

JOB DESCRIPTION AND SELECTION CRITERIA

Job title	Departmental Lectureship in Buddhist Studies
Division	Humanities
Department	Faculty of Asian and Middle Eastern Studies
Location	Pusey Lane, Central Oxford
Grade and salary	University Grade 07S; £36,924 - £41,163 p.a., pro rata Additional remuneration is paid to those undertaking examining and graduate supervision (including tutorials or classes eligible for 'special tuition' payments).
Hours	Part-time (0.3 of full-time)
Contract type	Fixed term – 2 nd January 2025– 31 st December 2029, funded by a donation from the Dhammachai International Research Institute
Reporting to	Chair of the Board of the Faculty of Asian and Middle Eastern Studies
Vacancy reference	176301
Additional information	Deadline for applications: 12 noon, 19 th November 2024

The Role

The Faculty of Asian and Middle Eastern Studies is seeking to appoint an enthusiastic and well qualified scholar as part-time Departmental Lecturer (DL) in Buddhist Studies. This is a five-year position, to provide ad hoc support and cover for some of the duties of the current Yehan Numata Professor of Buddhist Studies (Kate Crosby).

The Departmental Lecturer will teach postgraduates reading for the degree of MPhil in Buddhist Studies as well as other students attending the relevant classes. Teaching will mainly be of the first-year overview course and second year theory and methods course in Buddhist studies, with the option to teach within the relevant language options, typically Sanskrit or Pali, with additional options being Tibetan and Chinese. Direct teaching time during term will be approximately 3 hours per week in the form of lectures, seminars and tutorials. Academic administration and examining will also be required. The primary administrative responsibility will be the running of the guest lecture series in Buddhist studies (approximately 2-3 speakers per term and the annual Yin Cheng Distinguished Lecture in

Buddhist studies, 1 speaker per year). The Departmental Lecturer will also be encouraged to pursue their independent research and publish academic papers.

Responsibilities

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

- Lecture, tutor, and supervise undergraduate and postgraduate students in Buddhist Studies. The actual pattern of teaching varies from term to term, but will typically be in the region of a total of 8-10 hours per week pro-rata (i.e. an average of 3 hours per week) made up of lectures, classes, seminars and tutorials, during all three of the University's eight-week teaching terms.
- You will provide instruction in the subject primarily at graduate level and sometimes at undergraduate levels. In particular, you will be expected to provide introductory courses Buddhism I in Michaelmas Term and Buddhism II in Hilary Term (1 lecture per week, and 1 tutorial per week), leading towards the qualifying examination Aspects of Buddhist Thought and History, and advanced seminar course in Approaches to the Study of Buddhism for graduate students (a total of 6 x 1.5 hour seminars and 2 x 3 hour proseminar across the year. Teaching materials, which you may wish to adapt, will be provided.
- In collaboration with colleagues and through reducing some of the above teaching where appropriate, it is also possible to contribute to classes on Buddhist texts, especially in Pali and/or Sanskrit.
- Produce lecture notes, course materials, reading lists, formative assessments and reference guides as required.

Faculty administration

- Organise the research seminar series (6-8 per year) and annual distinguished lecture (1 per year) in Buddhist Studies, and liaise with the relevant donors including by co-writing the annual reports (a template will be provided).
- Co-supervise or advise graduate students on the MPhil in Buddhist Studies in relation to their dissertation where appropriate.
- Engage in formative assessment and university examining as required;
- Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate.

Research

- Undertake advanced academic study to underpin lectures and class teaching.
- In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts.

- Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and present current research at conferences.

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

- Doctorate or equivalent in a relevant subject, or to be achieved before the start date of the appointment;
- An aptitude for teaching and some experience of teaching in UK university settings
- Proven ability to give lectures and classes which foster a high level of achievement in both graduate and undergraduate students, on aspects of Buddhist civilization of the Indian sub-continent and other Asian regions, such as history, literature, and religious traditions;
- A broad vision of the scope of Buddhist Studies with sufficient depth and breadth of knowledge in the subject to develop further existing course materials;
- A current and projected research profile and publications record in one or more aspect(s) of Buddhist studies;
- Ability and readiness to initiate the organization of, and to participate in, research seminars and guest lectures;
- Possess excellent communication, team-working, interpersonal and organisational skills;
- Ability and willingness to carry out administrative roles in an academic setting with attention to detail and deadlines, especially in relation to examining.

Desirable selection criteria

- Ability to co-supervise Master's students in Buddhist Studies.
- A solid linguistic knowledge in Pali and/or Sanskrit, and ability to use and teach the primary sources in it within your field of expertise.

- Expertise in another form of classical or vernacular language relevant to teaching and research in Buddhist Studies.
- The ability to read Pali or Buddhist Sanskrit in different scripts

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.

To return to the online application at any stage, please go to: 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 Egyptology and Near Eastern Studies 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.

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.

For more information on the Faculty of Asian and Middle Eastern Studies and its teaching and research please visit: <http://www.ames.ox.ac.uk/>

Bodleian Japanese Library

The Bodleian Japanese Library is located in the [Nissan Institute of Japanese Studies](#) on the premises of St Antony's College. Opened to readers in 1993, it houses the primary research and teaching collection for Japanese studies in the University. The Bodleian Japanese Library is an open-access library that welcomes all readers.

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 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>

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), 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

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 70th 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 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