# Job description and selection criteria

|  |  |
| --- | --- |
| Job title | **Departmental Lecturer in Phonetics** |
| Division | **Humanities** |
| Department  | **Faculty of Linguistics, Philology and Phonetics** |
| Location | **Phonetics Laboratory** |
| Grade and salary | **Grade 7: £30,434-£37,394 p.a.** |
| Hours | **Full time (37.5 hours per week)** |
| Contract type | **Fixed-term post for 3 terms to provide replacement teaching to cover for Professor John Coleman, who will spend the year 2015 on research** |
| Reporting to | Director of the Phonetics Laboratory |
| Additional Information |  |
| Vacancy reference | **115015** |

## 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](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: <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 Departmental Lecturer to assume teaching and examining responsibilities for three terms in the area of Phonetics. The post is tenable from 1 January 2015 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 36 lectures or classes on subjects in Phonetics as the Faculty Board of Linguistics, Philology and Phonetics shall direct. The principal relevant courses are, at present: a short introduction to Acoustic Phonetics (4 lectures), face-to-face Phonetic Transcription (7 classes for advanced undergraduates and Master’s students), Introduction to Phonetics (8 Master’s-level classes), Experimental Phonetics (6 classes for Master’s students), Phonetics and Phonology (7 Master’s-level classes, usually delivered as a reading group), and 4 lectures or classes in a topic of interest to the lecturer appointed, provided that it is relevant to our students.

b) To provide up to 6 hours per week of tutorials in Phonetics at undergraduate and graduate levels.

c) To supervise postgraduate students.

d) To engage in advanced study and research.

e) To engage in university examining.

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

## Selection criteria

(i) A strong research record, appropriate to the stage of the candidate's career, with evidence of distinguished research in the field of Phonetics.

(ii) Evidence of the ability to teach in the field of Phonetics at university level, including the subjects listed in (a) above, and the training and ability to carry out face-to-face phonetic transcription of unfamiliar languages

(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 the highest 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 doctorate by 10 January 2013.

## 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

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. The supporting statement should describe what you have been doing over at least the last 10 years.  This may have been 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.

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>

**The priority application date for this post is 12.00 noon Friday 19 September 2014.**

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](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.