



EXETER COLLEGE, OXFORD

Bennett Boskey Fellowship in Extra-European History since 1500

Fixed-term contract (up to 3 years in duration)

Further Particulars

Applications are invited for this fixed-term postdoctoral Fellowship in History at Exeter College. This post is made possible through the generosity of Mr Bennett M. Boskey. The Fellow, who will be a member of the College's Governing Body, will be required to teach undergraduates, to conduct research of international standing, and to contribute fully to the running of History in the College.

The Post

1. Exeter College proposes, should a suitable candidate present themselves, to appoint a Bennett Boskey Fellow in History with effect from 1 October 2015.
2. This is a fixed-term, non-renewable post, for a period of 36 months (subject to satisfactory progress). It is intended to provide an opportunity for an outstanding academic at an early stage in their career to develop a career and gain experience, and to promote equality of opportunity by helping to create a wider pool of potential candidates for future academic posts at Oxford or elsewhere. As such it is limited to a maximum duration of 3 years, to enable the College to offer similar opportunities to other early-stage academics in the future.

The College will especially welcome applications from women and ethnic minorities, who are under-represented among academic staff. However, the post is open to candidates from all backgrounds, and applications will be considered entirely on merit, and with due regard to each candidate's relevant experience and circumstances.

3. One of the key aims of this post is to provide experience in a range of academic duties. A full description of the duties of the post can be found in paragraphs 9 to 12 below.
4. The area of specialization for this post is Extra-European History in any period since 1500.

Exeter College

5. For information on Exeter College, please see www.exeter.ox.ac.uk
6. The College admits about 8 students per year to study History at the University of Oxford. There are around 26 Visiting Students in residence each year from Williams College, a highly selective American liberal arts college, many of whom take tutorials in History.

The College has two Tutorial Fellows in History: Prof Faramerz Dabhoiwala, who specializes in early modern British history and teaches British History 1500-1700 and European History 1400-1650; and Prof Christina de Bellaigue, who specializes in nineteenth- and twentieth-century French and British history and teaches British History since 1815 and European History 1815-1914. The Williams College Programme Director is currently Dr Marlene Sandstrom, whose work is in Psychology. The successful candidate will work closely with Professors Dabhoiwala and de Bellaigue, and the Williams Director, as well as with the Fellows and tutors in related subjects.

The Faculty of History

7. This Fellowship is also associated with membership of the Faculty of History at the University of Oxford. The History Faculty in Oxford is the largest History Faculty in the United Kingdom, and one of the largest in the world, with expertise in almost all areas of historical study. It has a distinguished international reputation for its scholarship and its teaching of undergraduate and graduate students, and was rated second among UK History departments in the 2008 RAE. It has particular strengths in the History of the British Isles, Continental Europe, the Americas, China, and the Commonwealth. Among the many special areas of interest to Faculty members are: political history, social and cultural history, economic history, religious history, intellectual history, and war studies. Within the History Faculty there is also a Department of the History of Art, and a Wellcome Unit for the History of Medicine. In addition to Faculty post-holders, there are large numbers of other scholars involved in historical research and teaching in Oxford's colleges, museums and libraries. Further information can be found at the Department's website: www.history.ox.ac.uk.

Undergraduate Teaching at Oxford

8. Undergraduates studying History at Oxford are taught a given subject in two ways: through lectures and seminars (which are organized by the Faculty) and through tutorials and college classes (which are arranged and usually given by College Fellows and Lecturers). The tutorial system is a unique feature of the Oxford teaching and learning experience. Our students are typically very able, committed, and well-motivated. Over the three year period of the post, the Fellow will contribute to tutorial and class teaching for the College. Teaching students in very small groups (a tutorial normally involves a tutor and two students) allows the tutor to respond directly to students' ideas, to tailor her or his teaching to the interests and enthusiasms of different students, and to develop the links between History and the other elements of each student's course of study. As well as giving tutorials in the areas of their own research, tutors at Oxford typically give tutorials in other areas that they are interested in and knowledgeable about, but that are not necessarily the focus of their current research.

Duties of the Post

9. This appointment is made possible through the generosity of a benefactor to Exeter College and Williams College. Accordingly, the postholder will be required to undertake teaching, research and administrative duties on behalf of Exeter College, as well as teaching duties on behalf of Williams College visiting students' programme. The post carries membership of the Faculty of History, but no duties or obligations to the Faculty.
10. *Research:* It is a requirement of this post that the Fellow engage in advanced study and research, and it is expected that the Fellow will begin to build an international research profile.
11. *Teaching:* For the College, the Fellow will be responsible, in collaboration with the current Tutorial Fellows in History, for the teaching of History to undergraduates in the College. The postholder will be required to undertake six 'weighted' hours of teaching in History each week (averaged over the three terms of the academic year) for the College, including Williams College Visiting Students, or

by exchange for students from other Colleges (see paragraph 31 for an explanation of 'weighted' hours.)

The Fellow's stint will divide so that, whether directly or by exchange with other Colleges, three 'weighted' hours per week are due to Exeter College and three 'weighted' hours per week are due to Williams College for their visiting students.

They will also be expected to liaise with the Director of the Williams College Oxford Programme in the arrangement of other tuition for Williams Visiting Students.

She or he will be expected to provide undergraduate teaching (in the form of tutorials or small classes). The Fellow should be able to teach students on more than one paper in History. Details of the subjects studied are available at:

<http://www.history.ox.ac.uk/prospective/undergraduate/studying/single-hons.html>

- 12.** *Administration:* For the College, the postholder will be expected to submit reports at the end of each term on students taught; to set and mark Collections (internal college examinations) promptly; to work alongside other Fellows in the arrangement of teaching of Exeter and Williams College students by tutors at other colleges; to work with the Fellows in History to direct the studies of undergraduates studying options in History; to act as Advisor, providing pastoral care for undergraduates in the College; to assess and interview in the annual admissions exercise for the selection of new undergraduates; and to undertake other duties, such as ordering History books for the library and acting as College Advisor to graduates reading for further degrees.

More generally, the appointee will be encouraged to take an active role in the day-to-day life of the College, such as attending and participating in College meetings and committees, open days, and initiatives aimed at promoting the study of History and encouraging applications from prospective students to the College.

As a member of the College's Governing Body, the Fellow will be required to discharge the functions of a Trustee of the College.

Selection Criteria

- 13.** The formal selection criteria for the post are as follows:
- a. A research record of international standing, appropriate to the stage of the candidate's career, with evidence of, or evidence of potential for producing, research of international standing in History;
 - b. The proven ability, or the potential, to provide excellent tutorial and small group teaching in a range of undergraduate topics (as described in paragraph 11 above);
 - c. The ability to undertake College administration and duties (as described in paragraph 12 above);
 - d. A PhD, or equivalent, in History. Because this post is intended to provide opportunities for candidates who are at an early stage of their academic career, candidates must possess a PhD as a result of a viva voce examination (or equivalent doctoral defense) held between 01 October 2011 and 30 September 2015 (inclusive).

Candidates who have yet to submit their PhD thesis are eligible to apply; but would forfeit the Fellowship should they fail to meet the early-career status requirements by 30 September 2015.

Time spent on career breaks for family or health reasons (e.g., maternity leave) will not count as part of this four-year period. Candidates may seek advice on this from the HR Officer (vacancies@exeter.ox.ac.uk).

Pay and Benefits

14. The successful candidate will be appointed to a Fellowship of the College for two years in the first instance, renewable for a further (and non-extendable) period of one year, subject to satisfactory progress.
15. The successful candidate will be appointed on Grade 7 of the University's salary scale for academic staff (currently £30,434 - £37,394 per annum), inclusive of the College Housing Allowance, at a point dependent on experience. The College may, by arrangement, assign the Fellow residential accommodation within the College, free of rent and rates, in lieu of the College Housing Allowance (which is currently to the value of £8400 per annum).

In addition, the Fellow will be automatically enrolled in the Universities' Superannuation Scheme unless s/he elects not to join. The salary and allowances are subject to revision, at the discretion of the Governing Body, in accordance with any general increase in academic salaries.

16. In addition, the Fellow will be entitled to a Book Allowance (currently £605 p.a.), and to a Research Allowance (currently £575 p.a.).
17. The Fellow will be entitled to lunch and dine free of charge at the Common Table each day for which the Governing Body makes such provision. Funds are made available to enable the Fellow to entertain students in conjunction with other Fellows in History.
18. Exeter College has generous maternity, paternity and adoption leave arrangements, in line with those offered by the University. Further details of these arrangements are available from the HR Officer upon request.
19. A teaching room will be provided in College, if the postholder is not resident in College.
20. The Fellow may be offered the opportunity (for additional payment) to undertake a small amount of lecturing, class teaching, and/or examining for the Faculty of History, depending on need within the Faculty.
21. The Fellow may not accept any other employment without the leave of the Governing Body.

How to Apply

22. Informal enquiries about this post may be directed in the first instance to the HR Officer (vacancies@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.
23. Candidates are encouraged to submit all application materials by email to the HR Officer, vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as a PDF file. Any candidates submitting their application materials by e-mail do not need to send paper copies by post. If you wish to apply by post, please send six copies of all application materials to the HR Officer, Exeter College, Oxford OX1 3DP, UK, to arrive by the closing date.

24. Applications must include:
- i. A brief covering letter, which should include a list of subjects on the Oxford syllabus on which candidates are currently able to give undergraduate tutorials, lectures, or classes;
 - ii. A full *curriculum vitae* including a list of publications;
 - iii. One item of written work, to a maximum length of a thesis or book chapter, or journal article, published or unpublished. Co-authored pieces should be identified as such. The selection committee may request further examples of written work, if this will aid its decision-making.
 - iv. The names and addresses of three referees.
25. Candidates should ask their referees to write directly to the HR Officer, vacancies@exeter.ox.ac.uk or by post to Exeter College, Oxford, OX1 3DP, UK, and should supply each referee with a copy of these further particulars. The College wishes to take this opportunity to thank in advance those referees who write on behalf of applicants.
26. The closing date for applications and the last date for receipt of references direct from referees is **12 noon Greenwich Mean Time on Thursday 5 February 2015**. It is the responsibility of each applicant to ensure that her or his application and all three references arrive before the deadline.
27. Interviews will be held in Oxford on **Friday 6 March 2015**. All reasonable interview expenses will be reimbursed.
28. Any candidate who, in the event of being shortlisted and invited for interview, will need a visa to travel to the UK for their interview should make contingency arrangements straight away. If an interview date is likely to cause a candidate severe difficulties, please raise this matter immediately by contacting the HR Officer, vacancies@exeter.ox.ac.uk without waiting to be invited for interview.

Selection Process

29. Applications for this post will be considered by a selection committee containing representatives from both Exeter College and the Faculty of History. The selection committee is responsible for conducting all aspects of the recruitment and selection process, including the interviews of shortlisted candidates; 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 Exeter 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 of the College, and a formal contractual offer has been made.
30. The policy and practice of the College require that entry into employment within the College 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.

Further Information

31. A 'weighted hour' system is used to calculate the Fellow's teaching obligation, as recommended by the University's Senior Tutors' Committee. The weightings are:
- 1 actual hour with a single individual = 1 'weighted' hour
 - 1 actual hour with a pair of students = 1.25 'weighted' hours
 - 1 actual hour with three or more students = 1.5 'weighted' hours

Thus an obligation of 6 'weighted' hours can be fulfilled by teaching, e.g.:

- 6 actual hours with single students, or
- 4.8 actual hours with paired students, or
- 4 actual hours with three or more students.

- 32.** Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.
- 33.** The College's policies on equality, including gender, racial, and disability equality, are available from the College's website:
- <http://www.exeter.ox.ac.uk/information/policies/collegepolicies>.
- 34.** All data supplied by candidates 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 College's Data Protection Policy.
- 35.** The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

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

- i. they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.
- and
- ii. 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)

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

¹ If the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.