

**BRASENOSE COLLEGE  
OXFORD**

**8-HOUR STIPENDIARY LECTURESHIP IN CLASSICS**

**FURTHER PARTICULARS**

**Appointment**

Applications are invited for a three-month Fixed-Term Stipendiary Lectureship in Classical Languages and Literature at Brasenose College, Oxford. The post is tenable from 1 October 2014. This is a teaching-only post and the combined salary will be between £16,511 to £18,569 per annum pro rata (current rates), plus allowances. 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 fixed-term post to provide sabbatical cover for Dr Llewelyn Morgan. Consequently, candidates must be available at the specified start date.

The Stipendiary Lecturer will plan, direct and teach the college-based Classical Language and Literature components of the Literae Humaniores (Lit. Hum.) and Classics & Modern Languages undergraduate degree courses at Brasenose. Teaching requirements will be eight hours per week, averaged over eight teaching weeks.

Tutorial teaching is required for the following papers:

- Homer for Classics Mods; Virgil for Classics & Modern Languages Prelims; Latin Literature of the First Century BC for Lit. Hum. Finals
- Texts and Contexts for Classics Mods

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 Stipendiary Lecturer will also be required to organise tuition in Greek literature for Lit. Hum. Finals students as appropriate.

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, and preparing interview timetables. At Brasenose College the Stipendiary Lecturer will also take a role in admissions interviews for Literae Humaniores.

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**

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 £16,511 to £18,569 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 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 person appointed will be granted Senior Common Room rights, including the entitlement to take five meals per week free of charge, with the further right to bring a guest at the lecturer's own expense. These entitlements extend during term time and the vacations when the College kitchens are open. The College will provide a Hospitality Budget (currently £133 p.a.) and an Academic Budget (currently £140 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 Monday 28<sup>th</sup> April 2014.**

Candidates should submit

- i. a completed application form & recruitment monitoring form;
- ii. a letter of application - **maximum** of 2 pages A4
- iii. a curriculum vitae (including the names, addresses and telephone numbers of three 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 by email) to Mr Henry Jestico, College Academic Administrator, Brasenose College, Oxford OX1 4AJ

([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)). Candidates should ask their referees to write directly to Mr Jestico, also by **noon on Monday 28<sup>th</sup> April 2014.**

### **Timetable for applications and appointment**

The envisaged timetable for making the appointment is as follows:

- (a) The final date for the receipt of applications and references is Monday 28<sup>th</sup> April 2014.
- (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 the week in which shortlisting will take place.
- (c) It is envisaged that interviews will be held during the week commencing Monday 5<sup>th</sup> May 2014 (exact date subject to confirmation).

Informal enquiries about this post may be made to the Organising Tutor for Classics, Dr Llewellyn Morgan ([llewelyn.morgan@bnc.ox.ac.uk](mailto:llewelyn.morgan@bnc.ox.ac.uk)) or the Senior Tutor, Dr Simon Smith, ([senior.tutor@bnc.ox.ac.uk](mailto: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.