Neil Herring (Lecturer in Medicine), Professor Andrew King (Sir Henry Savile Fellow and Lecturer in Medicine (Neuroscience)), Dr Robert MacLaren (Bodley Fellow and Lecturer in Medicine (Human Anatomy)), Dr Akria Wiberg (Lecturer in Medicine), and Mr Justin Wormald (Lecturer in Medicine (Surgery)).

More information about the College can be found at <https://www.merton.ox.ac.uk/>.

Information about the Medicine undergraduate degree can be found at:

<https://www.ox.ac.uk/admissions/undergraduate/courses/course-listing/medicine>
<https://www.merton.ox.ac.uk/course/medicine>
<https://www.medsci.ox.ac.uk/study/medicine/pre-clinical/structure>

4. RESPONSIBILITIES OF THE LECTURER

Working with the College's Tutors and Lecturers in Medicine, the main responsibilities of the Lecturer will be as follows:

- (a) To share in the organisational responsibility for the undergraduate degree in Medicine, including organising and overseeing external tutorial provision in subject areas not covered by Merton personnel.
- (b) To plan and deliver an average of 6 weighted hours¹ of tutorial teaching in each week of full term. This is equivalent to c. 4 contact hours of teaching per week (depending on group size).

A tutorial typically involves a pair of undergraduates who have been set an assignment to be completed within a week; undergraduates normally receive 3-4 tutorials a week².

Teaching will be required for the following courses:

- 2nd year Principles of Pathology course
- 3rd year Final Honour School (FHS) to deliver specialist tutorials, ideally covering immunology, molecular pathology and infection related topics. However applicants should state which topics they are equipped to teach from the FHS curriculum and identify specialist tutorials they could provide for the FHS tutorial exchange scheme.

Further details of the Medicine undergraduate course may be found on the Faculty website <https://www.medsci.ox.ac.uk/study/medicine>

- (c) To take on the role of Director of Studies for a number of undergraduates studying Medicine.
- (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

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

² Further information on tutorials can be found at:

<http://www.ox.ac.uk/admissions/undergraduate/why-oxford/studying-at-oxford/tutorials>

studying Medicine. Concerns regarding under-performance should be conveyed to the relevant Director of Studies and the Senior Tutor.

- (e) To set internal examinations ('Collections'), mark responses and provide feedback to students.
- (f) To participate fully in College admissions procedures for undergraduates, including reading UCAS forms, reviewing test performance, 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 Medicine 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 relevant subject societies.
- (k) To act as College Advisor to a number of postgraduate students studying Medicine 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.

5. CRITERIA FOR THE APPOINTMENT

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

Essential

- (i) A strong research background in Medical Sciences as evidenced by having, or being close to completing, a doctorate in a topic relevant to the teaching range required of this postholder, with the ability to demonstrate links between research and teaching.

- (ii) Proven ability or potential to provide excellent small-group and class teaching for the courses outlined in 4(b) above.
- (iii) Ability to be an effective and inspiring teacher of Medicine, including in understanding and responding to the learning needs of undergraduates.
- (iv) To have the potential to discharge effectively the full range of academic administrative duties, besides teaching, upon which the effective operation of Medicine as a subject within the College depends.
- (v) Excellent communication skills and the ability to contribute to the work of the team of academic staff in Medicine at Merton College.
- (vi) Ability to take part in the undergraduate admissions exercise and the College's outreach and access work, and to undertake appropriate training for the role, including mandatory requirements for undergraduate admissions.

Desirable

- (vii) An accredited Higher Education level teaching qualification.

6. REMUNERATION AND CONDITIONS OF THE STIPENDIARY LECTURESHIP

The stipend for the lectureship will be £18,308 per annum (current rate). A 6-hour lecturer will also be entitled during the appointment to:

- Enrolment in the Universities Superannuation Scheme.
- Free meals at the Common Table when the kitchens are open, with certain designated exceptions.
- Membership of the Senior Common Room, for which a small charge is payable.
- Access to a shared teaching room in College.
- A research allowance of up to £500 per annum for qualifying expenses. To be eligible for this allowance, the lecturer must not have an additional substantive post or be a postgraduate student of Merton College.

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** email the following as a single PDF document (in this order) to vacancies@merton.ox.ac.uk **by the deadline of 9.00 am on Tuesday 20 May 2025.**

- a curriculum vitae incorporating details of any publications;
- a statement of teaching range and experience in relation to the selection criteria and needs of the College, as specified above;
- details of two referees.

The PDF should be named in the format '**Last Name First Name Application**'. Please put your **last name and 'SL in Medicine'** in the subject of the email.

It is anticipated that interviews will be held on the afternoon of Wednesday 4 June 2025 and candidates are advised to hold the date in their diaries.

Any enquiries related to these Further Particulars should be directed in the first instance to vacancies@merton.ox.ac.uk.

References

When completing the application form, you will be asked to provide details of two referees. **Applicants are responsible for asking their referees to send references directly to the College by the deadline of 9.00 am on Tuesday 20 May 2025.** References should be sent electronically to vacancies@merton.ox.ac.uk. The College will not request references directly from referees.

Applicants are also requested to inform their referees that, under the UK General Data Protection Regulation 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 at the end of the Application 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>

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.

10. PRIVACY NOTICE

To view our Privacy notice please see here <https://www.merton.ox.ac.uk/privacy-notice-and-ropas>