

Job description and selection criteria

Job title	Part Time Departmental Lecturer in Phonetics and Phonology
Division	Humanities
Department	Faculty of Linguistics, Philology and Phonetics
Location	Phonetics Laboratory
Grade and salary	Grade 7: £31,604-£38,833 p.a. (pro rata £15,802-£19,917)
Hours	0.5 FTE (18.75 hours per week, on average)
Contract type	Fixed-term from October 1 2018 to September 30 2019.
Reporting to	Director of the Phonetics Laboratory
Additional Information	
Vacancy reference	

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit www.ox.ac.uk

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing

Faculty of Linguistics, Philology and Phonetics

together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: <http://www.humanities.ox.ac.uk/>

The Faculty of Linguistics, Philology and Phonetics

The Faculty of Linguistics, Philology and Phonetics is a vibrant community of linguists working in various aspects of the discipline, both synchronic and diachronic. The Faculty offers two thriving Master's degrees (the one-year Master of Studies and the two-year Master of Philosophy), and has a large number of students registered for the DPhil degree. The Faculty offers undergraduate teaching in all areas of linguistics for its joint undergraduate degree with the Faculty of Modern Languages and a new undergraduate degree in Psychology, Philosophy and Linguistics.

For more information please visit: <http://www.ling-phil.ox.ac.uk/>

Job description

Overview of the role

The Faculty of Linguistics, Philology and Phonetics is seeking a fixed-term part-time Departmental Lecturer to assume teaching and examining responsibilities for one year in the area of Phonetics and Phonology. The post is tenable from 1 October 2018 or as soon as possible thereafter, and is non-renewable.

Responsibilities/duties

The DL will be required to carry out the following duties to the satisfaction of the Faculty Board:

- a) To give no fewer than 12 lectures or classes on subjects in Phonetics and Phonology as the Faculty Board of Linguistics, Philology and Phonetics shall direct.
- b) To provide 120 hours (5 hours per week, on average) of tutorials or intercollegiate classes in Phonetics and Phonology at undergraduate and graduate levels. The primary need is for 4-5 hours per week of intercollegiate classes for the 1st year (Prelims) course in Phonetics and Phonology, for students of Modern Languages and Linguistics, or Psychology, Philosophy and Linguistics.
- c) To coordinate and make administrative arrangements for teaching of the 1st year (Prelims) course in Phonetics and Phonology.
- d) For candidates with a doctoral degree, to supervise Master's students (for which additional payment will be given).
- e) To engage in study and research to underpin teaching.
- f) To engage in university examining if required (for which additional payment will be given).

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g) To co-operate in the administrative work of the Faculty in both term and vacation, under the direction of the Faculty Board.

Selection criteria

Essential

- (i) A strong research record, appropriate to the stage of the candidate's career, with evidence of distinguished research in the field of Phonetics and Phonology.
- (ii) Evidence of the ability to teach in the field of Phonetics and Phonology at university level.
- (iii) Evidence of the ability to give lectures and classes and to lecture at an appropriate level to undergraduate audiences in an interesting and engaging manner.
- (iv) Evidence of the ability to teach graduate students and supervise them at Master's level.
- (v) Willingness to undertake administrative tasks, as directed by the Faculty Board.
- (vi) Evidence of the ability to act as an examiner.
- (vii) Candidates must have been awarded a post-graduate degree in Linguistics, and have been awarded or be close to completion of a doctorate by 1st October 2018.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

<https://www.ox.ac.uk/about/jobs/preemploymentscreening/>.

All academic and related posts (any grade above grade 5) are subject to the University's retirement policy. The University operates an employer justified retirement age, for which the retirement date is the 30 September immediately preceding the 68th birthday. Applicants should be aware that any employment beyond the University's retirement age is subject to approval through the procedures outlined at:

www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/ejra/.

Working at the University of Oxford

For further information about working at Oxford, please see:
<https://www.ox.ac.uk/about/jobs/academic/>

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post.

The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

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Please save all uploaded documents to show your name and the document type.

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

Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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 departments and this letter **must** be attached to any application they submit.*

Full details of the priority application process are available at:
<http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate>

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link
www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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

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age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.