# Job description and selection criteria

|  |  |
| --- | --- |
| Job title | Departmental Lecturer in Czech (with Slovak) |
| Division | Humanities |
| Department | Faculty of Medieval and Modern Languages |
| Location | 41 Wellington Square |
| Grade and salary | Grade 7: £29,837 - £36,661 (with discretionary range to £40,046) |
| Hours | Full time |
| Contract type | Fixed-term (3 years) |
| Reporting to | Chair of the Medieval and Modern Languages Faculty Board/Chair of the Sub-faculty of Russian and Other Slavonic Languages |
| Vacancy reference | 112631 |
| Additional information |  |

## 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.

## The University of Oxford is a member of the [Athena SWAN Charter](http://www.athenaswan.org.uk/) and holds an institutional Bronze Athena SWAN award.

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

### Faculty of Medieval and Modern Languages

The Modern Languages Faculty has roughly 1,000 undergraduates reading for the Honours School of Modern Languages or one of five Joint Schools, and approximately 150 graduate students; there are around 100 academic and support staff holding university posts. The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, and cultural history as well as languages and literatures.

The main subjects studied are French, German, Italian, Russian, Spanish, Portuguese, Modern Greek, and Linguistics. The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty’s administrative staff have offices, and at the Taylor Institution in St Giles’ where some teaching takes place and the main Faculty and research library is based.

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

### Sub-faculty of Russian and Other Slavonic Languages

The Sub-faculty of Russian and other Slavonic Languages was founded more than a century ago and has an excellent teaching and research profile. Over its history it has produced more doctorates in Slavonic studies than any other British department. The current enrolment of undergraduates reading Russian (that is, majoring in the subject) exceeds one hundred. The Sub-faculty also currently has twenty six graduate students.

The Sub-faculty has seven permanent postholders in addition to the Chair in Russian, a Senior Instructor in Russian and one Lector in Russian. Its members, which include two experts in Slavonic linguistics, teach and research across virtually the entire spectrum of Russian literature and cultural history, from the medieval to post-Soviet period. The Sub-faculty benefits too from the presence of a number of colleagues who support the teaching of the permanent postholders and enhance the research profile of the sub-faculty. These include some tutors employed solely by colleges, research fellows and academic librarians.

**University College**

The College proposes to appoint a Senior College Lecturer in Czech in association with the Departmental Lecturership in Czech, the departmental and College posts to be co-terminous.

Founded in 1249, University College is the oldest of the thirty-eight colleges of Oxford University. Like all the colleges, it is an independent, self-governing establishment which functions both as an academic institution and as a social and residential centre for its members. The College currently has around 360 undergraduates and in excess of 200 graduate students. Most of the core subjects on offer at Oxford University can be studied at University College.

The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the Master (the Head of the College) together with most of the Fellows. The current Master is Sir Ivor Crewe, former Vice-Chancellor of Essex University and a distinguished social scientist. Among the Fellows of the College are six Professorial Fellows, some thirty-two Tutorial Fellows and eleven non-Tutorial Fellows, as well as up to ten Junior Research Fellows at any one time. All these categories of academics are members of the Senior Common Room, which provides intellectual, dining and social benefits.

University College is committed to maintaining a vibrant and internationally excellent teaching and research environment. It accordingly expects its Fellows and Lecturers to be active in research and to contribute to a high-quality teaching and learning experience for its student body.

University College is unique among Oxford colleges in admitting undergraduates to read Modern Languages only if one of their target languages is either Russian or Czech. As a consequence, the total number of undergraduates reading Modern Languages here at any one time is 18-20, across all four years, while the strong Slavonic emphasis means that the number of candidates admitted to read even such popular individual languages as French and Spanish is small, sometimes as few as one a year. The College’s Tutorial Fellow in Russian (Dr Polly Jones, the Schrecker-Barbour Fellow in Slavonic and East-European Studies) succeeded Dr Michael Nicholson upon his retirement in January 2012. Dr Jones is a specialist in Soviet culture and literature, especially of the post-Stalin period, and has comparative research interests in memory studies and biography. The Modern Languages team at University College includes a Stipendiary Lecturer in French, Dr Francesco Manzini, and a Senior College Lecturer in Linguistics, Dr Richard Ashdowne. Teaching of language and literature other than Russian and French is carried out by non-stipendiary College Lecturers (in Czech, Spanish, German, Italian, as well as *ab initio* Russian). Many of the College Lecturers are Fellows of other colleges or experienced teachers who have served the College unstintingly for long periods of time.

The successful candidate for the Departmental Lectuership in Czech will be appointed to a Senior College Lecturership at University College. The Departmental Lecturership salary will be paid through the Faculty of Modern Languages, which will invoice University College for its share of the costs (equivalent to three tutorial hours per week). In addition, the Senior College Lecturer will receive a retainer of £200 per term from the College and will be a full member of the SCR (free of charge). The Senior College Lecturer will be entitled to free lunches in College, and will have the Senior Lecturer entitlement to dinner. The Lecturer will be able to apply for conference grants in annual gathered fields organized by the College. He or she will be provided with a shared teaching room in College.

The Senior College Lecturer in Czech will work closely with Dr Jones. The Lecturer will be expected to participate in the organisation of the subject, play a full part in undergraduate admissions and provide welfare and pastoral support, set and mark start-of-term collections (College examinations). Swift and helpful formative feedback on tutorial work and collections will need to be provided. The Senior College Lecturer will be expected to attend Master’s Collections for students studying Czech (at which the academic progress of students is reviewed). He or she may be asked to perform some outreach work (such as participation in Open Days) and act as a College Adviser to graduate students in relevant subject areas.

## Job description

### Overview of the role

This post is to provide teaching and research in Czech (and Slovak).

### Responsibilities/duties

* To give no fewer than twenty-four lectures or classes over the three terms of the academic year covering the Preliminary (first-year) course and the Final Honours School (exams taken at the end of the fourth and final year of undergraduate study). These will cover first-year options in Czech literature (short stories by Kundera, Hrabal, Neruda and Pavel, plays by Čapek and Havel, and Mácha’s *Máj*), as well as Finals papers in Czech literature (Paper VIII: Czech literature from 1774; Paper X – Modern Prescribed Authors, including Komenský, Holan, Hrabal, Hodrová and Johanides, and the Slovak author, Mitana). Other papers that may be taken by final-year undergraduates include Paper IX: Early Texts (*Dalimilova kronika*, *Život svaté Kateřiny* and *Tkadleček*) and Paper IV: The History of Czech and Slovak.
* To give an average of six hours of tutorial teaching weekly in Czech (and Slovak) literature and language for undergraduates reading Czech (and Slovak) across the collegiate university covering the first-year syllabus and the main undergraduate options. Weekly classes in translation from Czech (and Slovak) to English are also included in this remit.
* To coordinate the delivery of Czech (and Slovak) language teaching;
* Produce lecture notes, course materials, reading lists, and reference guides;
* Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate.
* To contribute to the delivery of postgraduate options on the MSt and MPhil in Slavonic Studies subject to a suitable matching of the lecturer’s research interests with the current offerings;
* To engage in University examining at all levels;
* To be involved in appropriate administrative activities within the Faculty and Colleges, as required;
* To be involved in the Faculty and the Colleges annual undergraduate admissions process, including assessment of applications, open days and selection interviews, and to participate, as required, in the Faculty and College admissions processes for graduate and visiting students;
* To set and mark termly college examinations (collections);
* First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others);
* Organise specific areas of the syllabus;
* In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts;
* To undertake research into Czech (and Slovak);
* Occasionally write research articles for peer-reviewed journals and give poster presentations or briefings.

### The academic calendar is divided into three terms of eight weeks. (Michaelmas, Hilary and Trinity). While the Oxford terms are short, applicants should be aware that some essential business also takes place outside these. For instance, it is standard for tutors to meet their undergraduates and arrange tutorial times at the end of 0th week, and undergraduate admissions occurs until mid-December, and they should expect to be around at these times.

## Selection criteria

## Essential

### A PhD/DPhil in Czech (and Slovak);

* A successful track record of teaching at undergraduate level, and an understanding of undergraduate needs and how to address them;

### A strong research record in Czech, appropriate to the stage of the individual’s career;

* Fluency in written and spoken English and Czech;
* An excellent reading knowledge of Slovak and an ability to teach Slovak language and literature;
* A strong commitment to the tutorial system, and willingness to participate in and assist in the Faculty and College’s life and governance.

### Desirable

* Experience of graduate teaching and supervision;
* Knowledge of another Slavonic language.

**Working at the University of Oxford**

For further information about working at Oxford, please see:

<http://www.ox.ac.uk/about_the_university/jobs/academic/>

## How to apply

The application process is via the University’s on-line recruitment system. To retrieve the relevant ‘Job Details’ page, search for ID ref **112631** at: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk) Or go to:

<https://www.recruit.ox.ac.uk/pls/hrisliverecruit/erq_jobspec_version_4.jobspec?p_id=112631>

Once on the ‘Job Details’ page, click on the ‘Apply Now’button 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. As part of this, applicants should upload:

* a CV
* a supporting statement
* details of your publications

Please save all uploaded documents to show your name and the document type. Please **do not** upload any additional documents (e.g. copies of qualifications/ references/ right to work documentation). Please include details of two referees indicating whether or not they can be contacted before the interviews.

You should also:

* e-mail two pieces of written work (e.g. an article or chapter) to [recruitment@mod-langs.ox.ac.uk](mailto:recruitment@mod-langs.ox.ac.uk) by the closing date**.** Please **do not** upload these documents to the on-line application system.

**All applications and written work must be received by midday on the closing date 14th May 2014.**

Queries about the post itself should be addressed to the Faculty Administrator, [administrator@mod-langs.ox.ac.uk](mailto:administrator@mod-langs.ox.ac.uk) .

Queries about the application process should be addressed to [recruitment@mod-langs.ox.ac.uk](mailto:recruitment@mod-langs.ox.ac.uk) .

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) .

Interviews are scheduled for the 9th June 2014. Interviews for international candidates are likely to take place via Skype. If you cannot make this time, please make this clear in your application. Shortlisted candidates will be expected to give a short teaching presentation as part of the interview. This should be on one of the literary texts taught for Papers VIII or X and appropriate for a second-year class. Paper VIII covers Czech and Slovak Literature, 1774 to the present and Paper X covers Modern Prescribed Authors. More information can be found in the Czech FHS handbook at https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/russian/prelims

**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:** [**www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate**](http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate)