KEBLE COLLEGE, UNIVERSITY OF OXFORD

PART-TIME STIPENDIARY LECTURER IN ENGINEERING SCIENCE

FURTHER PARTICULARS

The Appointment

The College proposes to appoint a part-time Lecturer in Engineering Science from December 2023 or soon thereafter. The appointment will be for up to three years, subject to successful completion of a probationary year. There is the possibility of extension beyond this term.

The position is open to an academic with teaching expertise and experience in Engineering Science. It may particularly suit applicants who hold a Post-doctoral position, Departmental Lectureship, or APNTF within the Department of Engineering Science.

The College usually admits about up to 12 undergraduates per year to read Engineering Science as well as a number of graduates for taught and research degrees. There are currently two Tutorial Fellows (Dr Felix Leach and Dr Chris Proctor), a Professorial Fellow (Professor Paul Newman) and a Research Fellow and Tutor (Dr Jingyi Yang).

The appointment is fixed-term in the first instance because the College wishes to further explore the possibility of a permanent full-time appointment in this area.

Main responsibilities

The successful candidate will be expected to provide 6 weighted hours of class and tutorial teaching per week to undergraduates in Engineering Science, averaged over the three terms of each academic year (two for 2023-24) and weighted according to the scheme recommended by the Senior Tutors Committee of Conference of Colleges.¹ A tutorial typically involves a group of three of undergraduates who have been set an assignment to be completed within a week; undergraduates normally receive 3-4 tutorials a week.² The Lecturer will be expected to give tutorials across the

¹ Under the weighting scheme a tutorial with one undergraduate has a weighting of 1.00, with two undergraduates a weighting of 1.25 and a tutorial with three or more students has a weighting of 1.50

² Further information on tutorials can be found at: http://www.ox.ac.uk/admissions/undergraduate/why-oxford/studying-at-oxford/tutorials
Engineering Science syllabus, with a strong preference for Mathematics (papers P1 and A1) or Electrical and Information Engineering (paper A2) and the Energy Systems parts of paper A4.

Further details of the undergraduate courses may be found on the Departmental website: https://eng.ox.ac.uk/study/undergraduate/your-degree/course-structure/

In addition, the person appointed will be required to:

- set and mark college examinations (‘collections’)
- help with undergraduate admissions;
- submit progress reports on undergraduates they have taught at the end of each term;
- assist with the pastoral care of undergraduates and graduates reading Engineering Science, including attendance at the undergraduate Freshers’ dinner, and termly academic progress meetings;
- if asked, and if appropriate, act as college graduate adviser to a small number of graduate students in Engineering Science

Criteria for Appointment

The essential criteria for the post are:

- The proven ability or potential to provide excellent small-group and class teaching on undergraduate courses in Engineering Science to 1st and 2nd year students;
- An understanding of the learning needs of undergraduates and how to address them;
- Excellent communication, presentational and organisational skills;
- Strong background in research in Engineering Science including a doctorate in a relevant field either awarded or submitted for examination before October 2023 and an ability to demonstrate relations between research and teaching.

The desirable criteria are:

- An accredited qualification in teaching at Higher Education level;
- Willingness to undertake, and aptitude for, administration associated with undergraduates;
- Willingness to undertake, and aptitude for, the pastoral care of students, in association with the College welfare support team.

Keble College

Keble College is one of Oxford’s 39 self-governing and independent colleges. It was founded in 1870 in memory of the Revd John Keble. It was the wish of the founders to extend access to the University more widely, and the College has a continuing commitment to inclusiveness. The College prides itself on the academic achievements of its students, and aims to offer a supportive environment in which learning can flourish.

Keble is now one of the larger colleges in Oxford, having about 420 undergraduate and around 400 full-time graduate students. These students take degrees in natural sciences, humanities, social and medical sciences. The number of undergraduates admitted each year is around 132, and the College enjoys very high numbers of applications. The Governing Body has about 50 Fellows and their teaching and research is complemented by a large number of College Lecturers.
Keble is located on a large single site north of Oxford’s city centre and close to Oxford University’s Science Area and the University Parks. In October 2018 the new HB Allen Centre opened at a nearby site between the Banbury and Woodstock Roads. The Centre combines graduate accommodation with space dedicated to research and innovation. Further information can be obtained from the College website: www.keble.ox.ac.uk.

Remuneration and Other Entitlements

The appointment will be made on the Stipendiary Lecturers’ annual scale published in the Register of Approved Payments issued by the Senior Tutors’ Committee of Conference of Colleges; this is based on Grade 5 of the University’s salary structure (points 23-27 of the National Pay Spine). The Lecturer will be paid in the salary range £14,881-16,674 per annum (2022-23 rates, subject to annual uplift) according to experience.

The Lecturer will be automatically enrolled into the Universities’ Superannuation Scheme (USS) unless they decide to opt out; under the scheme a percentage of the stipend is deducted. A full statement on USS is available from the Bursar (bursar@keble.ox.ac.uk).

The person appointed will also be entitled to draw upon a personal academic allowance of (pro rata) £355 per annum for research and/or teaching purposes.

The successful candidate is entitled to six free meals (lunch or dinner) per week at the common table when the College kitchens are open.

Other benefits include assistance with childcare voucher costs; bus pass purchase scheme; loan scheme; use of College sports facilities (gym, squash courts, rowing facilities).

Other Terms and Conditions

The appointment will be for the period 1 December 2023 – 30th November 2026. There will be a probationary period of one calendar year.

Stipendiary Lecturers are entitled to at least a share of a teaching room with computer and printer where available.

The Lecturer is not entitled to sabbatical leave.

Keble College is an equal opportunities employer. Keble College will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the College either as staff or students. It is the College’s policy that no prospective, current or former student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the College on one or more of the following grounds, save in so far as such treatment is within the law and determined by lawful requirements: age; belief; disability; ethnic origin; gender reassignment; marital status; nationality; national origin; parental status; race; religion; sex; and sexual orientation.
To comply with UK employment legislation successful candidates will be required to provide documentary evidence of their eligibility for employment before starting work with the College. Applications are welcome from all nationalities, but candidates applying to work in the UK through the skilled worker route should note that the salary for this post is less than £26,200. Further information is available at https://www.gov.uk/browse/visas-immigration/work-visas

Applications

The closing date for applications is **12 noon 19th October 2023**.

Candidates should submit a letter of application with a curriculum vitae (including the names, addresses and telephone numbers of two referees), and statements covering their research interests and activity, and teaching and other relevant experience. Candidates should confirm which of the following Prelims and Part A courses they can teach: Mathematics (papers P1 and A1) or Electrical and Information Engineering (paper A2) and the Energy Systems parts of paper A4.

Emailed applications are accepted.

Applications should be sent to Mrs Penny Bateman, Keble College, Oxford OX1 3PG (college.office@keble.ox.ac.uk). Candidates should ask their referees to write directly to Mrs Bateman, also by the closing date.

It is expected that short-listed candidates will be invited for interview in the week beginning 30th October. During the interview they may be asked to make a short presentation on their teaching to the selection panel.

Inquiries about the post may be made to either Dr Felix Leach (Felix.Leach@keble.ox.ac.uk) or the Senior Tutor, Dr Alisdair Rogers (senior.tutor@keble.ox.ac.uk).