ST HILDA'S COLLEGE, OXFORD

Fixed-Term Fellowship/Stipendiary Lectureship in Law

FURTHER PARTICULARS

The Appointments

St Hilda’s College invites applications for two 1-year fixed-term positions in Law. The College proposes to appoint either (i) one Fixed-Term Fellow and one Stipendiary Lecturer, or (ii) two Stipendiary Lectureships, in Law from 1 October 2017. These are appointments to provide cover whilst the College recruits a new Law Tutorial Fellow and Career Development Fellow in German and European Union Law. No salaried University post is associated with these posts.

The tutorial teaching load of the successful appointees will, collectively, be an average of 9 hours per week during term (in pairs and small classes) of tutorial teaching for St Hilda’s, averaged over three eight-week terms. The appointees will be expected to teach at least two, and preferably three, of the following subjects for the College: Roman Law, Criminal Law, Constitutional Law, Tort Law, Contract Law, Trusts, EU Law, and Jurisprudence, to Law undergraduates.

Specific needs include tutorial coverage of the first and second year Law course, setting and marking of collections (college examinations) and delivery of revision classes. The appointees may also share the responsibility, with Law Fellow Dr Dev Gangjee, for the oversight and organisation of Law within the College, including (but not limited to) pastoral care, organization of subject-based events, beginning and end of term meetings, and admissions.

The College

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 75 Fellows and Lecturers. There are at present approximately 400 undergraduates and 200 graduate students, who study most of the subjects offered by the University. The College promotes a thriving culture of research and intellectual engagement, to which all members of St Hilda’s contribute.

The Principal of St Hilda’s is Professor Sir Gordon Duff, MA PhD MD FRCP FFPM FRCPE FMedSci FRSE. The College has a full-time Senior Tutor, who is also Tutor for Admissions (Undergraduate and Postgraduate). The Tutor for Graduates is responsible for postgraduates already on course, with the help of the College Advisors assigned to each student.
The College encourages all its members in academic achievement. We support our students through excellent teaching and pastoral care, and we provide useful termly grants for research and travel. We are proud also to support our Fellows and Lecturers in their research and teaching.

The College is an Equal Opportunities employer. More information about the College may be found on its website http://www.st-hildas.ox.ac.uk/.

Law at St Hilda's College

St Hilda's admits for the undergraduate degrees in Law, and Law with Studies in Europe. Currently there are 24 undergraduates in Law, and three in Law with Studies in Europe. St Hilda’s also admits postgraduates in Law (DPhil, MSc by research, MJur, BCL). The College has an active Career Network in Law in which alumnae play an active role.

There are normally two Tutorial Fellows at St Hilda’s in law and law-related fields, and a Career Development Fellow (CDF). Dr Dev Gangjee is an Associate Professor in Intellectual Property within the Law Faculty as well as a Tutorial Fellow at St Hilda's College. Dr Gangjee’s research focuses on Intellectual Property (IP), with a special emphasis on Branding and Trade Marks, Geographical Indications and Copyright law. Additional research interests include the history and political economy of IP, collective and open innovation, and the interface between IP and theories of development.

Duties of the Posts

These posts have been created to replace the Law Tutorial Fellow and Career Development Fellow teaching and related college duties during the academic year 2017-18. During term the appointees will be required to undertake 3-6 hours of undergraduate teaching per week, averaged over three eight-week terms. The appointees will teach specified Law courses to undergraduates in tutorials (1-3 undergraduates). Tutorials consist of an hour of academic discussion between tutor and undergraduates, for which students are normally set essays to prepare ahead of the tutorial. Tutors are required to submit reports on all students taught at the end of each term.

The appointees should be able to teach two or more of the following parts of the Law undergraduate syllabus for the College: Roman Law; Criminal Law; Constitutional Law; Tort Law; Contract Law; Trusts; EU Law; Jurisprudence.

Full details of the Oxford undergraduate course in Law may be found at https://www.ox.ac.uk/admissions/undergraduate/courses-listing/law-jurisprudence

The appointees will be required to participate in the administration of Law within the College (which will include, in collaboration with Dr Dev Gangjee, arranging tuition where it is not possible to cover it in-house, liaising with colleagues at other colleges on the setting and marking of college examinations, where needed, and of revision tutorials and classes); to play a full role in admissions, including UCAS form grading and interviews, to serve as Personal Tutor to Law undergraduates, and as College Advisor to graduate students, depending on experience, and to provide other pastoral and academic advice as required; to assist in the setting and marking of termly college examinations; and, in collaboration with the Law Fellow, to carry out administration related to beginning and end of term meetings, and academic-social events.
Selection Criteria

1. Excellent academic qualifications, including a doctorate (or be close to completing a doctorate), in an appropriate subject area.
2. A strong research record in Law, or evidence of potential.
3. Proven ability in tutorial teaching and in pastoral situations.
4. Good oral communication skills.
5. Evidence of administrative and organisational ability.
6. Willingness to be a ‘team player’ in the teaching of Law.

Remuneration and Facilities

The salary for the posts will depend on the number of teaching hours offered and on contract type (Fixed Term Fellow or Stipendiary Lecturership) for example a 3 hour Lecturer would be paid on a scale from £6,513 (point 1) to £6,907 (point 3) per annum, a 6-hour Fixed Term Fellow would be paid on a scale from £14,226 (point 1) to £15,088 (point 3) per annum (current rates). Membership of the USS pension scheme is offered. There is an academic allowance of £235 per annum, and an entertainment allowance of £235 per annum (payable against receipts). The appointees will be entitled to five meals per week (either lunch or dinner) free of charge during weeks 0 to 9 of each term, with additional out-of-term entitlements, for example during the admissions period. The appointees will have the use of a shared teaching room in College. They will also be members of the Senior Common Room at St Hilda's College.

All teaching rooms in St Hilda's College have Ethernet connections. The College's IT Department will provide computer support. Some support is also available from the Oxford University Computing Service.

Expenses incurred for academic purposes in College (telephone, fax, photocopying, stationery and postage) are met by the College. The Academic Office provides some secretarial support for the academic and administrative work of Lecturers and Fellows.

Lecturers and Fellows are welcome to use the College's public rooms for seminars and conferences, as well as for social events, and to book the College's guest accommodation. They may also enjoy the facilities of the Jacqueline du Pré Music Building, and the musical events that take place there, including term-time concerts organised by the Director of College Music.

Application Procedure

Candidates should have a strong educational background, with a good first degree, and should hold a doctorate in Law or be close to completing one. Some teaching experience would be an advantage.

Applications should be sent to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY, or by email to college.office@st-hildas.ox.ac.uk, and should include the following:

- An application form (to be downloaded from the College website, http://www.st-hildas.ox.ac.uk, on the Vacancies page, through a link with the Further Particulars.
- A covering letter.
- A description of teaching experience.
- A curriculum vitae including a brief statement of research interests.
- The names of two referees. Applicants should ask their referees to write directly to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY by the closing date of 12 noon on **Monday 26th June 2017**.

References may be sent in hard copy or by email (college.office@st-hildas.ox.ac.uk). E-mailed references will be accepted only if they are sent in the form of a scanned copy of a letter which must include a signature.

Candidates are also asked to complete one copy of the recruitment monitoring form, which can be downloaded from the College website and return it by post to the Academic Office, St Hilda’s College, Cowley Place, Oxford OX4 1DY or by email to college.office@st-hildas.ox.ac.uk. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

The closing date for applications and the last date for receipt of references direct from referees, is 12 noon on **Monday 26th June 2017**. The interviews are expected to take place in the week beginning **10th July 2017**.

Applicants who would need work visas if appointed to the post are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/.

All reasonable interview expenses will be reimbursed.

*St Hilda’s College and Oxford University are Equal Opportunities Employers.*

May 2017