



EXETER COLLEGE, OXFORD

Stipendiary Lectureship in Old/ Middle English

Fixed-term contract

Further Particulars

The Post

1. Exeter College proposes, if there is a suitable candidate, to appoint a **Stipendiary Lecturer in Old/ Middle English**, tenable from 1 October 2024 until 30 September 2026.
2. The Lecturer will be required to undertake 192 'weighted' hours per annum of tutorial or class teaching of undergraduates of the College (or by exchange with other Colleges) (i.e. an average of 8 'weighted' hours per week across the three eight-week Terms of each academic year).

In addition, they will be required to:

- act as Director of Studies for the Old English, Middle English, and Course II papers at Exeter College;
 - set and mark College examinations;
 - participate as required in the undergraduate Admissions process (including the interviews in December);
 - participate in Access and Outreach initiatives, as required; and
 - participate fully in the running of English within Exeter College.
3. This is a fixed-term, non-renewable post, for the period 1 October 2024 to 30 September 2026. The post is for the purpose of covering a temporary teaching need whilst we review our permanent teaching requirements.
 4. This appointment is open to suitably qualified candidates from all backgrounds. The College will especially welcome applications from women and ethnic minorities, who are under-represented among academic staff, and from those whose caring or family responsibilities mean that they do not work full-time or mean that they are now returning to work following a career break.

However, all applications will be considered entirely on merit, and with due regard to each candidate's relevant experience and circumstances.

Exeter College

5. For information on the College, please see <http://www.exeter.ox.ac.uk>, especially <https://www.exeter.ox.ac.uk/applicants/student-life/teaching-and-research/>.
6. The College usually admits 10 - 12 students each year to study English. In addition to this Lectureship in English, students at the College are taught by:
 - Professor Nandini Das (Tutorial Fellow in English)
 - Dr Nicole King (Tutorial Fellow in English)
 - Dr Caroline Ritchie (Gwenyth Emily Rankin Fellow in English)

Undergraduate Teaching at Oxford

7. Undergraduates studying English at Oxford are taught a given subject in two ways: through lectures and seminars (which are organized by the Faculty of English) and through tutorials and college classes (which are arranged and usually given by College Fellows and Lecturers). The tutorial system is a unique feature of the Oxford teaching and learning experience. Our students are typically very able, committed, and well-motivated.

Teaching students in very small groups (a tutorial normally involves a tutor and two to three students) allows the tutor to respond directly to students' ideas, and to tailor their teaching to the interests and enthusiasms of different students.

As well as giving tutorials in the areas of their own research, tutors at Oxford typically give tutorials broadly covering different aspects of the syllabus relevant to a particular paper that they are interested in and knowledgeable about, but that are not necessarily the focus of their current research.

Duties of the Post

8. *Teaching*: the Lecturer will be required to undertake 192 'weighted' hours per annum of tutorial or class teaching for the College, or by exchange for students from other Colleges. (More information about 'weighted' hours can be found in section 27, below.)

The Lecturer must be able to teach all of the following papers:

- Prelims: Early medieval literature, 650–1350
- FHS Course I: Literature in English, 1350–1550
- FHS Course II: Literature in English, 650–1100
- FHS Course II: Medieval English and related literatures 1066–1550
- FHS Course II: Literature in English, 1350–1550

In addition, it would be useful if the Lecturer is able to teach one or more of the following papers:

- Prelims: Introduction to English language and literature
- FHS Course II: The Material Text
- Any other FHS papers (including Special Options and Dissertation supervision)

9. *Administration*: the Lecturer will be expected to:

- act as Director of Studies for the Old English, Middle English, and Course II papers at Exeter College. This will include organizing teaching, together with revision preparation, within those areas;
- submit reports at the end of each term on students taught;
- set and mark Collections (internal college practice examinations) promptly (such marking counts against stint);
- participate in the end-of-Term reviews of students reading for English;
- participate as required in the undergraduate admissions process which takes place during the Michaelmas (autumn) Term, and involves interviewing candidates after the end of Term in December;
- participate fully and actively in Open Days and Outreach events, as required;

- work alongside colleagues in the arrangement of teaching of Exeter students by tutors at other colleges;
- engage more broadly with the social aspects of College life, as appropriate, and including (but not limited to) attendance at Family Subject dinners, etc; and
- undertake such other duties as are reasonably required to support the teaching of English and its related subjects in College.

Selection Criteria

- 10.** The formal selection criteria for the posts are as follows:
- a. The proven ability, or the potential, to provide excellent tutorial and small group teaching in a range of undergraduate topics (as described in paragraph 8 above);
 - b. The ability and willingness to undertake College administration and duties (as described in paragraph 9 above).
- 11.** The qualities that we are seeking therefore include:
- a. Scholarship of the highest quality that demonstrates innovation and the capacity to select appropriate problems through a good knowledge of an important research area;
 - b. Excellent communication, interpersonal, presentation, and organisational skills;
 - c. A willingness to engage in teaching a range of topics in Old/ Middle English;
 - d. An understanding of the learning needs of undergraduate students and how to address them;
 - e. An informed interest in the full range of academic duties of the post; and
 - f. The ability and willingness to contribute to a research community.

Pay and Benefits

- 12.** The Lecturer will each be appointed to the pro-rata equivalent of a point on the Senior Tutors' Committee's Register of Approved Payments for Stipendiary Lecturers (currently £20,325 to £22,644 per annum, 2023/24 rates).

In addition, the Lecturer will be automatically enrolled in the Universities' Superannuation Scheme (USS), unless they elect not to join.

The salary and allowances are subject to revision, at the discretion of the Governing Body, in accordance with any general increase in academic salaries.

- 13.** The Lecturer will be entitled to draw upon an Academic Support Allowance (currently £1,200 per annum).
- 14.** The Lecturer will be entitled to four lunches and three dinners per week free of charge at the Common Table, on each day for which the Governing Body makes such provision.
- 15.** Exeter College has generous family leave arrangements, in line with those offered by the University. Details are available on request from the College's HR Manager.
- 16.** A teaching room, which may be shared, will be provided in College.

17. Should the Lecturer wish to do teaching in excess their contractual obligation, it will be remunerated at the standard rates recommended from time to time by the Senior Tutors' Committee, subject to the agreement of the Senior Tutor.
18. The Lecturer should consult the Senior Tutor and other relevant colleagues before taking on any additional employment or responsibilities.

How to Apply

19. Informal enquiries about this post may be directed in the first instance to the Senior Tutor (senior.tutor@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.
20. Candidates should submit all application materials by email to the HR Manager, vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as a PDF file.
21. Applications must include:
 - i. A covering letter, which should include a list of subjects on the Oxford syllabus on which candidates are currently able to give undergraduate tutorials, lectures, or classes;
 - ii. A full *curriculum vitae* including teaching experience and a list of publications;
 - iii. The names and contact details of two referees.

Candidates are also asked to complete a Recruitment Monitoring form, if they are willing to do so. This can be submitted via email (vacancies@exeter.ox.ac.uk).

22. The College will **not** require the submission of references at the initial application stage, and references will only be requested for those candidates who are shortlisted for interview. However, candidates may wish to inform their referees in advance that references for shortlisted candidates will be taken up during the period 12-17 June 2024.
23. The closing date for applications is **12pm noon (BST) on Friday 31 May 2024**. It is the responsibility of each applicant to ensure that their application arrives before the deadline.
24. It is anticipated that interviews will be held in Oxford on Thursday 20 June 2024.

Selection Process

25. Applications for this post will be considered by a selection committee containing Fellows and Lecturers from within Exeter College, plus external panel members as appropriate.
26. The policy and practice of the College require that entry into employment within 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.

Further Information

27. A 'weighted hour' system is used to calculate the Stipendiary Lecturer's teaching obligation, as recommended by the University's Senior Tutors' Committee. The weightings are:
 - 1 actual hour with a single individual = 1 'weighted' hour
 - 1 actual hour with a pair of students = 1.25 'weighted' hours
 - 1 actual hour with three or more students = 1.5 'weighted' hours

Thus an obligation of 3 'weighted' hours can be fulfilled by teaching, e.g.:

- 3 actual hours with single students, or
- 2.4 actual hours with paired students, or
- 2 actual hours with three or more students.

- 28.** Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The college's policies on equality and diversity are available from the College's website: <https://www.exeter.ox.ac.uk/equality-and-diversity/>.

- 29.** All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.
- 30.** The prospective employees must be eligible to work in the UK, and the appointments will be subject to provision of proof of the right to work in the UK before employment commences.

The College will not be able to sponsor a Skilled Worker visa for these posts.

Any applicant who is already working in the UK under the terms of a visa should check carefully before they apply whether their visa gives them the right to undertake "teaching" work. (NB that a Tier 2 or Skilled Worker visa which permits "research" employment without reference to "teaching" is unlikely to be satisfactory).

- 31.** The appointments will also be subject to the College receiving a completed medical questionnaire which is to its satisfaction.