

Job Description and Person Specification

Job Title	Career Development Fellow in Early Modern English Literature
College	Corpus Christi College
Location	Corpus Christi College, Merton Street, Oxford, OX1 4JF
Salary	£28,305 plus additional benefits as detailed below including College housing allowance of £18,312
Hours	Full-time
Contract type	Fixed-term - three years

The Role

A 3-year fixed-term teaching and research appointment in Literature in English, with a core focus on the early modern period, is available for an outstanding academic at an early stage of their career. The purpose of the post is to cover the College teaching of Prof Helen Moore whilst she holds the position of President of the College (up to 30 September 2027).

It is anticipated that the appointee will take up the post on 1 September 2024.

Overview of the post

Corpus Christi College is looking to appoint a specialist in early modern English literature. The successful candidate will be expected to teach for the College across the full range of the undergraduate syllabus in the period 1550 - 1800.

Candidates will have, or be able to demonstrate the promise of, a distinguished record of scholarship and teaching at a level appropriate to the stage of the candidate's career, together with concrete plans for research which demonstrate the ability and a willingness to maintain that record. They should possess or be near to completing a doctorate in early modern studies in English Literature or a related field and have experience of undergraduate teaching. The person appointed will be expected to play a full and active role in College administration.

The post-holder will be required to give ten weighted¹ hours of tutorial teaching each week during term time (averaged over the year), and to share with the other English tutor the organisation of the tuition and pastoral care of students studying English and its joint schools.

The College will elect the successful candidate to an Official Fellowship in English Language and Literature to be held in conjunction with the CDF, from 1st September 2024, or as soon as possible thereafter.

¹ Weighted means that if you teach two students in a tutorial one hour counts as 1.25 hours, if you teach three students in a tutorial one hour counts as 1.5 hours, four students as 1.75 hours and five or more students in one tutorial equates to two hours.

Candidates who wish to speak to someone informally about the post or those who have queries about the application process may contact Rachel Clifford, Academic Registrar at Corpus Christi College (college.office@ccc.ox.ac.uk) or telephone: +44 (0) 1865 276737.

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

Duties of the post

The Career Development Fellow will be a member of the College community. They will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. They will also have a role to play in the running of the College as a member and trustee of its Governing Body.

The main duties of the post are as follows:

- i. To provide ten weekly weighted tutorial hours of teaching for the College (see below for more details). Tutorial teaching is teaching in very small groups, usually of 2 or 3 students;
- ii. To undertake a reasonable share of College administrative duties;
- iii. To share pastoral duties and participate in the organisation of teaching English in College;
- iv. To participate in the undergraduate admissions process for the College;
- v. To engage in independent research in the area of early modern English literature.

Specific duties:

- (a) The postholder will be required to share in managing the tuition and pastoral care of students studying English (and its joint schools) in the College and to participate fully in the administrative work of the College (including attendance at the Governing Body and service on College committees). He or she will be required to give tutorials in English for 10 weighted hours a week during term-time, averaged over three eight-week terms of the academic year. Beyond this, he or she will be required to undertake other normal duties of a college tutor, which include setting and marking collections (internal termly examinations), assisting with admissions (including College Open Days), monitoring student progress and writing termly reports on their work, and organising the teaching of papers by specialist colleagues in other colleges. Finally, he or she will act as College Adviser to Corpus graduate students and, from time to time, visiting students (there are only small numbers of these).
- (b) The successful candidate will be expected to give tutorials across the whole range of English language and literature relating to the period 1550 - 1800 as required by the undergraduate courses. The successful applicant would be required to teach the following papers:

- a. FHS Course I Paper 1: Shakespeare
- b. FHS Course I Paper 3: Literature in English 1550-1660
- c. FHS Course I Paper 4: Literature in English 1660-1760
- d. FHS Course I Paper 5: Literature in English 1760-1830 (to 1800 only)
- e. Early modern papers as needed in Prelims and FHS Classics and English, notably Prelims Paper 2 (1550-1660) and FHS Paper 5 (Epic Link Paper).

Further details of these courses are available at <https://www.english.ox.ac.uk/home>.

All Fellows are Trustees of the College, which is a registered charity regulated by the Charity Commission. All members of Governing Body are required to complete a 'Trustee declaration form'. Further details of the role and responsibilities of a charity trustee are available upon request.

Person specification

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

The College is committed to fairness, consistency and transparency in selection decisions. Members of the selection committee 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 formal selection criteria for the post are as follows:

Essential

- i. To have (or be near to completing) a doctorate in the field of early modern studies in English Literature or a related field;
- ii. To have experience of delivering undergraduate teaching in the topics described above;
- iii. Ability to undertake pastoral responsibilities and excellent interpersonal skills.
- iv. Ability to undertake College administration and to co-operate in College affairs;
- v. Willingness to participate in the intellectual life of the College;
- vi. To have a research and publication record, appropriate to their career stage, in early modern English literature;
- vii. Ability to work collaboratively with a wide range of colleagues from different disciplines and to promote the study of English in Corpus Christi College, including as part of a number of inter-disciplinary undergraduate degrees.
- viii. Ability and willingness to participate effectively in the other work required by the College, including acting as a trustee and member of the Governing Body of the College.

The selection committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the College as outlined above. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

How to apply

There is no separate application form for this post. Applications should include:

- the cover sheet (available on the website) to provide your full contact details including email and full postal addresses, a telephone number and the names and contact details (postal and e-mail addresses and telephone number) of **three** referees who between them are qualified to comment on your research and teaching;
- A covering letter or statement explaining how you meet the selection criteria set out above
- A full CV and publications list
- An equal opportunities monitoring form (available on the website)

Applications should be sent by email (as pdfs saved in the format surname_letter.pdf) to the Academic Registrar, Corpus Christi College – college.office@ccc.ox.ac.uk

The deadline for applications is **noon on 3 May 2024**. Interviews will take place during the morning of 4 June 2024.

Should you have any queries about how to apply, please contact the Academic Registrar, Corpus Christi College – college.office@ccc.ox.ac.uk or 01865 276737

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

All shortlisted candidates will be interviewed and will be asked to give a short teaching presentation (aimed at second year undergraduate students) to the committee as part of the interview. We will give you further details of the nature of this presentation in the letter calling you for interview.

Written work will be requested of those who are short-listed for interview.

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 Governing Body of Corpus Christi 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 the Governing Body, and a formal contractual offer has been made.

Referees

You should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. The College will assume that it may approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer them to be approached only with your specific permission, or only if you are invited for interview, then you must specify this in your application. You should name three referees in your application even if you do not wish them to be contacted yet.

The College welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interview, we will ask whether you require any particular arrangements at the interview.

Corpus Christi College

There are 39 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.

Corpus Christi College was founded in 1517. It occupies historic buildings and is situated in the centre of Oxford. The College is governed by its President, Helen Moore, and a Governing Body of 37 Fellows. Tutors are assisted by college lecturers, and the research community is also augmented by a number of postdoctoral research fellows. There are approximately 110 graduate students and 285 undergraduates studying across a wide variety of disciplines.

Corpus Christi has two Fellows in English, one whose research and teaching interests lie in the Romantic period to the present day and the other is Prof Helen Moore whose Fellowship is temporarily suspended whilst she holds the office of President of the College. The College currently employs two Lecturers to cover other areas of the undergraduate syllabus. Substantial support for the study of English in Corpus is provided by its Library, which is notably well-provided with material for research as well as teaching purposes. A new building that will house a purpose-built special collections centre and further enhancements to our already excellent Library provision is under construction, scheduled for completion in 2024.

The College admits six English undergraduates a year as well as one reading Classics & English and occasionally one reading History & English - and up to four English graduates a year. It prides itself on a distinguished record of achievement in English studies at all levels, and seeks to attract students of the very highest quality from all backgrounds.

The postholder will receive the following benefits:

Full Membership of the Senior Common Room (for which a small subscription is payable).

Free lunch and dinner in College whenever the kitchens are open (closed last two weeks in August).

A private study in College.

Housing Allowance (£18,312), Tutorial Book allowable expenses (£937), Research allowable expenses (£2,866), Hospitality authority (£524) and junior member entertainment allowance (figures stated are w.e.f 1/8/23). Fellows' allowable expenses are assessed on an annual basis by an independent remuneration committee which advises the Governing Body.

Membership of the College's private health care plan.

Eligibility to submit bids (of up to £7,000) to the College's Small Grant Research Fund.

Further information on the College can be found at: www.ccc.ox.ac.uk.

Standard Terms and Conditions

Salary and pension

The successful candidate will be appointed on point 2 (currently £28,305) of the Senior Tutors' Committee 'Recommended scale for Fixed-Term Fellows' which is based on Grade 6 of the University's salary scale structure. In addition, the successful candidate will receive an annual housing allowance of £18,312.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

Length of appointment

This is a fixed-term, non-renewable post for the period 1 September 2024 to 30 September 2027.

Upon completion of an initial period of appointment (one year), the postholder will be eligible for reappointment until 30 September 2027.

Family support

The College has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.

The College will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties.

Equality of opportunity

The policy and practice of the College requires that all staff are offered equal opportunities within employment. Entry into employment with the College 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

The right to work in the UK

The appointment will be subject to the provision of proof of the right to work in the UK.

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data Protection

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>.