



DPIR

DEPARTMENT OF POLITICS &
INTERNATIONAL RELATIONS



Job description and selection criteria

Post	Departmental Lectureship in International Relations in association with University College
Department	Department of Politics and International Relations (DPIR)
Location	Manor Road Building, Manor Road, Oxford
Division	Social Sciences Division
Contract type	Fixed Term, from 01 September 2022 (or as soon as possible thereafter), until 31 August 2024
Hours	Full-time (37.5 hours per week)
Salary	Grade 7: £33,309 - £40,927, with discretionary range to £44,706 per annum
Reporting to	Head of Department, DPIR, and Senior Tutor, University College
Closing date	Midday (UK time) on 20 July 2022
Vacancy ID	158517

Overview of the post

The Department of Politics and International Relations is seeking to appoint a full-time fixed term Departmental Lecturer in International Relations with University College, for two years. The successful candidate will provide teaching and supervision for the Department of Politics and International Relations at the undergraduate and graduate level and contribute to the Departmental examining and graduate admissions processes. They will provide tutorial and class teaching in International Relations at University College. They will also be expected to undertake independent research. Office space and other relevant facilities will be provided at the Department of Politics and International Relations and/or University College. The Department has a preference for candidates with specialist research and teaching capacity that includes quantitative international relations and international political economy or international organizations/institutions.



The post-holder will be expected to carry out the normal duties of an organising Tutor in Politics at University College, including organizing tuition in Politics, coordinating the undergraduate admissions process for Politics (including interviewing), organising and marking termly College examinations, overseeing postgraduate admissions, and assisting with the pastoral care of students.

The post-holder will be a member of the Senior Common Room at University College and will be entitled, free of charge, to lunch and dinner throughout the year other than when the College's kitchens are closed.

If you would like to find out more about joining the DPIR research and teaching team at Oxford, or if you have any questions regarding the application process, please contact the DPIR Recruitment Team in the first instance at vacancies@politics.ox.ac.uk.

Candidates are also welcome to contact Professor Louise Fawcett at louise.fawcett@politics.ox.ac.uk for an informal discussion of this post.

All enquiries will be treated in strict confidence and will not form part of the selection decision.

Responsibilities and duties

The main duties of the Departmental Lecturer will be: to tutor undergraduates at University College; to contribute to Departmental teaching and supervision at the undergraduate and graduate levels; to participate in College and Departmental administration; to contribute to the examining and admissions processes; and to conduct independent research in the field of specialism.

For the College:

- To take responsibility for the organisation, supervision and teaching of Politics and International Relations at University College, including organising tuition in Politics and International Relations, coordinating the undergraduate admissions process for Politics (including interviewing) organising and marking termly College examinations, participating in open days, and taking a role in the pastoral care of undergraduates;
- To teach six weighted hours a week averaged over the three terms (twenty-four weeks) of the academic teaching year¹. The post-holder will be expected to teach the undergraduate core paper in International Relations, and will also be responsible for teaching part of the first-year 'Prelims' course, and such other papers as are appropriate.
- To attend relevant College committee meetings.
- To participate in the postgraduate admissions process, as well as to act as College advisor for graduate students in Politics and related fields at University College.

For the Department:

1. Teaching, Supervision and Administration

¹ The College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour.

- Organise specific areas of the syllabus and provide teaching and supervision for graduate and undergraduate students in International Relations and related papers broadly conceived. These include:
 - Undergraduate: the post-holder would be expected to provide some lectures for the undergraduate core course in International Relations.
 - Graduate: the post-holder would be expected to contribute to teaching the core course and research design seminars for the M.Phil in International Relations, and will potentially have the opportunity to contribute to an option course, such as international political economy or a related subject. They will also be expected to act as a sole supervisor for M.Phil and MSc students in this area, and to co-supervise doctoral students.
 - Research methods: the post-holder would be expected to contribute to research methods teaching.
- Produce lecture notes or slides, and contribute to other course materials including reading lists and reference guides;
- Engage in assessment and university examining at the undergraduate and graduate levels as required;
- Participate in administrative tasks to support teaching, supervision and curriculum development;
- Participate in the admission of graduate students;
- Play an active role in the intellectual life of the Department, both during term-time and vacations.

The Department uses a system of 'stint points' to measure teaching and supervision workload: details of the current tariff may be found in the Appendix. This post has a DPIR stint expectation of **192 stint points per year**.

2. Research

The Departmental Lecturer is expected to:

- Be actively engaged in sophisticated, original and independent research of outstanding quality in international relations;
- Publish in highly-ranked, peer-reviewed academic journals and presses, and present papers at conferences and other scholarly events;
- Seek research grants.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff

and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

If you require a visa, we have a dedicated team to support successful applicants through the immigration process from job offer through to arrival in the UK.

Essential:

- A doctorate in international relations, or a closely related field, either complete or submitted and awaiting examination;
- A research and teaching specialism in quantitative international relations and international political economy or international organizations/institutions;
- The ability to provide excellent class and tutorial teaching to high-achieving students at both the undergraduate and graduate level in the field of international relations, and to advise MPhil students on their research projects;
- Experience in carrying out independent research in international relations, or a closely related field, evidenced by a strong record of publications in highly-ranked, peer-reviewed academic journals and/or major presses and a clear plan of research to be conducted during the two years of the appointment;
- Excellent collaborative team working and organisational skills, together with the ability to innovate and work effectively with colleagues and to work independently meeting deadlines;
- Excellent oral and written communication skills;
- Demonstrated willingness to contribute to the pastoral care of students and the sensitivity to deal with pastoral issues;
- Willingness, commitment and ability to contribute to the full range of academic and administrative duties in the Department and College, including engaging in student assessment, examination and course design;
- A commitment to their own professional development.

Desirable:

- Previous experience in university-level teaching of International Relation courses.
- Previous experience in course administration and the organisation of teaching and pastoral care.

Important Information for candidates

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on the University's Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked to upload the following information:

- Your CV, including list of publications and any teaching experience
- A covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience. This may include experience gained in education or employment (maximum 2 pages).
- Details of **two** referees. If you do not wish the University to contact any of your referees before being progressed to the shortlist stage, please answer the relevant reference questions accordingly.

Please upload all documents **as PDF files with your name and the document type in the filename.**

All applications must be received by **12.00 noon** (UK time) on the closing date stated in the online advertisement. We expect to hold interviews in the first half of August 2022. Overseas candidates will be offered Microsoft Teams interviews. The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the DPIR and University College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Head of the Department of Politics and International Relations and the governing body of University College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research in this area were gathered together in 2000 to create a Department of Politics and International Relations. Since then it has become one of the largest departments in the field in the UK and is considered to be an internationally excellent centre for teaching and research. The Department is consistently ranked first in *The Times* and *The Guardian* university guides for the subject. The Department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

The Department itself contains over 100 graduate workstations. An experienced administrative team supports the Department's research and teaching activities. The Department's core administration currently comprises sixteen staff, grouped into teams that provide dedicated support for: Courses, Finance, Personnel, Research Support, and Communications and Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

University College

University College, commonly known as Univ, was established in 1249 and has a claim to be the oldest college in Oxford. Today, the College is at the forefront of promoting diversity and excellence in Oxford, fostering a friendly and inclusive community based around its historic town-centre quadrangles. The College is particularly proud of its record in establishing fully-funded postgraduate scholarships, of which more than 30 are available each year, and of its programmes to challenge under-representation in the student body, the Univ Opportunity Programme and the Univ Beacon Programme. You can read more about the College at www.univ.ox.ac.uk

The College comprises approximately 450 undergraduates, 220 postgraduates, and 100 members of academic staff, including Statutory Professors, Tutorial Fellows, and Postdoctoral Research Fellows. The Master of the College is Baroness Valerie Amos, former United Nations Under-Secretary-General for Humanitarian Affairs. The College has six Tutorial Fellows in Philosophy, Politics and Economics, together with a number of others whose research interests intersect closely with Politics and International Relations. The College admits 12 to 15 students each year to read PPE and History and Politics. It also admits between 5 and 8 graduate students each year in related fields.

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Tim Power, who is a member of the University's Council.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences. REF 2021 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for the highest volume of world-leading research in the UK. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

About the University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/> There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care> The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Appendix

Department of Politics and International Relations – Stint Tariff (2020-21)

Teaching	Stint Units
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar	3
2-hour class/seminar	6
Supervision	
Supervision of one DPhil student (during fee liability)	24 p.a.
Supervision of one DPhil student (first year beyond fee liability)	12 p.a.
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student (during fee liability)	12 p.a.
Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR Departmental Assessor' for IR DPhil students.	4 p.a.
Supervision of one MPhil student (year 1)	8 p.a.
Supervision of one MPhil student (year 2)	12 p.a.
Supervision of one MSc student	12 p.a.

Units are divided pro rata where teaching or supervision is shared (e.g. a 1-hour seminar which is assigned 3 units when given by a single person, is assigned 1.5 units each when two people co-teach it).

Further information about the College duties

The post-holder will be expected to teach six weighted hours a week averaged over the three terms (twenty-four weeks) of the academic teaching year (the College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour). College teaching is in small groups (usually two or three students). In addition, they will be expected to act as the organising tutor for Politics, playing a full role in the running of Politics in the College, including organizing tuition in Politics, co-ordinating the undergraduate admissions process for Politics (including interviewing) setting and marking termly College examinations, and taking a role in the pastoral care of undergraduates.

Informal enquiries about the tutorial teaching requirements may be made to the Senior Tutor, Andrew Bell at andrew.bell@univ.ox.ac.uk.