

**BRASENOSE COLLEGE
OXFORD**

**3-HOUR STIPENDIARY LECTURESHIP IN MOLECULAR AND CELLULAR
BIOCHEMISTRY**

FURTHER PARTICULARS

The Appointment

Applications are invited for a 3-hour, 6-month Fixed-Term Stipendiary Lectureship in Molecular and Cellular Biochemistry at Brasenose College, Oxford. The post is tenable from 1 October 2013 (finishing date: 31st March 2014). This is a teaching-only post and the salary scale will be within the range ££6,192 to £6,964 per annum pro rata (current rates), plus allowances, according to qualifications and experience. Pro rata salaries reflect the fact that teaching takes place during Term time and that each term worked is an equal third of the full annual payment.

The appointee will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

This is a College-only, fixed-term developmental post that is available for structural reasons pending the appointment of a permanent University Lecturer and Tutorial Fellow. It is suitable for post-doctoral researchers or doctoral students at an advanced stage of completion wishing to extend their teaching experience. All candidates must be available at the specified start date. The salary range will require candidates to demonstrate that they possess the right to work in the UK since the salary will not meet the UKBA's minimum threshold to enable a Tier 2 Visa appointment.

Brasenose College

Brasenose College is one of the older foundations in the University of Oxford. Across all years, there are approximately 375 undergraduates and 220 graduates. At the start of the 2012-13 Academic Year, the College's senior members comprised the Principal, 61 Fellows (43 of whom constitute the Governing Body), and 28 College Lecturers. Brasenose values academic

excellence above all other considerations and is concerned to foster research as well as high-quality teaching. The college has a substantial library, mainly for undergraduate use, and well-developed IT provision. Further information about the College can be found at www.bnc.ox.ac.uk.

Duties

The Lecturer will be required (as part of the ordinary duties of the post) to provide tutorial teaching and to assist in the organisation of teaching in Molecular and Cellular Biochemistry. These responsibilities include setting and marking Collections, the pastoral supervision of undergraduates, and other general duties associated with the tutorial system. Full participation in the annual Admissions process is also expected along with contributions to access initiatives such as Open Days. The successful candidate should expect to teach a weekly average of up to three contact hours per term during the academic year. The Lecturer's tutorial teaching will ideally be complementary to that provided by Dr Steven Johnson, to include first year Molecular Cellular Biology, and FHS papers 3 (Genetics and Molecular Biology) & 4 (Cell Biology and Integration of Function). Further course details may be found on the Biochemistry website www.bioch.ox.ac.uk.

The tutorial stint will average 3 hours per week during full term. A weighting system determines the amount of contact time needed to meet stint. For Tutorials given to one student the weight is 1, for two students it is 1.25, and for three or more students the weight is 1.5. Higher weightings may be applicable for class teaching but it is envisaged that most of the tutorial teaching will be provided to groups of up to 3 students. Consequently, a stint of 3 annualised hours can normally be expected to range between 2 and 3 contact hours per week over three eight-week Terms.

Teaching will principally be to undergraduates of Brasenose College, but some exchange of teaching with colleagues in other colleges may be possible, and is often desirable in order to enable undergraduates to be taught by experts in their range of options.

The Stipendiary Lecturer will undertake all the normal duties of an undergraduate tutor, including mentoring and pastoral oversight, writing references, writing termly reports, attending end of term collections, setting and marking college exams and providing feedback, organising teaching

timetables, organising and attending start of term meetings, organising and attending student functions and relevant college events.

The undergraduate admissions duties associated with the post are: organisation and attendance at College open days and assistance with the development of other outreach material and processes, communication with potential candidates if required, preparation for the annual admission process, including analysis of candidates and attendance of meetings, preparing interview timetables, and participating in interviews.

Brasenose encourages its College Lecturers to participate in annual personal development planning meetings. In addition, the College offers undergraduates the opportunity to give feedback on Tutorial and class teaching each year. The current system consists of Academic Feedback Sessions, whereby groups of students studying the same subject meet in a structured session.

Selection Criteria

The selection criteria for the post are as follows:

- Evidence of the ability to teach undergraduate students at the highest level.
- Evidence of the ability, and willingness, to undertake all administrative, pastoral and similar duties required in the post
- A willingness to contribute to general college intellectual life and governance
- A doctorate in a relevant subject is preferred but applicants studying for a doctorate will be considered who are close to completion

Remuneration

Stipend. The salary scale will be within the range £6,192 to £6,964 per annum (current rates), plus allowances, according to qualifications and experience. The figure will be adjusted in line with any reviews of the University's recommended salary scale for University Lecturers that may occur during the tenure of the post.

Allowances. The Stipendiary Lecturer will be entitled to two lunches or dinners at common table at Brasenose, when the College kitchens are open during Term and the vacations. The College will provide a Hospitality Budget (currently £88 p.a.) and an Academic Budget (currently £92 p.a.)

Medical Questionnaire

The appointment is subject to the satisfactory completion of a medical questionnaire.

Crèche Facilities

There are two University nurseries, with 74 places for children from four months to five years: about half of the places are reserved for nominees of the University Press and certain colleges. Brasenose may nominate to one place (currently taken up). Enquiries about the nurseries themselves and requests for application forms, should be directed in the first instance to the Nursery Manager, Mansion House Nursery, Summertown House, Oxford, OX2 7QZ. In other respects the University Childcare Officer may be able to help, and may be contacted at the University Offices, Wellington, Square, Oxford, OX1 2JD.

Equal Opportunities Policy

The colleges of Oxford University are equal opportunities employers. They will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the colleges as staff. Entry into employment 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 his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before taking up the post.

HOW TO APPLY

The closing date for applications is **noon on Friday 26th July 2013**. Candidates should submit the following:

- i. a completed application form & recruitment monitoring form;
- ii. a letter of application (specifying which papers they are offering to teach) **maximum** of 2 pages A4
- iii. a curriculum vitae (including the names, addresses and telephone numbers of two referees) with (if applicable) supporting statements covering their research interests and activity, and teaching and other relevant experience – **maximum** of 4 pages A4

Unless specifically requested, samples of work (article off-prints, working papers, book chapters) should **not** be sent and will not be considered by the selection panel. All materials submitted are non-returnable.

Applications should be sent (preferably electronically as PDFs) to Mr Henry Jestico, Academic Administrator, Brasenose College, Oxford OX1 4AJ (college.office@bnc.ox.ac.uk). Candidates should ask their referees to write directly to Mr Jestico, also by **noon on Friday 26th July 2013**.

Timetable for applications and appointment

The timetable for making the appointment is as follows:

- (a) The final date for the receipt of applications and references is Friday 26th July 2013.
- (b) A short-list will be drawn up shortly afterwards. Candidates are asked to provide a telephone and email address, indicating where they can be reached during July and August 2013.
- (c) It is envisaged that interviews will be held during the week commencing 5th August 2013 (exact date subject to confirmation).

Informal enquiries about this post may be made to the Organising Tutor, Professor Susan Lea (susan.lea@path.ox.ac.uk) or the Senior Tutor, Dr Simon Smith, (email senior.tutor@bnc.ox.ac.uk, telephone 01865 277590).

Disclaimer

This summary of terms and conditions is provided for information purposes and the contents do not constitute a contract of employment.