Somerville College
University of Oxford
www.some.ox.ac.uk

Stipendiary Lectureship(s) in Engineering
(Fixed-term, 1 year – 6 hours teaching per week)

Somerville College, a college of the University of Oxford, proposes to appoint one or more Stipendiary Lecturers in Engineering from 1 October 2023 for a period of one year to support current teaching needs. The postholder(s) will provide a total of 6 weighted hours of undergraduate teaching per week during each of the three eight-week terms. This post can be offered on a job share arrangement for more than one Lecturer who would share the responsibility, pay and benefits of the post in proportion to the hours that each works.

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.

Duties of the Post

- The Lecturer(s) will be responsible, in collaboration with the Tutorial fellows in Engineering, for the teaching of P1 papers to 1st year undergraduate students and A1 & A3 to 2nd year undergraduates. Additionally, the candidates should be able to teach either parts of P3 (relating to Materials and Solid mechanics, Bending and Torsion) and parts of A4 (relating to energy systems) papers to undergraduate students in Somerville College. Consideration will be given to candidates able to teach just one of the topics (e.g., P1+A1, P3+A3), in which case the teaching stint would be 3 hours and salary/terms and conditions varied accordingly.

- The postholder(s) will be required to undertake six weighted hours of Engineering (this equates to 4.5-5 contact hours) teaching per week in tutorials or small classes, averaged over three eight-week terms.

- The Lecturer(s), together with the Tutorial Fellows in Engineering, 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) and to help the Engineering fellows with organisational and policy matters regarding Engineering at Somerville.
Details of the undergraduate syllabus and course structure can be found on the Department of Engineering’s website [https://eng.ox.ac.uk/study/undergraduate/your-degree/course-structure/](https://eng.ox.ac.uk/study/undergraduate/your-degree/course-structure/)

### Selection criteria

1. The ability or potential to be an effective and inspiring teacher of Engineering in the tutorial context. Proven teaching experience would be 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. The successful candidate should have a Doctorate in Engineering or have equivalent qualifications and experience (for example a Master’s Degree in Engineering plus relevant professional experience).
4. Very good communication skills and sensitivity to deal effectively with any pastoral matters that may arise.
5. Good organisational skills.
6. Enthusiasm for involvement with the wider life of the colleges and the potential to contribute to the intellectual communities.

### Pay and benefits

- The salary will be aligned to Point 1 of the pay scale for Stipendiary Lecturers, £15,244 (using the Senior Tutors’ Committee recommended scale), 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 and will be entitled to two meals in College a week during term, free of charge. Workspace in College will be offered if available.
- Full membership of the Senior Common Room

### 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](mailto:academic.office@some.ox.ac.uk).

Please submit your application by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) stating vacancy reference number 900513 in the subject line.

Your application should reach us by the closing date of **12 noon on Monday 17th July 2023** and should comprise:

- a) A completed cover sheet (available at the end of this document or as a separate download from [www.some.ox.ac.uk/jobs](http://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 have experience of teaching
- c) A curriculum vitae with details of qualifications and experience.
- d) Two academic references. Candidates should ask their referees to write to the Tutorial & Graduate Officer at Somerville College under confidential heading by **12 noon on Monday 17th July 2023** and should supply each referee with a copy of these further particulars.
References may be sent by email to academic.office@some.ox.ac.uk

The College wishes to take this opportunity to thank in advance those referees who write on behalf of applicants. Please note that it is the responsibility of the applicant to ensure that references are submitted promptly, as referees will not be approached by the College.

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 Tuesday 1st August

**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 specified otherwise 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 a Stipendiary Lecturership in Engineering and submitted with all other application materials:

- A covering letter, highlighting your suitability and motivation for the post and stating clearly which subjects you propose to teach for the College.
- A *curriculum vitae* with details of qualifications, experience, current research interests and publications, and proposals for future research.
- Two academic references. Candidates should ask their referees to write to the Tutorial & Graduate Officer at Somerville College under confidential heading by 12 noon Monday 17th July, and should supply each referee with a copy of these further particulars. References may be sent by email to academic.office@some.ox.ac.uk or by hard copy to Somerville College.
- 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). 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 the closing date of 12 noon UK time, Monday 17th July 2023**

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| Referees |

S. Richards 15/06/23
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Please note that it will be the responsibility of the applicant to ensure that references are submitted by the deadline of 12 noon, on Monday 17th July 2023, as referees will not be approached by the College. Please do not send more than two references; additional references will not be considered.

**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: ..............