St. Peter’s College invites applications for a part-time, fixed-term College Lectureship in Politics (Political Theory) from 1 October 2018 to 31 March 2020. The lectureship will cover part of Dr Ricardo Soares de Oliveira’s teaching duties during his tenure of a grant from the Oxford Martin School.

Applicants should have submitted, or be close to submitting, a doctoral dissertation in Politics.

The College currently admits about nine undergraduates students to read Politics, Philosophy and Economics (PPE) each year and also accepts students studying History & Politics. A number of Visiting Students each year also study PPE or Politics.

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 four hours of tutorials or classes for the College each week during each term. He or she will teach Politics Prelims, Theory of Politics and/or one of the Political Thought option courses. The appointee may also be required to teach some Visiting Students. The successful candidate is expected to plan and deliver tutorials, mark tutorial essays, assist in the preparation and marking of collection papers (‘Collections’), and take a role in undergraduate admissions in 9th and 10th weeks of Michaelmas term (early December each year).

2. Tutorial Responsibilities of the Lecturer

The main responsibilities of the Lecturer will be as follows:

1. To share organizational responsibility for the undergraduate schools involving Politics (Philosophy, Politics & Economics (PPE) and History & Politics).

2. To plan and provide tutorial teaching for up to an average of four weighted hours in each week of full term (eight weeks each) in Politics Prelims, Theory of Politics and/or one of the Political Thought option courses.

3. To ensure that 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.

1 See https://weblearn.ox.ac.uk/portal/site:socsci:politics:students:undergraduat:reading_list
2 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.)
4. To participate in College admissions procedures, including reading UCAS forms and interviewing (during December each year).

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

6. To undertake pastoral responsibilities for students in consultation with other PPE 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 to show that they meet the following selection criteria:

(i) To have completed or be about to complete a doctorate in Politics in a topic relevant to the teaching range required of this postholder.

(ii) To have experience in teaching some of subject areas listed above.

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

(v) To be able to contribute to the work of the team of academic staff in Politics/PPE 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 2020.

Remuneration and other conditions
Remuneration will be pro rata on the Senior Tutors Committee scale for Stipendiary Lecturers. The rate for a 4-hour post is £8,832 to £9,933 per annum (£736 to £828 per month). The appointee will have access to an entertainment allowance of £91 per annum.

A shared room will be made available 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 four free lunches or dinners per week in Full Term and two lunches per week during the vacation, provided that the kitchens are open (they are occasionally closed for short periods, normally during the vacation). She or he 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 academic.appointments@spc.ox.ac.uk (contact telephone 01865 278857 by 12noon on Thursday 30 August 2018. (There is no application form.) Candidates should ask their referees to write on their behalf to academic.appointments@spc.ox.ac.uk by the closing date.

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

It is expected that shortlisted candidates will be invited to attend an interview on Monday 10 September 2018, with invitations to interview being sent in the middle of the previous week.

General queries can be sent to Dr Ricardo Soares de Oliveira (ricardo.soaresdeoliveira@politics.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.

June 2018