Job Description and Selection Criteria

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| Post | King Alfonso XIII Professor of Spanish Studies |
| Department/Faculty | Faculty of Medieval and Modern Languages |
| Division | Humanities |
| College | Exeter |

Overview of the post

The King Alfonso XIII Professor of Spanish Studies will undertake teaching and research in the field of Spanish studies.

At Oxford, Spanish studies is understood to cover the language and literature of Spain and Spanish America. The broader context of the history, thought and culture of the countries concerned is also considered to be relevant, in so far as it contributes towards the understanding of their language and literature.

The post was established in 1927, and was first held by Professor Salvador de Madariaga. Subsequent postholders have included Professor Ian Michael and Professor P.E. Russell. The post is currently held by Professor Edwin Williamson.

Queries about the post should be addressed, in the first instance, to the Head of Administration and Finance at the Faculty at [administrator@mod-langs.ox.ac.uk](mailto:administrator@mod-langs.ox.ac.uk).

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties of the post

The King Alfonso XIII Professor of Spanish Studies will be a member of both the University and the College community. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. She or he will have a role to play in the running of Exeter College as a member of the Governing Body and a trustee of the College.

The main duties of the post are as follows:

Academic Leadership

* to support and promote Spanish Studies both within Oxford and internationally;
* to act as a focal point for and provide research leadership for Spanish studies in Oxford;
* to provide intellectual leadership for the sub-faculty of Spanish, and mentoring, advice and guidance for junior colleagues;
* to undertake and publish research at an international level of excellence within the field of Spanish studies;
* to be active in applying for research funding;

Teaching

* to give no fewer than 36 lectures or classes in each academic year spread over the three terms, under the direction of the Board of the Faculty of Medieval and Modern Languages;
* to engage in graduate teaching and supervision for taught Masters and research students as appropriate;
* to serve as an examiner for undergraduate and graduate students when requested to do so;

Faculty Administration

* to co-operate in the administrative work of the Faculty of Medieval and Modern Languages both during term and in vacation, such work potentially to include service on the Faculty’s committees and in key offices within the Faculty (e.g. Chair of the Faculty Board, Director of Graduate Studies);
* to play a part in Exeter College life, including membership of the College’s governing body.

Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees (known as electoral boards) will be aware of the principles of equality of opportunity and fair selection and there will be both male and female board members wherever possible.

The successful candidate will demonstrate the following:

ESSENTIAL

* a doctorate in an area related to Spanish studies;
* native or near native command of spoken and written Spanish and English;
* a world-leading research and publications record in Spanish studies, and the clear potential to continue this in the future;
* the ability to provide academic and research leadership and guidance to students and colleagues within the framework of the collegiate university;
* a record of obtaining or the potential to obtain external funding for research;
* excellent teaching skills and experience of a range of undergraduate and graduate teaching and supervision in Spanish studies, including the successful supervision of graduate theses;
* excellent communication, interpersonal, and organisational skills and leadership qualities;
* evidence of an ability and willingness to undertake administration in the Faculty, and to co-operate in Faculty and College affairs.

How to apply

To apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV with a full publications list and a supporting statement*.* The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type in the filename. All applications must be received by **12.00 noon** on **Monday 9 January 2017**.

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). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

Please note that you will receive an automatic acknowledgement of your application.

All applications will be considered by the board of electors as soon as possible after the closing date. The board is free to search for other candidates at this or any subsequent stage in its proceedings. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the electors as part of the interview. The board’s decision will be communicated as soon as possible after the interview but in some cases there may be a delay while deliberations are ongoing.

Essential Information for Applicants for the King Alfonso XIII Professorship of Spanish Studies

## The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford’s self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at [www.ox.ac.uk/about/organisation/strategic-plan](http://www.ox.ac.uk/about/organisation/strategic-plan).

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000, over 45% of students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

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

## The 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 and Religion, 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 1,600 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. These historic resources are linked to cutting-edge agenda in research and teaching, with an increasing emphasis on interdisciplinarity.

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.

New professors in the Humanities are eligible to apply to the Humanities Division for a start-up grant of up to £7500 to cover the costs of IT equipment, travel, conference attendance, books etc. during the first two years of their appointment. Travel, research, and equipment grants are also available from the Faculty Board and from certain trust funds.

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

## The Faculty of Medieval and Modern Languages

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, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in Celtic (Welsh and Irish), French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings where some academic staff and the Faculty’s administrative staff have offices, and at the Taylor Institution where some teaching takes place and the main Faculty and research library is based. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum, contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty’s largest teaching rooms.

Modern Languages at Oxford has been ranked top in the world in the last two QS World University rankings.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. It includes 11 established professorships as well as 15 individuals with the title of professor and 80 permanent academic post holders. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for a degree in Modern Languages and joint degrees with Classics, English, History, Philosophy, Oriental Studies, and in the near future, Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 50 graduates taking taught Masters degrees, and about 120 research students.

In common with other Humanities subjects, the Modern Languages Faculty is not organised as a department but is governed by an elected faculty board, which elects its own chair. The board meets twice per term. It consists of the chair of each of the sub-faculties and (except for the smallest languages) a number of elected representatives broadly in line with the size of the sub-faculty. Each sub-faculty meets at least once per term, and elects its chair to serve for a period of two or three years. All members of the sub-faculty of Spanish are expected to be willing to serve as chair of the sub-faculty from time to time. The professor is qualified for election as a member of the Medieval and Modern Languages Faculty Board; members are elected from time to time by the faculty to hold office for three years.

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

**The Sub-faculty of Spanish**

The Sub-faculty of Spanish is one of the largest Spanish departments in the UK. It currently has one statutory professor, fifteen associate professors (including three specialist language teachers), two assistant language teachers and *lectores* in Catalan and Galician, the latter of whom oversees one of only two centres of Galician Studies in Britain. There will be a further associate professor in Golden Age studies in post from October 2017. It also benefits from the presence of a number of colleagues who support the teaching of the permanent staff and enhance the research profile of the Sub-faculty. These include College Lecturers, Career Development Fellows and both Junior and Senior Research Fellows and Associates. The Sub-faculty is also linked to the university's Latin American Centre, co-hosting seminars and related academic events. Its total membership is over thirty.

Numbers of applicants to read Spanish in Oxford have risen significantly over the last decade to more than 300 a year, and the average annual intake is currently 80. The Sub-faculty aims to develop a command of grammatically correct and idiomatic spoken and written Spanish and an ability to write accurately and naturally in Spanish and to translate into and out of Spanish with precision and sensitivity to a variety of styles and registers. The undergraduate curriculum allows students either to study a broad range of literature from both Spain and Spanish America or to focus on a particular period: medieval, early modern or the modern period up to the present day. There are also options in early and modern Linguistics and Film Studies, as well as Catalan and Galician language and literature. The emphasis in the Final Honour School (final year of undergraduate studies) is very much on student choice, and the main papers are supplemented by a comprehensive series of options relating to the specialist research interests of postholders. These range from the literature and culture of Al-Andalus to Hispanic sociolinguistics and contemporary Latin American cinema. Graduate applications have also been increasing in recent years and graduates reading Spanish may study either for a research degree (DPhil or MLitt) or follow a taught Master’s Course in Modern Languages of one or two years’ duration (MSt and MPhil respectively). There are also a number of other taught courses in which Spanish may form a component (for example in Women’s Studies, Medieval Studies, General Linguistics and Comparative Philology). The sub-faculty has an outstanding record in supplying graduates for university posts both in Britain and overseas.

Further information will be found on the Sub-faculty’s web site: [www.mod-langs.ox.ac.uk/spanish](http://www.mod-langs.ox.ac.uk/spanish).

## Exeter College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Exeter College is the fourth-oldest of the Colleges of the University of Oxford. Exeter’s Governing Body is made up of the Rector and 46 Fellows, all of whom hold academic, professorial, or administrative posts in the collegiate University. The King Alfonso XIII Professor will hold a Professorial Fellowship of Exeter and will be a member of the College’s Governing Body. The College has an undergraduate body of about 320, in addition to whom there are approximately 190 postgraduate students and up to 30 visiting undergraduate students. Almost all of the College’s visiting undergraduates are Junior Year students from Williams College, Massachusetts (which is regularly ranked very high among American liberal arts colleges), with whom Exeter College has a long-term and fruitful relationship. Exeter is a lively interdisciplinary community: its Fellows and students are spread across a large number of subjects in the social sciences, humanities, medicine, and the natural sciences (including engineering and mathematics). Exeter, which has a reputation for being small and friendly, maintains consistently high academic standards; its commitment to excellence in teaching and research extends to admitting and supporting the best students regardless of their background.

The College is located on the corner of Broad Street and Turl Street at the heart of the historic city centre – the Bodleian Library protrudes into the College’s Fellows’ Garden – and in autumn 2016 the College will open an ambitious additional “third quadrangle” in Walton Street, just a few minutes’ walk from our historic Turl Street site and a very near neighbour to the headquarters of the Humanities Division, to the Taylor Institution and to the Blavatnik School of Government’s building. Exeter’s new Cohen Quadrangle will include seminar rooms, residential facilities, study and social space and the College’s special collections.

Exeter College has a long commitment to Spanish teaching and research. The King Alfonso Professorship of Spanish Studies was created in 1927 and linked with Exeter from the start when Salvador de Madariaga was elected to a Professorial Fellowship at Exeter. Her Majesty Queen Sofía is an honorary Fellow of the College and visited Exeter as part of the College’s 700th anniversary celebrations in 2014. In conjunction with the Faculty of Medieval and Modern Languages, the College has created a new Associate Professorship in Spanish Golden Age Literature which is being recruited for 2017; Professor Jane Hiddleston is Professor of Literatures in French and the College’s other Tutorial Fellow (i.e. responsible for, inter alia, very small group undergraduate teaching) in Modern Languages. The College is currently recruiting, (jointly with the Faculty of History) to a new Associate Professorship of Iberian History (1450-1800).

For the Exeter College website, see [www.exeter.ox.ac.uk/](http://www.exeter.ox.ac.uk/).

**Standard Terms and Conditions**

### **Standard duties**

* + 1. to lecture, or hold classes, in at least two of the three university terms and to give at least thirty-six lectures or classes in all and not less than twelve in each of two terms; and
    2. to undertake research and original work and the general supervision of research and advanced work in your subject and department, and to assist students in their studies by advice or informal instruction.

It is expected that professors will generally participate in the business and affairs of the relevant faculty or department.

### **Salary, benefits and pension**

The salary of the person appointed will be determined by the Vice-Chancellor, after appropriate consultation. In addition the professor will be eligible for consideration, in regular reviews, for one of a number of additional salary awards which may be made in recognition of outstanding academic distinction and/or contribution to the academic work of the University (e.g. in leadership in, or in the development of, some field of study).

The salaries of professors at Oxford are generally above the average of those in other leading UK universities.

An additional pensionable allowance will be payable in respect of any period during which the professor is Head of Department/Faculty Board Chairman. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/).

### **Length of appointment**

The professorship is tenable until retirement. The University operates an employer justified retirement age for all academic and academic-related posts (any grade above grade 5), 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/](http://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 outlined at [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/).

**Sabbatical leave and outside commitments**

All professors may apply for sabbatical leave to allow them to focus on their research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Professors may also spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities. Full details are available on the university website at [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/). Guidance on ownership of intellectual property ([www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)) and managing conflicts of interest ([www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)) is also available on the university website.

***Membership of Congregation***

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml).

***Residence***

Professors are required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during at least six months in each academic year, between 1 October and 1 August, and in particular during not less than six weeks of each term.

### **Relocation expenses**

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available.

***Family support***

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks’ leave and up to 37 weeks’ pay with their partner,in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University’s childcare website at [www.admin.ox.ac.uk/eop/childcare/](http://www.admin.ox.ac.uk/eop/childcare/).

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

Information for parents and carers is available at [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/).

***Facilities and services***

The University has a range of facilities and benefits for its staff; more details are available on the website at [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at [www.admin.ox.ac.uk/eop/disab/](http://www.admin.ox.ac.uk/eop/disab/).

### **Equality of opportunity**

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. 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. 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.

### **Medical questionnaire and the right to work in the UK**

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that they may need to enter the UK under the Tier 1 (Exceptional talent) category of the UK’s points-based system. Further information is available at [www.gov.uk/tier-1-exceptional-talent](https://www.gov.uk/tier-1-exceptional-talent).

***Particular arrangements***

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

### **Data Protection**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post[[1]](#footnote-2) and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy (available on the website at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

1. But NB if the person appointed to the post is a migrant sponsored under the UK’s points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant. [↑](#footnote-ref-2)