

BRASENOSE COLLEGE, UNIVERSITY OF OXFORD

**4-HOUR STIPENDIARY LECTURER IN MEDICINE
FURTHER PARTICULARS**

The Appointment

Applications are invited for a fixed-term Stipendiary Lecturer in Medicine at Brasenose College, Oxford. The post covers the sabbatical leave of Professor William James. It is tenable from 1st October 2021 to 30th September 2022. This is a teaching-only post, and the salary scale will be within the range of £9,170 - £10,314 per annum, plus allowances, according to qualifications and experience. Note that this is not a full-time role and the salary reflects this. The appointee will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

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 Skilled Worker (formerly Tier 2) Visa appointment. Since this is a teaching-only position, candidates must also be available to start by the specified start date.

Brasenose College

Brasenose College is one of the older foundations in the University of Oxford. Across all years within the College, there are approximately 365 undergraduates and 230 graduates. The College's senior members comprised the Principal, Fellows (43 of whom constitute the Governing Body), and 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.

The College has a reputation for being open and friendly and we are keen to be inclusive, encouraging applicants from a diverse range of backgrounds. As a Stipendiary Lecturer, you will be welcomed into the Brasenose community, and

through our various events, and especially over lunch (which is very popular and well-attended), you would have the chance to interact with a broad range of other academics across many different disciplines. The appointment offers scope to get as involved in the social and intellectual life of the College as you wish. Throughout the year, there are also opportunities to invite guests – a hospitality allowance (detailed below) encourages academics to do this. Brasenose also seeks to be a family-friendly employer and wherever possible will consider a flexible approach to work.

Brasenose admits 6 students per year to study Medicine. The College also admits graduate students of high calibre studying for D.Phil in Medical disciplines.

Duties

The person appointed will co-ordinate with the College's Medicine Fellows to teach undergraduate papers. A weekly average of 4 hours' Tutorial teaching will be offered to Brasenose undergraduates (further details of teaching hours are given below).

The successful candidate will be expected to have relevant experience of undergraduate teaching, and should be willing and able to teach in at least two of the following:

1. First BM Part 1 Biochemistry and Medical Genetics topics (to Brasenose students only)
2. First BM Part 2 Pathology and Microbiology (to Brasenose students only)
3. FHS Medical Sciences, both:
 - a. Synoptic and Critical Reading papers to Brasenose students
 - b. specialist topics for Paper 1, through exchange with other colleges

A weighting system moderates the amount of contact time needed to fulfil the teaching obligation. 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. Tutorial teaching involving marked assignments, such as essays, will normally be

provided to pairs of students. Teaching in singletons may be appropriate for certain specialist topics, and groups of up to six may be appropriate for problem or case-based learning sessions. Such arrangements should be discussed with the other medical fellows in advance. Consequently, teaching hours can normally be expected to range between 2.6 and 3.2 contact hours per week over three, eight-week Terms but may exceed this slightly depending on the pattern of teaching.

The Stipendiary Lecturer will work alongside academic staff in Medicine. They will be expected to play an active part in the life of the College, sharing in the general responsibilities of Medicine teaching. They 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, and organising and attending relevant start of term meetings.

The undergraduate admissions duties associated with the post are: participation in College open days; communication with potential candidates if required; preparation for the annual admission process, including analysis of candidates and attendance of meetings, 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 termly individual electronic feedback.

Selection Criteria

The essential selection criteria for the post are:

1. A high quality of education and training at first-degree and postgraduate level in the appropriate areas of Medicine. A doctorate in the subject is preferred, but applicants studying for a doctorate in the subject who are close to completion will be considered.

2. Experience of teaching undergraduate papers as set out in “Duties”, above. The CV and covering letter should provide full details of relevant teaching experience.
3. Ability and willingness to participate in the full range of pastoral, administrative and similar duties required in the post.
4. Available to start at the advertised start date.

Notice Period and Probation

The Stipendiary Lecturership is offered on a fixed- term basis to cover the sabbatical leave of Professor William James. The appointment will end on 30th September 2022 unless the College for operational reasons ends the post sooner. It should be noted that the expectation is that the entire period of each University Term of this Lectureship will be worked. Should exceptional circumstances arise, one month’s notice may be given by either party, or such longer notice as is required by statute. A letter of resignation should be addressed to the Senior Tutor. The College reserves the right to end employment without notice or payment in lieu of notice in cases of summary dismissal on grounds of gross misconduct.

Right to Work

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.

The appointment will be subject to satisfactory provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/>

Remuneration

Stipend. The salary scale will be within the range of £9,170 - £10,314 per annum, 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 per week free of charge at common table at Brasenose, when the College kitchens are open during Term and the vacations. The College will provide a Hospitality Budget (currently £92 p.a.) and an Academic Budget (currently £198 p.a.)

Medical Questionnaire

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

Crèche Facilities

Brasenose may nominate staff for preferential places on the University nursery waiting list. 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 College HR Manager (hr@bnc.ox.ac.uk) or 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.

HOW TO APPLY

The closing date for applications is **noon on Tuesday 4th May**. Candidates should submit the following documents via our online portal, <https://submit.bnc.ox.ac.uk>, using the Applications for Academic Appointments box:

1. A completed application form.
2. A letter of application, which should include statements of what they are able to teach, their research interests and activity, and other relevant experience.
3. A curriculum vitae (including the names, addresses and telephone numbers of two academic referees).

References: applicants should provide the names and contact details of two referees. The College will contact the referees of candidates shortlisted for interview to request a reference.

Queries about the application process can be sent to Mr Henry Jestico, College Academic Administrator, Brasenose College, Oxford OX1 4AJ (college.office@bnc.ox.ac.uk).

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 **noon on Tuesday 4th May**.
- (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 beginning 3rd May.
- (c) Interviews will be held during the week commencing 10th May (exact date subject to confirmation).

Informal enquiries about this post should be made to Prof William James (william.james@path.ox.ac.uk).

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Disclaimer

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