Somerville College, a college of the University of Oxford, proposes to appoint a Stipendiary Lecturer in Experimental Psychology from 1 October 2023 for a period of one year, renewable for up to three years to provide 4 hours of undergraduate teaching per week during each of the three eight-week terms.

Somerville takes great pride in its pioneering history, its academic excellence, and its intellectual and social openness. It was founded in 1879 as a non-sectarian College, and one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994. There are approximately 200 graduate students currently reading for masters and doctoral degrees and approximately 400 undergraduates following three and four-year courses across a wide variety of disciplines.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial, and administrative fellows. Tutors are assisted by College lecturers, and the research community includes a number of postdoctoral research fellows. There are approximately 100 members involved in the College’s academic community. We employ approximately 125 support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

More information about the College may be found at [www.some.ox.ac.uk](http://www.some.ox.ac.uk).

**Duties of the Post**

- The Lecturer(s) will be responsible, in collaboration with a Tutorial Fellow, for the teaching of Experimental Psychology to undergraduates at Somerville College.

- The postholder(s) will be required to undertake four contact hours of Experimental Psychology teaching per week in tutorials or small classes, averaged over three eight-week terms.

The College allows Stipendiary Lecturers to ‘weight’ their hours if teaching in groups of two or three, and thus real contact hours may be slightly less. The College has an intake of 4 students each year for Experimental Psychology.

- The Lecturer(s) must be able to teach the second year Perception option. Preference will be given to those candidates who can also contribute to the teaching of the third-year option ‘Advanced topics in Human Information Processing’.

- The Lecturer(s) will also share responsibility for the pastoral care of undergraduate students and for monitoring their progress through regular meetings, as well as acting as college adviser to a small number of graduates studying Experimental Psychology.
• The lecturer, together with the Tutorial fellow, will be required to play a significant role in the undergraduate admissions process, help with open days, and support access initiatives of the college. They will also be expected to set and mark collections (termly exams held in college).

• The psychology department organizes much of the teaching centrally meaning that after the first year much of the teaching will be exchange teaching for other colleges within the agreed hours of teaching per week.

Details of the undergraduate syllabus and course structure, which are currently in a state of transition, can be found on the Department of Experimental Psychology’s website [https://www.psy.ox.ac.uk/](https://www.psy.ox.ac.uk/)

**Selection criteria**

1. The ability or potential to be an effective and inspiring teacher of Experimental Psychology in the tutorial context. Proven teaching experience is highly desirable.

2. Demonstrate an understanding of the needs of high achieving undergraduates and a commitment to fostering high academic achievement.

3. A high level of academic achievement, commensurate with the candidate’s career stage. She or he would normally be expected to have a PhD degree in Experimental Psychology or a related subject area.

4. Excellent communication skills and proven sensitivity when dealing effectively with any pastoral matters that may arise.

5. Excellent organisational/administrative skills.

6. Enthusiasm for involvement with the wider life of the college and the potential to contribute to the intellectual community.

**Pay and benefits**

• The salary will be aligned to Point 2 of the Senior Tutors’ Committee recommended pay scale which equates to a salary of £10,206 p.a. (£30,619 full-time equivalent). University pay scales are subject to revision in line with national adjustments to University teachers’ salaries.

• Stipendiary Lecturers are eligible for membership of the Universities Superannuation Scheme (USS) pension scheme and be eligible for a subsidised place in an on-site Nursery run by the College, subject to availability.

• The post holder will have use of a shared teaching room. Workspace in College will be offered if available.

• The post holder will be entitled to take two meals in College per week during term, free of charge. In addition to these meals, as a personal tutor, the postholder will be entitled to take lunch in College, free of charge, on any weekday during term time and will be eligible to claim up to £225 per year (£75 per term) for entertainment expenses relating to personal tutoring.

• Full membership of the Senior Common Room will also be awarded.
How to apply

Informal enquiries about this post may be directed in the first instance to the Senior Tutor, Steve Rayner, via academic.office@some.ox.ac.uk.

Please submit your application by email to academic.office@some.ox.ac.uk stating vacancy reference number 900512 in the subject line.

Your application should reach us by the closing date of 12 noon on Monday 26th June 2023 and should comprise:

a) A completed cover sheet (available as a separate download from www.some.ox.ac.uk/jobs).

b) A covering letter, highlighting your suitability and motivation for the post and stating clearly which papers you would be able to teach and/or already have experience of teaching.

c) A curriculum vitae with details of qualifications and experience.

d) The names and contact details of two academic referees. If shortlisted the College will contact the referees for references directly.

e) Please download, complete and return SEPARATELY an equal opportunities recruitment monitoring form, which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College. Woodstock Road
Oxford OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Interview date: Interviews will be held on Thursday 20th July 2023

Acknowledgement of applications

All applicants will be sent confirmation by email that their application has been received. This will be sent to the email address provided in the application unless otherwise specified by the applicant. We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.
Data Protection
All data supplied by candidates 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 Data Protection Act 1998 and the College’s Data Protection Policy.

Equal Opportunities statement
The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

Pre-employment screening
If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. **Eligibility to work in the UK**
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.
Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

2. **Documentary proof of right to work in the UK**
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.
Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

3. **Medical fitness**
Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).
The purpose of the pre-employment medical health questionnaire is to:
(i) assess the candidate's medical capability to do the job for which they have applied:
(ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
(iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.
The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.
Cover Sheet

This cover sheet must be completed as part of the application for the Stipendiary Lecturership(s) in Experimental Psychology and submitted with all other application materials:

- A covering letter, highlighting your suitability and motivation for the post and stating clearly which papers you would be able to teach and/or already have experience of teaching.

- A curriculum vitae with details of qualifications and experience.

- The names and contact details of two academic referees. If shortlisted the College will contact the referees for references directly.

- Please also complete and return an Equal Opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment (available from [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)). The information collected does not form part of the selection process, and will not be circulated to the selection panel.

Completed applications must be received by 12 noon on the closing date of Monday 26th June

Interviews are currently scheduled for Thursday 20th July 2023

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Right to work in the UK*

Do you currently hold the right to work in the UK          No ☐        Yes ☐
(If no, please provide details of any pending sponsorship or sponsorship you might require)

Referees

Name of first referee:                      Email address:

Name of second referee:                    Email address:

Referees will be approached by the College if applicant is shortlisted.

Criminal record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

Where did you find out about this vacancy?

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give the Colleges the right to terminate any employment contract offered.

Signed: ................................................................. Date: ........................................