



## Job Description

Job title	Departmental Lecturer in the Comparative Politics of Latin America
Division	Social Sciences
Department	Politics and International Relations / Oxford School of Global Area Studies
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ / Bevington Road, Oxford, OX2 6LH
Grade and salary	Grade 7: £36,024 - £44,263 per annum with a discretionary range to £48,350 per annum
Hours	Full time
Contract type	Fixed-term from 1st September 2024 to 31st August 2028
Reporting to	Head of Department
Vacancy reference	172637
Additional information	Closing date: midday (UK time) on Monday 17 June 2024 Interviews will be held as soon as possible thereafter.

## The role

Departmental Lecturer in the Comparative Politics of Latin America. This post will be held jointly in the Department of Politics and International Relations and the Oxford School of Global and Area Studies, in conjunction with St Hugh's College. The successful candidate will provide teaching and supervision for the Department of Politics and International Relations at the undergraduate and graduate level and contribute to the Departmental examining and graduate admissions processes. The successful candidate will also provide teaching and supervision at the graduate level for the Oxford School of Global and Area Studies at the Latin American Centre and contribute to the Departmental examining and graduate admissions processes. They will also be expected to undertake independent research, with an expectation that at least 20% of contractual time is set aside for this. The successful candidate will be





expected to provide tutorials in first year comparative politics, comparative government and/or Latin American Politics for undergraduates at St Hugh's College and to assist in undergraduate admissions, the organisation of teaching, and student welfare at the College. It is expected that the College duties will take approximately 0.3 of the DL's time, for which a 0.3 reduction of duties across the departmental sides will therefore be made. Office space and other relevant facilities will be provided in the Department of Politics and International Relations.

If you would like to find out more about joining the DPIR research and teaching team at Oxford, or if you have any questions regarding the application process, please contact the DPIR Recruitment Team in the first instance at [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk).

Candidates are also welcome to contact Joint Head of Department Nicholas Owen ([nicholas.owen@politics.ox.ac.uk](mailto:nicholas.owen@politics.ox.ac.uk)) for an informal discussion of this post.

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

## Responsibilities

The Departmental Lecturer will contribute to teaching and examining in the subject of Comparative Latin American Politics at the undergraduate and graduate level; participate in departmental administration; contribute to the examining and admissions processes; provide undergraduate tutorials at St Hugh's; and conduct independent research in their field of specialism.

### 1. Teaching, Supervision and Administration

- Organise specific areas of the syllabus and provide teaching and supervision for graduate and undergraduate students in politics and related papers broadly conceived. These include:
  1. Undergraduate at the DPIR: the post-holder will be expected to provide teaching (tutorials and lectures) for the undergraduate paper on the Contemporary Politics of Latin America. The lectures for this course consist of 8 x 1 hour lectures in one term. The post-holder would also provide some lectures on the Politics Prelims and Comparative Government courses.
  2. Graduate at the DPIR: the post-holder will be expected to contribute to some teaching on the core MPhil Comparative Government course (seminars and tutorials), supervise MPhil students and contribute to doctoral research seminars and research design workshops.

3. Graduate at OSGA: the post-holder will be expected to contribute to the core teaching of the Latin American Centre, usually in the form of 8 x 2 hour lectures or seminars in one term, supervise MSc and MPhil students and contribute to doctoral research seminars and research design workshops.
  4. The Departmental Lecturer will be expected to provide tutorial teaching in Prelims (first-year) Politics and one or more core papers (e.g. Comparative Government, Political Sociology) and the Politics of Latin American for undergraduates at St Hugh's College. They will also assist in undergraduate admissions, the organisation and administration of Politics teaching, and student welfare at the College.
- Engage in assessment and university examining at the undergraduate and graduate levels as required.
  - Participate in administrative tasks to support teaching, supervision, and curriculum development.
  - Participate in the admission of graduate students.
  - Play an active role in the intellectual life of the departments, both during term-time and vacations.
  - Be first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others).
  - Gather and analyse feedback from students, colleagues, and examiners.

The Department uses a system of 'stint points' to measure teaching and supervision workload: details of the current tariff may be found in the Appendix. This post has a DPIR stint expectation of 96 stint points per year; an OSGA stint expectation of 96 stint points per year; and 6 hours per term of weighted teaching at St Hugh's College.

## 2. Research

The Departmental Lecturer is expected to:

- Be actively engaged in sophisticated, original and independent research of outstanding quality in politics.
- Publish in highly-ranked, peer-reviewed academic journals and presses, and present papers at conferences or public meetings.

At least 20% of a Departmental Lecturer's time is expected to be spent on independent research.

## Selection criteria

### Essential

- A doctorate (or close to completion) in the Comparative Politics of Latin American or the Comparative Political Economy of Latin America or a closely related field, either complete or submitted and awaiting examination;
- An appropriate range of teaching experience and the ability to provide excellent teaching to high-achieving students at both the undergraduate and graduate level in the field of Politics, and to advise MPhil students on their research projects;
- Experience in carrying out independent research in the Comparative Politics of Latin America, or a closely related field, evidenced by a strong record of publications in highly ranked, peer-reviewed academic journals and/or major presses and a clear plan of research to be conducted during 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 the departments, including engaging in student assessment, examination, and course design;
- A commitment to their own professional development.

### Desirable

- Previous experience in university-level teaching.
- Previous experience in course administration and the organisation of teaching and pastoral care.



## 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>

## The Oxford School of Global and Area Studies (OSGA)

The Oxford School of Global and Area Studies is one of the fourteen constituent parts of the Social Sciences Division. It represents a commitment by the University to enhancing teaching and research in Area Studies. The School brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme. The administration of the School is based at 12 Bevington Road.

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a number of the current research projects are in collaboration with other departments.

Currently, Masters courses are run by the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary India and Modern Chinese Studies, which admit in total about 120 graduate students a year. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University. Potential applicants can find out more about the School at <https://www.area-studies.ox.ac.uk/>.

## Latin American Centre

The post-holder will be a member of the Latin American Centre within the School of Oxford and Global Area Studies. The Latin American Centre (LAC) was originally established by St Antony's College in 1964. In 1965, Oxford became one of the five university centres in the United Kingdom created to further postgraduate work on Latin America and to encourage the development of Latin American studies generally at university level. The main aims of the Centre are to train graduate students in a range of disciplines applied to Latin America, to bring to Oxford academics and students from Latin America, to promote research on Latin America, to run a research library, and to organize seminars on Latin American topics. The



interests of the LAC are concentrated on modern Latin America, and in the disciplines of history, politics, sociology, economics and international relations. OSGA staff directly employed in the Centre are currently Leigh Payne, Eduardo Posada-Carbó, Timothy Power, Diego Sánchez-Ancochea, and Laura Waisbich Trabjer. The LAC acts as a focal point in Oxford for bringing together students and academics interested in the area. Masters programmes in Latin American Studies bring about 22 students per year to Oxford. The LAC has achieved an international reputation as one of the leading centres for the study of contemporary Latin America. The staff of the LAC have written extensively on many aspects of Latin America in the nineteenth and twentieth centuries. Publications by members of the LAC are amongst the most cited works in the field, and international prizes have recently been awarded to two books by faculty members of the LAC. The Latin American Centre also encompasses a separate programme for Brazilian Studies (BSP). Both the LAC and the BSP bring several academic visitors to Oxford every year, mostly from Latin America itself. Potential applicants can find out more about the Latin American Centre at [www.lac.ox.ac.uk](http://www.lac.ox.ac.uk).

## St Hugh's 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. St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 500 undergraduates and around 400 graduates, a fellowship of 48, 30 college lecturers and a non-academic staff of 90. The College is committed to maintaining an internationally excellent teaching and research environment.

St Hugh's currently admits on average 6 undergraduates per year to read for the degree of Philosophy, Politics and Economics (PPE) and 2 undergraduates per year for the joint school of History and Politics. 2-3 graduate students are admitted each year to read for graduate degrees in Politics.

The Department Lecturer will be required by the College to undertake six hours of undergraduate teaching per week, averaged over three eight-week terms per year. Undergraduates are taught in tutorials (1-3 students) and college classes (5-12 students). Tutorials consist of an hour of academic discussion between tutor and students. Tutorial teaching also includes the marking of submitted essays. Teaching may be given both to students of St Hugh's and to undergraduates from other colleges. The successful candidate has responsibility both for teaching certain papers (courses) and for organising the teaching of others. It is essential that the post-holder is personally able to teach Introduction to Politics: The Theory and Practice of Democracy for first-year students; and Comparative Government





and the Politics in Latin America for second and third-year students. It is desirable that the post-holder is also able to teach the second- and third-year paper in Political Sociology.

The Lecturer will have the use of a teaching room in St Hugh's, and will be a member of the College's Senior Common Room. The post carries an allowance of 3 meals per week during term time.

More information about St Hugh's can be found at [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk)

## 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>



### 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).