Further Particulars

St. Peter’s College invites applications for a two-term College Lectureship in English Literature from 1830 to the Present (part-time) starting on 1 October 2018. It is expected that the applicant will have submitted, or be close to submitting, a doctorate.

The College currently admits circa eight undergraduate students a year to read English or Joint Schools with English. The appointee will work alongside Professor Abigail Williams and other College Lecturers.

Full information about the College is available on the College website www.spc.ox.ac.uk.

1. General

The person appointed to the post will be expected to teach the equivalent of five hours of tutorials or classes for the College each week during both terms. He or she will teach English Prelims Paper 3 (English Literature 1830-1910; Michaelmas Term), Prelims Paper 4 (English Literature 1910 to the Present; Hilary Term), and Part B of Prelims Paper 1 (Introduction to English Language and Literature; Hilary Term). The appointee will also be required to teach some Visiting Students (throughout both terms). In addition, he or she will be required to take a full role in undergraduate admissions in week 9 of Michaelmas term, as well as setting and marking the College examination (‘Collection’) for Prelims Paper 3.

2. Tutorial Responsibilities of the Lecturer

The main responsibilities of the Lecturer will be as follows:

1. To teach Prelims Papers 1B, 3, and 4.

2. To plan and provide tutorial teaching for up to an average of five weighted hours\(^1\) in each week of full term (eight weeks each). In the fulfillment of his or her five-hour stint, the appointee will also be expected to offer teaching to visiting students in areas of literature from 1830 to the Present.

\(^1\) Under the College’s weighting system for Stipendiary Lecturers, teaching hours are worked out on the basis of teaching students in pairs. Any hours spent teaching larger groups are counted as 1.2 hours, while any hours spent with individual students count as 0.8 hours.)
3. To ensure that first-year students receive timely feedback on their work during term, both week-by-week and in termly reports, and to set and mark internal examinations (‘Collections’) where appropriate.

4. To participate in College admissions procedures, including reading UCAS forms and interviewing (during December 2018)

5. To undertake day-to-day academic administration to support and enhance undergraduate education (e.g. 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.).

6. To undertake pastoral responsibilities for first-year students in consultation with other English tutors at St Peter’s and in liaison with 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 will be communicated to the successful candidate by the Senior Tutor following appointment.

3. Criteria for appointment

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

(i) To have completed or be close to completing a doctorate in English Literature in a topic relevant to the teaching range required.

(ii) To have experience in teaching literature from 1830 to the present, including modern literary theory.

(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 willingly and 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 English at St Peter’s.

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

4. Remuneration and Conditions

Term of appointment
The period of appointment will be from 1 October 2018 to 31 March 2019.

Remuneration and other conditions
The salary will be pro rata on the Senior Tutors Committee scale for Stipendiary Lecturers. The rate for a 5-hour post is £11,040 to £12,416 per annum (£920 to £1035 per month). Stipendiary Lecturers of the College have access to an Entertainment Allowance at the rate paid to Official Fellows calculated pro rata according to stint. The allowance for this post will be £57 over the period of the appointment.
A shared room will be available within the College for teaching purposes.

Pension Scheme
The Lecturer will be automatically enrolled in the Universities Superannuation Scheme with effect from the start date of their employment; it is possible subsequently to opt out.

Senior Common Room
The successful candidate will be an associate member of the Senior Common Room and will be entitled to five free lunches or dinners per week in Full Term and two lunches per week during the vacation, provided the kitchens are open (they are occasionally closed for short periods, normally during the vacation). They will not be a member of the College’s Governing Body.

5. Application procedure

Candidates should send a letter of application, together with a curriculum vitae and the names and contact details of two referees, electronically to the Fellow’s Secretary (academic.appointments@spc.ox.ac.uk) by noon on Monday 9 April 2018. (There is no application form.)

Please include the words ‘English Lectureship application’ in the subject line of all email correspondence.

We will ask for references after shortlisting of successful candidates.

It is expected that interviews will be held on Tuesday 24 or Wednesday 25 April.

Informal enquiries about this appointment may be addressed to marina.mackay@spc.ox.ac.uk.

St Peter’s is an equal opportunities employer.

The appointment will be subject to the provision of proof of the right to work in the UK.

March 2018