



Job Description

Job title	Departmental Lecturer in Comparative Political Economy in association with Magdalen College
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full-time
Contract type	Fixed-term until 31 March 2029, starting on 1 September 2024 (although a start date as early as 1 April 2024 could be negotiated).
Reporting to	DPIR Head of Department
Vacancy reference	169208
Additional information	Closing date – midday (UK time) on Friday 26 January 2024 Interviews will be held early to mid-February 2024

The role

The Department of Politics and International Relations is seeking to appoint a full-time fixed term Departmental Lecturer in Comparative Political Economy. 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 also be expected to undertake independent research, with an expectation that at least 20% of contractual time is set aside for this. In the third, fourth and fifth years of the post, the successful candidate will be expected to provide tutorials in comparative government and/or political sociology for undergraduates at Magdalen College and to assist in undergraduate admissions, the organisation of teaching, and student welfare at the College. It is expected that the College duties will take approximately 0.3 of the DL's time, for which a 0.3 reduction of duties on the Departmental side will therefore be made. Office space and other relevant facilities will be provided in the Department of Politics and International Relations. As well as providing teaching for the department's core Comparative Political Economy provision, the Departmental Lecturer will be expected to teach on research methods, including leading on research design sessions.



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 HR Team at vacancies@politics.ox.ac.uk.

Candidates are also welcome to contact the joint Head of Department, Nicholas Owen, at nicholas.owen@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

The Departmental Lecturer will contribute to teaching and examining in the subject of Comparative Political Economy at the undergraduate and graduate level; participate in Departmental administration; contribute to the examining and admissions processes and conduct independent research in their field of specialism.

1. Teaching, Supervision and Administration

- Organise specific areas of the syllabus and provide teaching and supervision for graduate and undergraduate students in politics and related papers broadly conceived. These include:
 1. Undergraduate: the post-holder will be expected to provide teaching (tutorials, classes and lectures) for the undergraduate paper on Comparative Political Economy. The post-holder would also provide some lectures on the Politics Prelims and Comparative Government courses.
 2. Graduate: the post-holder will be expected to contribute to teaching on the core MPhil Comparative Government course (seminars and tutorials), supervise MPhil students and contribute to doctoral research seminars and research design workshops.
 3. the post-holder would be expected to produce lecture notes or slides and contribute to other course materials including reading lists and reference guides.
 4. In the third, fourth and fifth years of the post, the Departmental Lecturer will be expected to provide tutorial teaching in Prelims (first-year) Politics and one or more core papers (e.g. Comparative Government, Political Sociology) and related options (e.g. Comparative Political Economy) for undergraduates at Magdalen College. They will also assist in undergraduate admissions, the organisation and administration of Politics teaching, and student welfare at the College. The duties above in 1-3 will be reduced accordingly in those three years.
- 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.
- Be first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others).
- Gather and analyse feedback from students, colleagues, and examiners.

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 **288 stint points per year**. In the third, fourth and fifth years of the post, the DPIR stint will be reduced to 192 stint points per year in recognition of Magdalen College duties.

2. Research

The Departmental Lecturer is expected to:

- Be actively engaged in sophisticated, original, and independent research of outstanding quality in politics.
- Publish in highly ranked, peer-reviewed academic journals and presses, and present papers at conferences or public meetings.

At least 20% of a Departmental Lecturer's time is expected to be spent on independent research.

Selection criteria

Essential:

- A doctorate (or close to completion) in Politics, Comparative Political Economy or a closely related field, either complete or submitted and awaiting examination
- An appropriate range of teaching experience and the ability to provide excellent teaching to high-achieving students at both the undergraduate and graduate level in the field of Politics and Comparative Political Economy, and to advise MPhil students on their research projects
- Experience in carrying out independent research in Politics, Comparative Political Economy 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 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, including engaging in student assessment, examination, and course design
- A commitment to their own professional development.

Pre-employment screening

Standard checks

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>.

About the University of Oxford

Welcome to the University of Oxford. We 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.

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

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

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

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 activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

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, the Centres for Criminology and Socio-Legal Studies, 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.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & 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>

Magdalen College

There are 39 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford's East Gate, near the centre of the modern city. Its top priorities are academic excellence and the fostering of a supportive and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. In any one year there are approximately 400 Magdalen undergraduates and 240 graduates. The Governing Body of Magdalen consists of the President and 65 Fellows, including Professorial Fellows, Tutorial Fellows, and Fellows by Examination (Junior Research Fellows). The President of the College is Dinah Rose, KC. Further information is available on the College website at: <https://www.magd.ox.ac.uk>.

The College has a strong representation in the Social Sciences, including two Tutorial Fellows in Politics (Prof. Paul Billingham and (from 1 April 2024) Prof. Scott Williamson), two in Economics (Prof. Tom Norman and Prof. Jennie Castle), four in Law (Prof. Katharine Grevling, Prof. Roderick Bagshaw, Prof. Jeremias Adams-Prassl, and one more to be appointed this year), and three Fellows in Anthropology (Prof. Laura Fortunato, Tutorial Fellow in Evolutionary Anthropology, Prof. Clare Harris, Fellow by Special Election in Social Anthropology, and Prof. Harvey Whitehouse, Professor of Social Anthropology). In the Humanities, the College's representation includes four Tutorial Fellows in History (Prof. John Nightingale, Prof. Nick Stargardt, Prof. Siân Pooley, and Prof. Avi Lifschitz). The College has very strong representations of Fellows in other Humanities subjects, and also in Mathematical, Physical, and Life Sciences, and in Medical Sciences.

In respect of the duties for Magdalen College, the Departmental Lecturer will be appointed a Special Lecturer in Politics at the College.

The College would generally expect to admit approximately 12 undergraduates each year to read PPE and History & Politics. The College also admits a varying number of graduate students across a broad range of programmes in Politics, International Relations, and related subjects. The College has excellent library provision in this area.

The Lecturer will be a member of the Senior Common Room of Magdalen, with an entitlement to 48 free meals (lunches or dinners) between 1 October and 30 June each year during the period of appointment.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

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 our 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.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

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

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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.

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.

Appendix

1. Stint Tariff (2023-24)

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
Other teaching provision**	Apply for approval
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.

**Organising the main research colloquium for each pillar (Government, IR, and Political Theory) counts towards teaching stint at the same rate as a class/seminar (e.g. organising a 1-hour colloquium session counts for 3 stint units).

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

2. Research Allowance (2023-24)

The postholder will be eligible for a research allowance, which is presently £3,200 per annum.

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.