

## JOB DESCRIPTION AND SELECTION CRITERIA

<b>Job title</b>	Departmental Lecturership in Islamic Art and Architecture (circa 1250–1750)
<b>Division</b>	Humanities
<b>Department</b>	Faculty of Asian and Middle Eastern Studies
<b>Location</b>	Khalili Research Centre, 3 St John's Street, Oxford
<b>Grade and salary</b>	University Grade 07S; £36,024 - £44,263 p.a. Additional remuneration is paid to those undertaking examining and graduate supervision (including tutorials or classes eligible for 'special tuition' payments).
<b>Hours</b>	Full-time
<b>Contract type</b>	Fixed term: 1st October 2024–30th September 2025 or 1st January 2025–31st December 2025, covering research leave of permanent postholder.
<b>Reporting to</b>	Chair of the Board of the Faculty of Asian and Middle Eastern Studies
<b>Vacancy reference</b>	173482
<b>Additional information</b>	Deadline for applications: 12 noon, 10 July 2024

### The Role

The Departmental Lectureship is an opportunity for a suitably qualified and highly effective academic to engage in advanced study and teaching in the field of Islamic Art and Architecture, and to contribute to the examination and administration of relevant degree courses. The post will cover some of the duties of the Associate Professor in Islamic Art and Architecture, while the postholder, Professor Zeynep Yürekli, is on research leave.

The role primarily involves lecturing and teaching undergraduate and graduate students: in particular, the MPhil and MSt degrees in Islamic Art and Architecture; and undergraduate papers in Islamic History and Culture. Direct teaching time during term will be approximately 10–12 hours per week in the form of lectures, seminars, and tutorials. A reasonable contribution to academic administration and examining, to be undertaken in consultation with more senior permanent postholders, will also be required. The Departmental Lecturer will also be encouraged to pursue their independent research and publish academic papers as a secondary commitment to their teaching.

In addition, the post holder will have the opportunity to be appointed to a Supernumerary Fellowship at Wolfson College, where they will be expected to take part in the activities of the college and act as College Adviser for four to ten students. Supernumerary Fellows may sit on most College Committees and may stand for the election as one of the six elected members of the Governing Body. Supernumerary Fellows are entitled to a common table allowance (meals in College) up to £27.81 per week as well as other College allowances.

## **Responsibilities**

*Teaching – approximately 10 hours per week of contact time during term*

- Teach undergraduate and postgraduate students, including: lectures, classes and tutorials on late medieval and early modern Islamic material culture (circa 1250–1750) for MPhil and MSt in Islamic Art and Architecture; an option paper available to third-year and fourth-year undergraduate and master's students; lectures and tutorials as part of the team-taught Islamic History and Culture paper for first-year undergraduate students
- Collaborate with the teaching staff at the Khalili Research Centre in the administration and examination of the MPhil and MSt in Islamic Art and Architecture
- Assist with the coordination of courses in Islamic Art and Architecture
- Advise and supervise undergraduate and master's dissertations
- Act as Joint Convenor of the KRC Research Seminar, supporting the Director of the KRC, attending the seminar (2 hours per week in each of the three terms), and assisting with the organisation of the seminar

*Faculty administration*

- Undertake examining at undergraduate and master's levels and be available for the entire duration of the examination period
- Play a part in graduate admissions for MPhil and MSt in Islamic Art and Architecture
- Support students on matters relating to attendance, conduct, coursework, performance, welfare and pastoral care (referring students to others as appropriate)
- Co-operate in the administrative work of the Khalili Research Centre in the Faculty of Asian and Middle Eastern Studies under the direction of the subject group chair
- Attend meetings of the Arabic, Persian and Turkish Subject Group and other relevant Faculty committees

### *Research*

- Demonstrate and maintain a research profile in any area of late medieval and early modern Islamic material culture (circa 1250–1750)
- In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, and conduct independent research.

### **Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' research as a result of library and archive closures and/or additional caring responsibilities and/or teaching responsibilities.

### *Essential selection criteria*

Candidates must:

- Hold (or be close to holding) a doctorate in a subject relating to Islamic Art and Architecture with a specialisation in late medieval and early modern Islamic material culture
- Have an aptitude for academic teaching at undergraduate and/or post-graduate level
- Be able to teach using Ottoman Turkish and/or Persian primary sources
- Possess sufficient depth and breadth of knowledge of the field to develop and teach lectures and tutorials on various aspects of Islamic Art and Architecture.
- Demonstrate ability and willingness to provide pastoral support for students
- Be able to demonstrate a commitment to communicating and publishing research in their field of study and familiarity with existing research in their field
- Possess excellent communication, interpersonal and organisational skills
- Demonstrate ability and willingness to undertake administrative tasks

### *Desirable selection criteria*

- Have experience of academic teaching at undergraduate and/or post-graduate level

### **How to apply**

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

---

### **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).

---

### **If you need help**

Help and support is available from: <https://staff.admin.ox.ac.uk/recruitment-support-faqs>.

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.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 e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## **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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

## **Faculty of Asian and Middle Eastern Studies**

The Faculty of Asian and Middle Eastern Studies (AMES) is located on a number of sites with its centre on Pusey Lane in Central Oxford. The academic staff in Asian and Middle Eastern Studies teach and research the ancient and modern languages, literatures, and histories of the Near and Middle East, South Asia, and East Asia. The Faculty comprises six subject groups: this post is part of the Arabic, Persian and Turkish Subject Group.

The Faculty has some 220 undergraduate students, and around 250 postgraduate students at Master's and doctoral level. It has over 100 teaching and research staff across an extremely wide range of subjects (see <https://www.ames.ox.ac.uk>) .

Its research has been consistently ranked exceptionally highly in external assessment, and is distinctive for the emphasis placed on engagement with the subject through materials expressed in the original languages of the areas studied, and for its intellectual rigour.

### ***Library and other resources***

The Nizami Ganjavi Library, situated on the ground floor of the Faculty's main building, has an excellent working collection of books, reference works and periodicals on all subjects taught and researched in the Faculty, from which staff members may freely borrow. The Bodleian Library, the University's main research library, is a legal deposit library. Its collection of Islamic and Arabic manuscripts is one of the most important in Europe, and its holdings of Arabic manuscripts stand at some 2,350.

The Ashmolean Museum (adjacent to the Faculty building and the Sackler Library) is essential for several sectors of the Faculty. Its collections are a focus for teaching and research, in keeping with the Faculty's emphasis on material and aesthetic culture. Collaboration between staff in the Faculty and Ashmolean is close, including joint appointments, while other curatorial staff are Faculty members and contribute to teaching, graduate supervision and research. The Ashmolean's holdings in coins, textiles and paintings, ceramics and other items of material culture are extensive and can be accessed for teaching and research.

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

## **The Khalili Research Centre**

The Khalili Research Centre (KRC), located on St John Street in the centre of Oxford, is the University's centre for research and teaching about the art and material culture of the Islamic societies of the Middle East and of their non-Muslim members and neighbours. The KRC is part of the Faculty of Asian and Middle Eastern Studies within the University, and supports four full-time academic staff, up to ten post-doctoral researchers and up to twenty graduate students. The Centre is administered by a Director (currently Professor Alain George) and a Management Committee appointed by and answerable to the Board of the Faculty. The Centre provides an exceptional setting for the advanced historical study of Islamic art, architecture and material culture by bringing together a dynamic group of academics, postdoctoral researchers and advanced graduate students. The Centre regularly invites international speakers during term time and can often provide its staff with opportunities for small-scale research funding.

The KRC was established in 2004 through a generous benefaction from Professor Nasser D. Khalili, and is the University of Oxford's centre for research and teaching in the art and material culture of the Islamic societies of the Middle East and of their non-Muslim members and neighbours. The KRC is part of the Faculty of Asian and Middle Eastern Studies within the University. The KRC is located in St John Street, in the centre of Oxford. Its buildings comprise: offices for the Director, other academic staff members, and the ITC Officer, study-tutorial rooms for faculty staff, including the Samir Shamma Associate Professor, project and research rooms for research associates, and an open plan work area for research students, a small lecture room with audio-visual and IT equipment, an image digitization room, and a common room and kitchen.

The KRC adjoins the Bodleian Art, Archaeology and Ancient World Library with its extensive holdings of books and journals on Near and Middle Eastern art and material and visual culture. It is located next to the Ashmolean Museum with its important collections of Islamic art, which are extensively used for teaching, and lies within close walking distance of the Weston Library with its world-class collections of Arabic, Persian, Turkish and other manuscripts, and the Museum of the History of Science, which holds a major collection of Islamic scientific instruments. All of these institutions are part of the University of Oxford, making them particularly accessible for research and teaching.

For more information please visit <https://krc.web.ox.ac.uk>.

## **Humanities Division**

AMES is part of the Humanities Division along with more than a dozen other Faculties and institutions. The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 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. Our 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.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

Although AMES is not physically moving into the new Schwarzman Centre building after its completion, it will have full access to the new exhibition and performance spaces and will be closely involved in cross-faculty initiatives of the Centre.

For more information please visit: <https://www.humanities.ox.ac.uk/home>

### **Wolfson College**

Oxford has thirty-nine self-governing and independent Colleges, enabling academic staff and students to enjoy the benefits of belonging to a small, interdisciplinary community as well as a large, internationally renowned University. The collegiate system encourages a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Founded in 1966, Wolfson is one of the University's largest graduate colleges and distinctive in its academic scope and international reach. Wolfson has grown and evolved over the past fifty years, retaining its founding President Sir Isaiah Berlin's egalitarian ethos of being 'new, untrammelled and unpyramided'. The College provides academic, living, social and pastoral support for over 600 students, studying for both master's degrees and doctorates, and around 110 research fellows, and is renowned internationally for its high standards of support. The College motto is '*Humani nil alienum*' – nothing human is foreign to me'; it is international, interdisciplinary, and secular.

Wolfson is housed in architecturally outstanding buildings, which are set in beautiful gardens beside the River Cherwell in North Oxford. A new and impressive academic wing and auditorium were added in recent years. It has a strong egalitarian and democratic ethos and is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford. There is a single Common Room for all members of College, with shared dining facilities and an extremely family-friendly environment and an on-site nursery. Total membership of the College is around 1800. The Governing Body (GB) consists of around sixty Fellows. The College is the most biodiverse in Oxford and the leader in decarbonisation, having become completely zero carbon across the whole estate in 2023.

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

## About the University of Oxford

Oxford's departments and colleges 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.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. 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.

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

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the 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. 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/about/organisation](http://www.ox.ac.uk/about/organisation)

## 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** of 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.

## 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)