



## Job Description

Job title	Departmental Lecturer in Political Theory
Division	Social Sciences
Department	Politics and International Relations / Oriel College
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 7: £36,024 - £44,263 per annum with a discretionary range to £48,350 per annum (pro-rata for part-time per annum)
Hours	Part-time (0.5 FTE)
Contract type	Fixed-term until 31 August 2027
Reporting to	Joint Heads of Department
Vacancy reference	172635
Additional information	Closing date: midday (UK time) on Wednesday 19 June 2024 Interviews will be held as soon as possible thereafter.

## The role

The Department of Politics and International Relations is seeking to appoint a part-time fixed term Departmental Lecturer in Political Theory for three years with effect from September 2024 or as soon as possible thereafter.

The successful candidate will provide teaching in politics for Oriel College. The post-holder will also be expected to carry out the normal duties of Main Organising Tutor in Politics at Oriel, including organizing tuition in Politics, coordinating the undergraduate admissions process for Politics (including interviewing), organising and marking termly College examinations, overseeing postgraduate admissions, and assisting with the pastoral care of students. The Department has a preference for candidates with specialist research and teaching capacity that includes the history of political thought.





Teaching and work-space will be provided at Oriel College and/or and the Department of Politics and International Relations. The Departmental Lecturer will be a member of the Senior Common Room at Oriel and will be entitled, free of charge, to lunch and dinner during term-time and during the admissions exercise in December.

For an informal discussion about this role please contact Joint Head of Department Nicholas Owen ([nicholas.owen@politics.ox.ac.uk](mailto:nicholas.owen@politics.ox.ac.uk)).

## Responsibilities

The main duties of the Departmental Lecturer will be to contribute to teaching and supervision at the undergraduate level; to organise the teaching for Politics students at Oriel College; to contribute to the undergraduate examining and admissions processes; and to conduct independent research in the field of specialism.

### 1. Teaching, Supervision and Administration

The Departmental Lecturer is expected to:

- Provide six weighted hours' tutorial or class teaching<sup>1</sup> for Oriel in each week of term in
  - the first year paper Introduction to Politics (theory component)
  - advanced undergraduate papers in Political Theory, including Theory of Politics and Political Thought: Plato to Rousseau

Should the hours required by Oriel be less, for other colleges or for the Department of Politics and International Relations; either under an exchange arrangement or in return for tuition fees to be remitted to the College. The hours concerned will be averaged over the academic year.

- Work with Fellows and other lecturers at Oriel in organising the teaching for Politics students and arranging such external teaching as is necessary.
- Support the academic oversight of students reading Politics at Oriel, including the provision of advice and guidance to students relating to attendance, conduct, coursework, performance and welfare, in all cases referring matters to others as appropriate.

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<sup>1</sup> The College operates a weighting system whereby hours spent teaching groups larger than one person count for more than one hour.



- Take part in the undergraduate admissions process at Oriel for Philosophy, Politics and Economics and History and Politics.
- Participate in the administrative work of the College and attend relevant meetings.
- Play an active role in the intellectual life of the College and the Department of Politics and International Relations.

## 2. Research

The Departmental Lecturer is expected to:

- Be actively engaged in sophisticated, original and independent research of outstanding quality in political theory.
- Publish in highly-ranked, peer-reviewed academic journals and presses, and present papers at conferences and other scholarly events.
- Seek research grants.

## Selection criteria

### Essential

- Hold, or be close to completion of (submitted and awaiting examination) a PhD/DPhil in Political Theory, History of Political Thought, or a closely related field;
- An appropriate range of teaching experience and the ability to provide excellent class and tutorial teaching to high-achieving students at the undergraduate level;
- Experience in carrying out independent research, evidenced by a strong record, or very strong potential for, publications in highly-ranked, peer-reviewed academic journals and/or major presses and a clear plan of research to be conducted during the years of the appointment;
- Excellent collaborative team working and organisational skills, together with the ability to innovate and work effectively with colleagues and to work independently meeting deadlines;
- Excellent oral and written communication skills;
- Demonstrated willingness to contribute to the pastoral care of students and the sensitivity to deal with pastoral issues;



- Willingness, commitment and ability to contribute to the full range of academic and administrative duties in Oriel College, including engaging in student assessment, examination and course design;
- A commitment to their own professional development.

## Desirable

- Previous experience in teaching;
- Previous experience with course administration.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.



While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

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

## Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk)

## Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.



The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

## Oriel College

Oriel is a friendly and attractive College located right in the heart of Oxford. Founded in 1326 by King Edward II, it is one of the oldest Colleges in Oxford. The student body at Oriel is made up of undergraduates and postgraduates studying a wide variety of courses in a broad range of subjects. The students come from all kinds of schools, backgrounds and countries, and the College is committed to selecting the best applicants, based on academic achievement and potential, irrespective of educational background, gender or ethnicity. For further information about Oriel College see <http://www.oriel.ox.ac.uk>.

Oriel admits around 8-10 students per year for different degrees including Politics (PPE, History and Politics). The tutorial team consists of Prof Teresa Bejan and Dr Richard Coggins.

Tutorials are organised within the college and conducted mainly by the tutorial team, though tuition on more specialised topics may be provided by tutors from other colleges, sometimes on a reciprocal basis. All teaching is planned well in advance and the students are provided with an overview plan of the teaching year, though of course individual tutors have scope to schedule tutorials at appropriate times and to adjust their teaching style and requirements for prepared work, according to their preferences and the needs of the students.



## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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 midday UK time on the closing date stated in the online advertisement.



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### Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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 department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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### If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk)

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 automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.





## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

## Appendix

### 1. Stint Tariff (2023-24)

Teaching	Stint Units
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar	3
2-hour class/seminar	6
Other teaching provision**	Apply for approval
Supervision	
Supervision of one DPhil student (during fee liability)	24 p.a.
Supervision of one DPhil student (first year beyond fee liability)	12 p.a.
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student (during fee liability)	12 p.a.
Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR 'Departmental Assessor' for IR DPhil students.	4 p.a.
Supervision of one MPhil student (year 1)	8 p.a.
Supervision of one MPhil student (year 2)	12 p.a.
Supervision of one MSc student	12 p.a.

\*\*Organising the main research colloquium for each pillar (Government, IR, and Political Theory) counts towards teaching stint at the same rate as a class/seminar (e.g. organising a 1-hour colloquium session counts for 3 stint units).

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

2. Research Allowance (2023-24) The postholder will be eligible for a research allowance, which is currently £3,200 per annum.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>



# DPIR

DEPARTMENT OF POLITICS &  
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## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).