



FACULTY OF ENGLISH LANGUAGE AND LITERATURE

## Job description and selection criteria

<b>Job title</b>	Mellon Postdoctoral Fellowship in English Language Lexicography
<b>Division</b>	Humanities
<b>Department</b>	Faculty of English
<b>Location</b>	St Cross Building
<b>Grade and salary</b>	Grade 7: £29,249 - £31,020 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (two years, externally funded)
<b>Reporting to</b>	Charlotte Brewer
<b>Vacancy reference</b>	103370
<b>Additional information</b>	

## **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 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

### **Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing 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. Oxford's extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. The English Faculty also has its own library with over 100,000 volumes, including important holdings of pre-1800. Every college has its own library, many of which have important holdings of their own (Regent's Park College has notable holdings in manuscripts and printed books related to Dissenting history). Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

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

## **Faculty of English Language and Literature**

The Faculty of English Language and Literature is by far the largest English Department in the UK, and has a very distinguished research record (awarded the top grade in the last two research assessment exercises). We were voted the top university for English in the *Independent's* Complete University Guide 2011, and our teaching has been graded 'Excellent' in every Quality Assurance review.

The Faculty currently has 79 permanent members of academic staff, including 9 Professors. This is in addition to a further 80 or so members teaching in the colleges and temporary members of staff. A list of Faculty members and their research interests is available on the website. There are currently approximately 900 undergraduate students (with roughly 260 admitted each year to the single honours school and a further 20 to joint honours school programmes). The Oxford English Faculty has the largest graduate school in the country, with approximately 70 Masters students, with a further 170 graduate research students.

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

## **English Language Lexicography in the University of Oxford**

English Language Lexicography is pursued at two institutions in the University of Oxford: Oxford University Press (OUP), which creates and publishes English Language dictionaries, and the English Faculty, under whose auspices the subject is researched and taught.

OUP is a world leader in English dictionary-making, with a global reputation for the quality of the numerous dictionaries it produces, and an impressive record of technical and scholarly innovation. It is the home of the Oxford English Dictionary (OED), one of the world's greatest works of historical lexicographical scholarship, which is currently in the process of undergoing its first full revision since the original edition was completed in the early 20<sup>th</sup> century, as well as of dictionaries of current English, such as the Oxford Dictionary of English, which are at the forefront of modern lexicographical methods and language research. The Fellow will be able to observe the dictionary-making process directly, consult the experienced lexicographers involved in it, and—if suitably qualified—make some contribution to it. S/he would also have access to the archive which is maintained at OUP, as well as relevant documents held in the Bodleian.

There are strong formal and informal links between OUP's dictionary division and the English Faculty, and a number of senior Faculty post-holders research the history, structure and use of the English language (e.g. Professors Deborah Cameron, Charlotte Brewer, Simon Horobin, Lynda Mugglestone and Suzanne Romaine). Brewer and Mugglestone in particular have extensive publication records in lexicography, especially on the OED but also on Johnson's Dictionary, including books, articles and a website (Brewer's Examining the OED at <http://oed.hertford.ox.ac.uk/main>, which provides valuable resources for scholarly work on the dictionary).

Lexicography is a prominent feature of the English Language MSt which the Faculty is introducing from October 2012. English Language will be part of the compulsory first year undergraduate syllabus from that date, while lexicography and other English Language topics are taught as third-year undergraduate options. The Fellow will be encouraged to work in collaboration with existing staff on both research and teaching projects.

## **Hertford College**

Hertford College is centrally located in the heart of Oxford, directly opposite the Bodleian Library. The Fellowship, which has responsibility for the governance of the College, currently numbers about forty fellows, including Professor Charlotte Brewer. It is home to roughly 650 students, two-thirds of whom are undergraduates. Both graduates and undergraduates are drawn from a range of disciplines across the Humanities, Sciences and Social Sciences. The College has a reputation for being both progressive and friendly. For example, it was one of the first Colleges to go mixed, and the ratio of female students to male remains comparatively high. It has championed access for students from schools that have not traditionally encouraged Oxford applications. It is also an academically high achieving College, 5th in the Norrington table (based on undergraduate performance in Finals exams) in 2011.

Full information about the College is available on the College website:

[www.hertford.ox.ac.uk](http://www.hertford.ox.ac.uk).

## Summary of the Mellon Postdoctoral Fellowship scheme

The Mellon postdoctoral fellowships are funded by the Andrew W. Mellon Foundation as part of a wider Oxford University initiative which is designed:

- to provide an intensive and supported career development opportunity for outstanding academics at an early stage of their career;
- to recruit the very best of the next generation of potential academics;
- to promote equality of opportunity by helping to create a more diverse pool of potential candidates for future academic posts at Oxford.

The University will especially welcome applications from women and ethnic minorities, who are under-represented among its academic staff (section 38 of the Sex Discrimination Act 1975 and section 48 of the Race Relations Act 1976 apply).

The Mellon Postdoctoral Fellow in English Language Lexicography will:

- take up appointment between 1 September 2012 and 1 January 2013;
- receive a salary in the range (as at 1 January 2012) of £29,099 - £30,870;
- be able to develop expertise in both research and teaching;
- have an academic mentor as well as a personalised career and professional development package, including the opportunity to undertake the University's postgraduate diploma in learning and teaching; and
- have associate membership of Hertford College with full Senior Common Room rights.

The successful applicant will pursue a research project in English Language Lexicography (i.e. the academic study of dictionary-making—the practice, its products, their histories and their relationship to their cultural contexts) under the mentorship of Charlotte Brewer in the Faculty of English. The proposed research project may be in any topic in English Language Lexicography, but applications are particularly encouraged in areas relating to the OED, in dictionaries of current English, and in related areas of language technology such as language corpora.

## Job description

A two-year research and teaching appointment in English Language Lexicography from September 2012 or as soon as possible thereafter for an outstanding academic at an early stage of his or her career.

*Applications from women and ethnic minorities, who are under-represented in academic posts at Oxford, are particularly welcome.*

### Overview

The Mellon Postdoctoral Fellowships are designed to give their holders supported experience in a broad range of academic duties.

The scheme aims to find some of the ablest and most promising academics, at the stage at which they have completed their doctorates and are starting out on a second research theme, and to equip them for an academic career. We expect the scheme to produce a group of talented academics equipped with the necessary teaching and research skills and experience to be prime candidates for appointment to tenured, or tenure-track, posts at top universities.

#### *Professional and career development*

Each Mellon Postdoctoral Fellow will have an academic mentor who will discuss work-in-progress and support the individual in making effective use of the scheme to plan for an academic career.

Mellon Postdoctoral Fellows are offered a carefully tailored package of professional development. Soon after taking up their appointment, individuals will have the opportunity to meet with a professional development adviser from the University's Oxford Learning Institute. The Learning Institute has a well-developed programme of courses for academic and research staff and fellows will have access to these. Mellon Postdoctoral Fellows are eligible to take the Diploma in Learning and Teaching in HE subject to an application once in post (see <http://www.learning.ox.ac.uk/>).

The Humanities Division has a full-time training officer who coordinates a range of training opportunities, including teaching-training and events designed to enhance academic and transferable skills. More information is available at [http://www.humanities.ox.ac.uk/training\\_and\\_support](http://www.humanities.ox.ac.uk/training_and_support). Mellon Postdoctoral Fellows will also have access to career development advice via the University Careers Service, including one-to-one sessions with a careers adviser specialising in the career needs of academic and research staff, career planning and interview skills workshops, and access to information resources.

Each Fellow will be entitled to research support funds, up to £4,000 a year, to facilitate their research development. The uses to which this can be put will be intentionally open, but could include visits to overseas libraries, or attendance at international conferences.

## Responsibilities/duties

1. To produce significant publication(s) in a field that is not a derivative of the Fellow's doctoral work;
2. To teach for an average of 2-3 hours per week (with a maximum of 6 hours per week) across the two years of the fellowship.

In more detail the teaching (under the auspices of the English Faculty) will involve:

- seminars on Lexicography and related areas for graduates studying the English Language MSt
- seminars and tutorials for undergraduates studying English Language subjects.

## Selection criteria

To be eligible for the Mellon Fellowship scheme, candidates will:

1. at the time of taking up the appointment, hold a masters degree and **either** have completed a PhD **or** for candidates in national education systems where the PhD does not apply, be a candidate for the appropriate doctoral examination;
2. be at an early stage of an academic career, and if holding a doctorate have completed it not longer than in the previous four years from 1 October 2012 (excluding justified career breaks);
3. be aspiring to a substantive academic appointment and have career development needs which could reasonably be met by the scheme.
4. normally have at least one peer-reviewed publication either published or in press.

**Candidates who already hold a permanent academic appointment will not be considered.**

To be successful, candidates will also need to demonstrate that they meet the following essential selection criteria:

5. be working on, or proposing to work on, a new line of research that is not derivative of their PhD thesis;
6. show outstanding promise in their field;
7. have an informed interest in the full range of academic duties and in progressing to an academic post; and
8. have a commitment to their own professional development.

## Working at the University of Oxford

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

## 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, at least one of whom should be from outside Oxford University. Please ask your referees to send references to [english.office@ell.ox.ac.uk](mailto:english.office@ell.ox.ac.uk) before the application deadline.

You will also be required to upload:

- a covering letter explaining how you meet the eligibility and selection criteria for the scheme (see above);
- a research proposal, which is not derivative of your doctoral work, outlining the work you would undertake during your appointment as a Mellon Postdoctoral Fellow (no more than two pages);
- a *curriculum vitae* and publications list

You should also email [english.office@ell.ox.ac.uk](mailto:english.office@ell.ox.ac.uk) a sample of your recently published, or soon to be published work, of no more than 30 pages.

Separate application is not required for the college of association.

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

All applications must be received by **midday on 20 July 2012**.

### 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.*

**The priority application date for this post is midday UK time on 6 July 2012.**

**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](mailto: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](http://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.