STIPENDIARY LECTURERSHIP IN EARLY MODERN HISTORY AT MERTON COLLEGE

FURTHER PARTICULARS

1. GENERAL

Merton College proposes to appoint a Stipendiary Lecturer in Early Modern History for an average of nine weighted hours of teaching per week (equivalent to c. six contact hours) in full term during the academic year 2018-19 (12 months from October 2018) to undergraduates at the college or to those at other colleges on an exchange basis. This strictly fixed-term appointment is to cover teaching during the Acting Wardenship of Professor Steven Gunn.

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 History in a topic relevant to the teaching range required of this postholder.

(ii) To have teaching experience relevant to the courses listed below.

(iii) To demonstrate the ability to be an effective and inspiring teacher of History, 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 History as a subject within the College depends.

(v) To be able to contribute to the work of the team of academic staff in History at Merton.

(vi) To be prepared to undertake admissions training if necessary.
History at Merton

History has a distinguished tradition in the College. Among the many leading historians who have studied and taught at Merton College are Richard Cobb, Sir Rees Davies, Anthony Fletcher, Sir Martin Gilbert, Dame Olwen Hufton, Sir Ian Kershaw, Robert Paxton, John Roberts, Lyndal Roper, Conrad Russell and Stuart Woolf.

Merton typically admits eight History undergraduates per year in addition to six in joint schools involving History and it is therefore one of the largest subjects in the College’s undergraduate community. The library is exceptionally well-equipped with history books and journals.

Information on the degree courses can be found at www.history.ox.ac.uk/undergraduate-admissions.

Merton has a sizeable and lively graduate community, including 20 graduates currently reading for higher degrees in History, and an active discussion group in the History of the Book.

The lecturer will be one of a team of three tutors in History at Merton, together with the Tutorial Fellows Dr Matthew Grimley and Professor Micah Muscolino.

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 schools involving History.

(b) To plan and provide tutorial teaching for up to an average of nine weighted hours (equivalent to c. six contact hours) in each week of full term.

Teaching will be required for the following first- and second-year courses:

- History of the British Isles IV (1500-1700);
- first-year European and World History III: Renaissance, Recovery and Reform (1400-1650); and
- Approaches to History and Disciplines of History (teaching shared with other tutors).

In addition the Lecturer will be expected to supervise third-year theses falling within the early modern period.

It would also be an advantage to be able to teach one or more of the following:
- a first-year Optional Subject;
- a second-year Further Subject;
- History of the British Isles III (1330-1550);
- second-year European and World History 6: Early Modern Europe, 1500-1700;
- European and World History 7: Eurasian Empires, 1450-1800.

Details of all courses can be found on the History Faculty Weblearn site at https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/history.¹

(c) To take on the role of Director of Studies for one year group of undergraduate History students.

(d) 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.

(e) 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.

(f) To participate fully in College admissions procedures including reading UCAS forms, marking written work samples, marking the History Aptitude Test (HAT), interviewing, and recording the evidence used to assess applications and inform selection decisions. The Lecturer will also be expected to contribute to access initiatives and participate in College Open Days.

(g) 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.).

(h) To undertake pastoral responsibilities in liaison with the Director 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.

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.

¹ Please note that the History Faculty website - www.history.ox.ac.uk/undergraduate-admissions - lists the options currently being taught rather than the options that will be on offer next year. Next year’s papers are set out at pp. 46-7 of the Preliminary Examination Handbook 2017-18 which can be found here: https://tinyurl.com/y8mgj7s.
3. **RENUMERATION AND CONDITIONS OF THE STIPENDIARY LECTURERSHIP**

The stipend for the Lecturership will be £22,349 (current rates) 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% 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 October 2018 until 30 September 2019. The Lecturer will also be a member of the Senior Common Room.

A teaching room will be provided, though this is unlikely to be for the Lecturer’s exclusive use.

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](http://www.merton.ox.ac.uk/about-merton/vacancies) and attach:

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

in electronic format to vacancies@merton.ox.ac.uk, by **12:00 noon** on the closing date of Friday 13 April 2018.

Applicants should arrange for two referees to write directly to the College by **12:00 noon** on Friday 13 April 2018. 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 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/about-merton/vacancies).

Interviews will be held at Merton on the morning of Friday 27 April 2018.

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 (Telephone: 01865 286505 or email senior.tutor@merton.ox.ac.uk).