

UNIVERSITY OF OXFORD

Faculty of Medieval and Modern Languages

In association with Trinity College

UNIVERSITY LECTURERSHIP IN SPANISH AMERICAN LITERATURE (Ref: CA12001)

Further particulars

1. The University proposes to appoint a University Lecturer in Spanish American Literature in the Faculty of Medieval and Modern Languages from 1 October 2012 or as soon as possible thereafter. The closing date for applications is 9am on **Monday 20 February 2012**.
2. The post is associated with a Tutorial Fellowship at Trinity College. The successful candidate will also be appointed to a retained Lecturership at Worcester College in conjunction with the Tutorial Fellowship at Trinity College. Further details of these posts are included below.
3. The successful candidate should have, or demonstrate the potential to develop, a research record of international standing in the field of Spanish American literature, with publications which will contribute to the submission of the Sub-Faculty of Spanish for the upcoming Research Excellence Framework and any future research assessment exercises.
4. Spanish is one of eight sub-faculties within the Faculty of Medieval and Modern Languages. The successful candidate will be able to teach across the range of papers in the first-year (Prelims) course and in appropriate areas of the Final Honour School course, as well as contributing to the teaching of Spanish language. In the Final Honour School, core teaching will centre on Paper VIII (Modern Period of Literature), Paper XI (Modern Prescribed Authors) and Paper XII (Modern Special Subjects); an ability to teach in other areas of the syllabus could be an advantage, and candidates are asked to specify those complementary areas clearly in their letter of application. The examination regulations for the Preliminary Examination and for the Honour School of Modern Languages are available online http://www.admin.ox.ac.uk/examregs/Modern_Languages.shtml. The successful candidate will also be expected to assist in the recruitment of graduate students in her/his area(s) of specialism, to contribute to taught Masters degrees, and to undertake graduate supervision as appropriate.

The Lecturer must be sufficiently proficient in English to carry out teaching and administration in that language.

5. The duties of the University Lecturer are:
 - (i) to engage in research;
 - (ii) to give no fewer than 36 lectures or classes on appropriate topics each academic year under the direction of the Board of the Faculty of Medieval and Modern Languages;
 - (iii) to supervise graduate students;
 - (iv) to engage in university examining at all levels;
 - (v) To provide 6 hours of tutorial teaching per week (averaged over the academic year) for Trinity College, and to undertake other academic, teaching-related and administrative duties as detailed in the 'College Duties' section.

- (vi) There is also an expectation that in due course the Lecturer will undertake a reasonable share of Faculty administrative duties.

6. Joint assessment criteria

The successful candidate will have the following:

Essential

- A PhD in a relevant subject.
- A research and publication record at a standard which will contribute to and enhance the international profile of the Faculty.
- Experience of teaching undergraduate-level students, and an ability to engage these audiences in an interesting manner.
- Fluency in Spanish, and the ability to teach it at undergraduate level within the Oxford course.
- Sufficient proficiency in English to carry out teaching and administration in that language.
- Evidence of an ability to provide excellent tutorial teaching.
- Evidence of the interpersonal skills for, and a willingness to undertake, the pastoral care of undergraduate and graduate students.
- Evidence that the candidate will contribute to the management of the Faculty through its committees, and to the governance and other administrative work of Trinity College.
- Evidence of ability and willingness to participate fully in the life of Trinity College.

Desirable

- Experience of teaching and supervising graduates.

Election of an Official Fellow and Tutor in Spanish at Trinity College, Oxford

1. Trinity College, founded in 1555, is located in the centre of the City. It currently admits approximately 85 undergraduates and 40 graduate students each year, with a balance between Arts and Science disciplines, and there are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.
2. There are currently twenty-six Tutorial Fellows, thirteen Professorial and other Fellows, three Junior Research Fellows and some thirty Lecturers. Apart from the Fellowship in Spanish, the College has a full-time Fellow and Tutor in French (Professor Jonathan Mallinson) and a shared post in German (Professor Tony Phelan, Fellow of Keble College and Lecturer of Trinity College), plus a part-time stipendiary Lecturer in Portuguese and a retained Lecturer in Linguistics. In addition, Trinity has a long-serving Lecturer in French language (Mme Renée Williams) and a French lectrice post (shared with St Edmund Hall). The Chair in Romance Linguistics, currently held by Professor Martin Maiden, is based at Trinity. Two of the senior College Officers are also Modern Linguists by background, the President, Sir Ivor Roberts, and the Senior Tutor, Professor Valerie Worth. Further information about the College is available at <http://www.trinity.ox.ac.uk>.
3. Trinity currently awards up to 8 FTE places each year for students to read for Modern Languages and / or the joint Schools with Modern Languages (Modern Languages and English / History / Linguistics / Philosophy). Some 30-35 undergraduates are likely to

be on these programmes at any one time. The postholder will be expected to work closely with the other Fellow in Modern Languages (Professor Jonathan Mallinson) and Fellows in the joint schools to organize tutorial provision for undergraduates on joint programmes with other subjects, to provide pastoral care, and to select candidates for admission to the College.

4. Trinity also accepts graduate students in Modern Languages. The Fellow will act as a College Adviser to such students, who may be supervised by another colleague in the University. The College Adviser provides general guidance and support independently of the Faculty supervisor.
5. The Fellow elected will be a member of the Governing Body of the College and will be expected to engage in the governance and administration of the College as a whole.

College Duties

1. *Academic.* The Tutorial Fellow will be required to engage in advanced study or research. S/he will be responsible for the teaching of Spanish to undergraduates in the College. The person appointed will normally be required to undertake, for the undergraduate students of Trinity College and Worcester College, a total of six weighted hours of Spanish teaching a week (i.e., a maximum of six *contact* hours, the exact number of hours to be determined by the size of the teaching groups), averaged over three eight-week terms, in tutorials or small classes. [For further details on the teaching for Worcester, see the section below]. The successful candidate will be expected to teach first-year Spanish Literature papers for Prelims, and to offer at least Papers VIII and XI to students in the second or subsequent years of study. The teaching required may include exchange teaching for other colleges. S/he will also be expected to set and mark Collections (internal College examinations) and to arrange teaching for Trinity students by tutors at other colleges. At the end of each term, tutors are required to submit reports on all students taught.
2. *Teaching-related duties.* The Tutorial Fellow will also be required to provide pastoral care for undergraduates in Modern Languages and to direct their studies, to assess and interview in the annual Admissions exercise for the selection of undergraduates, and to undertake other duties such as ordering relevant books for the College Library and acting as College Adviser to graduates reading for further degrees. The Fellow should be prepared to take some part in initiatives to promote Modern Languages at Oxford, and at Trinity College in particular, and to encourage applications for undergraduate and graduate study.
3. *Trusteeship and administrative duties.* As a Tutorial Fellow, the appointee will become a member of the Governing Body of the College and will play a role in shaping the affairs and policy of the College. S/he will be expected to play a full part in the general life of the College, including participating in College meetings and College committees, Open Days, and such other duties as are customarily undertaken by Tutorial Fellows.

Retained Lecturership at Worcester College

1. The successful candidate will be appointed to a retained lecturership at Worcester College, which admits up to two students a year to read Spanish within its Modern Languages portfolio. There has been a longstanding arrangement between Trinity and Worcester Colleges whereby the Fellow and Tutor in Spanish at Trinity College holds a Lecturership at Worcester College and oversees the Spanish tuition at Worcester.
2. The successful candidate will provide for the teaching of Spanish for students at Worcester College and will fulfil the role of Organising Tutor for students studying the

language (involving responsibility for admissions, arranging teaching, etc). There is a small additional remuneration for the retained Lecturership and the postholder will be a member of Worcester College's Senior Common Room.

Faculty remuneration and other entitlements

1. The successful candidate will be appointed on the Oxford lecturer scale (combined university and college salary £42,733 to £57,431 (as at 1 August 2011) per annum).

Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review. Selection Committees may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment.

The lecturer will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).
2. Additional remuneration is currently paid to those undertaking examining and graduate supervision, though this is under review. Those holding administrative appointments within the Faculty may be eligible for additional payments.
3. The University will meet reasonable costs associated with the successful candidate's move to Oxford. Full details of the University's relocation scheme are outlined at: <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme>
4. All postholders are entitled to an annual research and conference allowance (currently £500).

College remuneration and other entitlements

1. The Tutorial Fellow may be offered single occupancy accommodation in College. If the Fellow lives out of College, the use of a teaching room will be provided. A Fellow living out of College is entitled to an additional housing allowance, currently £8,308 per annum as part of their pensionable stipend.
2. A Tutorial Fellow has full common room rights, including free lunches and dinners whenever the College kitchens are open and is entitled to an entertainment allowance, currently £516 *per annum*.
3. The Fellow will be entitled to a Research allowance, currently £1,184 per annum, and will have access to additional discretionary research funds administered by the Faculty.
4. The College will contribute to reasonable removal expenses consequent upon appointment.

Terms and Conditions

1. Applications for this post will be considered by a selection committee containing representatives from the Humanities Division, the Faculty of Medieval and Modern Languages, and from Trinity College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Humanities Divisional Board and the Governing Body of Trinity College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation

has been approved by both the Divisional Board and the Governing Body of Trinity College, and a formal contractual offer has been made.

2. Upon completion of an initial period of appointment (which is normally five years), a university lecturer is eligible for reappointment until retiring age, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to the retiring age.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

3. All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force, as published from time to time in the University Gazette.

All university lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive fuller details soon after he or she takes up the appointment.

4. The holder of this post is eligible to apply for sabbatical leave. In general, one term of sabbatical leave is available for each *six* terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms). Further details are available on request.
5. The University encourages links with industry and other outside bodies. Although the holding of outside appointments such as consultancies must be approved by the chair of the Faculty Board, no limit as such is set on the amount of money individuals may receive in this way. The criterion is the amount of time such appointments take up: a maximum of 30 days per annum may be spent on such activities before any deduction in stipend is considered.
6. The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.
7. All staff participate in the University's appraisal scheme which is currently under review.
8. The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, women may take up to 26 weeks' leave on full pay, plus 13 weeks Statutory Maternity Pay, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties; for women to return to work on a part-time basis after the birth of their child; and for paternity leave. Requests for flexible working arrangements will be considered.
9. The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for

parents with children not at university nurseries whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school-age children. Further information may be obtained from the childcare website (www.admin.ox.ac.uk/eop/child), by e-mailing childcare@admin.ox.ac.uk, or by writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

10. *Equality of opportunity*: The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.

Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

11. All data supplied by applicants will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

How to Apply

Candidates must submit all application materials via email, to recruitment@mod-langs.ox.ac.uk by 9am on **Monday 20 February 2012**. It is the responsibility of each applicant to ensure that his or her application arrives before the deadline.

Informal enquiries about this post should be directed in the first instance to Hayley Morris, Administrator and Secretary to the Modern Languages Faculty Board (administrator@mod-langs.ox.ac.uk).

Applications should include:

- A covering letter, which should include a list of subjects on the Oxford syllabus on which candidates are currently able (i) to give undergraduate lectures and/or graduate supervision; and (ii) to give undergraduate tutorials.
- A full *curriculum vitae* including a list of publications.
- A statement about your competence in English and Spanish (this may be included in the *curriculum vitae* or the covering letter).
- The names and addresses of three referees (see note below – referees should be asked to send their references direct to the Faculty by the closing date)
- Two pieces of written work (at least one of which must be in English) of approximately 10,000 words in total

No separate application is required for the College post.

Candidates should ask their referees to write directly to the Administrator and Secretary to the Modern Languages Faculty Board (via recruitment@mod-langs.ox.ac.uk) by the closing date (of 9am on Monday 20 February 2012). The College and the Faculty of Medieval and

¹ But NB if the appointee to the post is a migrant sponsored under the UK's new points-based migration system, we are required to retain the applications of all shortlisted candidates for the duration of the sponsorship or for one year, whichever is the shorter.

Modern Languages wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

It is the Faculty's policy not to send notifications to candidates who have not been shortlisted for the post. It is envisaged that shortlisting will take place during the week of Monday 27 February and candidates who have not heard by Friday 2 March 2012 should assume that their application has been unsuccessful.

Selection Process

Applications for this post will be considered by a selection committee containing representatives from both the Faculty of Modern Languages and Trinity College.

Interview candidates in need of overnight accommodation will be invited to stay at Trinity College. As a courtesy, all candidates will be invited to lunch in College on the day of the interviews but this occasion will form no part of the selection process.

It is planned to hold interviews on **Wednesday 7 March 2012**. Please note this interview date as there will be limited time between this date and candidates being invited for interview. Candidates invited for interview will be asked to give a short (fifteen minute) teaching presentation in English on an aspect of Spanish American Literature pitched at second-year undergraduates. A period for questions from the audience will follow. The audience will comprise members of the selection committee, representatives from Worcester College and students of Trinity College and of Worcester College. In addition, there will be an interview conducted by the selection committee. Further details about this, and about all other aspects of the selection process, will be sent to short-listed candidates in advance of the interviews.

ANNEXE A

TUTORIAL FELLOWSHIP: GENERAL TEMPLATE OF DUTIES

1. Introduction

Tutorial Fellowships represent the College side of CUF (Common University Fund), Faculty Lecturerships, and most University Lecturerships and University Readerships with tutorial duties. All four types of appointment are joint appointments i.e. appointees are selected and funded jointly by the College(s) concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular Colleges, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the key features of this unusual role, and the general expectations that Colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by Colleges.

2. Research and Academic Standing

The Colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the Colleges normally provide an appropriate research environment; for all joint appointments Colleges and the University jointly fund regular sabbatical research leave. The Colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both a University postholder and a College Tutorial Fellow, and all need to be taken into account in making joint appointments.

3. Teaching and tutorial responsibility

Those appointed to Tutorial Fellowships are obliged to perform for the College or for the benefit of the College the stint of tutorial teaching specified in their contract or further particulars, under the supervision of each College's Senior Tutor. The timing of tutorials and the exact numbers in them are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. Appointees should have the human qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This normally covers the following duties:

- (a) arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
- (b) pastoral care of undergraduates reading the subject in question;

- (c) monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;
- (d) organisation of the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- (e) writing references for students, and dispensing careers advice;
- (f) appropriate liaison with College Officers;
- (g) recommending and selecting books for their subject area in the College Library;
- (h) delegation of responsibilities (a)-(g) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments, and should be easily contactable through their Colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods should be normally require consultation with and agreement from Colleges.

4. Pastoral Care of Students

The Oxford Colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for pastoral care for a defined group of undergraduates, and also act as College Advisors to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other College Officers and by professionals such as medical advisors, a Counsellor or Chaplain.

5. College Administration

Oxford Colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of College Governing Bodies, the sovereign bodies of Colleges. As such they are trustees as well as employees. Non-academic managerial and administrative roles are commonly performed by appropriate professionals, but in most Colleges the key roles of academic administration (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are performed by academic staff for agreed limited periods (usually of several years) in return for additional stipend or partial remission of tutorial teaching duties. Tutorial Fellows are expected not only to take part in the government of the College but also to take a fair turn in performing such key academic administrative offices when asked to do by their Colleges. The normal expectation would be that every Tutorial Fellow would be willing to take on one of the key administrative roles at some stage in their career, but not normally in their probationary period of the first five years.

6. The Wider University

The duties of a Tutorial Fellow, whether a CUF, a University Lecturer, or a University Reader, are not confined to the College. All have an obligation to give University lectures, nearly all can expect to supervise graduate students, and all have a role in contributing to the research environment in their Faculty or Department. Furthermore, they have an obligation to contribute both to discussion and to the exercise of functions at Faculty, Sub-faculty and Departmental level: to participate in debates, for instance, on the syllabus in the light of their tutorial experience, and to revise their tutorial practice in the light of discussion with colleagues in other subjects. University examining is an important part of a tutorial fellow's duties. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.