



EXETER COLLEGE, OXFORD

Bennett Boskey Career Development Fellowship in History

Further Particulars

This post-doctoral Career Development Fellowship is designed for an individual with outstanding academic potential at an early stage of their career. The post is made possible through the generosity of Mr Bennett Boskey. This is a joint appointment between Exeter College and Williams College in Massachusetts. The post will provide a supported career development programme for the period 1 September 2012 to 31 August 2014, renewable for a third and final year to 31 August 2015.

The Post

1. Exeter College proposes, should a suitable candidate present themselves, to appoint a post-doctoral Bennett Boskey Career Development Fellow in History with effect from 1 September 2012 or as soon as possible thereafter.
2. This is a fixed-term, non-renewable post, for a period of 24 months (36 if renewed for a third and final year). It is intended to provide a structured period of preparation for those embarking on an academic career, and to promote equality of opportunity by helping to create a more diverse pool of potential candidates for future academic posts at Oxford or elsewhere. Candidates should not, therefore, already have held a comparable career development post (e.g. a British Academy postdoctoral fellowship, or a stipendiary junior research fellowship). One of the key aims of this post is to provide supported experience in a range of academic duties. The post will involve a substantial element of teaching and research, and some administrative duties as well. A full description of the duties of the post can be found in paragraphs 8 to 12, below.
3. The area of specialisation for the postholder will be History (excluding Classical and Ancient History): i.e. applicants should have research interests in any aspect, region or period of history since AD285. Other things being equal, preference may be given to a candidate who can teach undergraduate papers not currently taught by the College's other fellows.

Exeter College

4. For information on the College, please see <http://www.exeter.ox.ac.uk>, especially <http://www.exeter.ox.ac.uk/documents/prospectus.pdf>.
5. 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 Fellows and University Lecturers in History: Dr Faramerz Dabhoiwala, who specializes in early modern British history and teaches British History 1500-1700 and European History 1400-1650; Dr 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 Nancy Roseman, whose work is in biochemistry. The successful candidate will work closely with Drs Dabhoiwala and de Bellaigue, and the Williams Director, as well as with the fellows and tutors in related subjects.

The Faculty of History

6. 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: <http://www.history.ox.ac.uk>.

Undergraduate Teaching at Oxford

7. 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). 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 Career Development 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

- 8.** This appointment is made possible through the generosity of a benefactor to Exeter College and Williams College. Accordingly, the postholder will be expected to undertake teaching and research duties on behalf of Exeter College, and 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. Particular emphasis will be placed on developing the career of the postholder, and in carrying out the duties of the post she or he will receive support from professional staff within the College. Further information about career development can be found in paragraphs 15 to 17 below.
- 9.** The precise mix of teaching, research, and administration will be tailored to the needs of the individual and will take account of the stage of her or his career. The core duties of the post are detailed in the following paragraphs.
- 10.** *Teaching:* For the College, the Career Development 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 normally be required to undertake six weighted hours of teaching in History each week for the College in tutorials or small classes, averaged over three eight-week terms. (See paragraph 35 for an explanation of 'weighted' hours.) Half of the teaching obligation will be for students of Exeter College, and half will be for visiting students from Williams College. 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/currentunder/prelims/modhist/index.htm>; <http://www.history.ox.ac.uk/currentunder/honours/history/index.htm>). The teaching required may include exchange teaching for other colleges, as well as for Exeter and Williams.
- 11.** *Research:* It is a requirement of this post that the Career Development Fellow engage in advanced study and research, such that the College could reasonably expect to submit the postholder as part of its return for the Research Excellence Framework, which we expect to be held in 2014, and for which the census date will be in late 2013.
- 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 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. An excellent research record, appropriate to the stage of the candidate's career, with evidence of, or evidence of potential for producing, distinguished research in History;
 - b. The ability, or the potential, to provide excellent tutorial and small group teaching in a range of undergraduate topics (as described in paragraph 10 above);
 - c. The ability to undertake College administration and duties (as described in paragraph 12 above);
 - d. Because this is a career development post, candidates must be of early career status, which is for the purpose of this post is defined as follows: a candidate must either possess a PhD as a result of a viva voce examination, or equivalent doctoral defense, held between 01 September 2008 and 31 August 2012 (inclusive). Candidates who have yet to submit their PhD thesis or schedule their viva are eligible to apply; but would forfeit the fellowship should they fail to meet the early-career status requirements by 31 August 2012. Time spent on career breaks for family or health reasons (e.g. maternity leave) will be not count as part of this four-year period: candidates may seek advice on this from the Academic Dean. Candidates must not have already held a comparable career development post (e.g. a British Academy postdoctoral fellowship, or a stipendiary research fellowship).

- 14.** The qualities that we are seeking therefore include:
 - e. Scholarship of the highest quality that demonstrates innovation and the capacity to select appropriate problems through a good knowledge of an important research area; the ability to contribute to a research community;
 - f. Excellent communication, interpersonal, presentation, and organisational skills;
 - g. A willingness to engage in teaching in a range of topics in History;

- h. An understanding of the learning needs of undergraduate students and how to address them;
- i. An informed interest in the full range of academic duties of the post and in progressing to an academic post, whether at Oxford or elsewhere;
- j. A commitment to her or his own professional development.

Professional and Career Development

- 15. This post will provide a structured work and training opportunity for an exceptional candidate embarking on an academic career in History, and is intended to promote equality of opportunity by helping to create a more diverse pool of potential candidates for future academic posts at Oxford or elsewhere.
- 16. The postholder will receive mentoring from senior, permanent academic staff in the College, as well as those in senior non-academic positions. This will take the form of guidance and advice on developing a research profile, on tutorial teaching, and on relevant College practices. As a member of the Faculty of History, the postholder will have opportunities to build informal mentoring relationships with senior Historians and with scholars of other disciplines in the University.
- 17. The postholder will also have the opportunity to undertake the University's Developing Academic Practice programme (see <http://www.learning.ox.ac.uk/support/teaching/programmes/dap/>).

Pay and Benefits

- 18. The successful candidate will be appointed on Grade 7 of the University's salary scale for academic staff (£29,099 - £35,788 per annum as at 1 February 2011), 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. 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.
- 19. In addition, the Fellow will be entitled to an Entertainment Allowance (£48.25 p.a. per full-time-equivalent pupil), to a Book Allowance (£566 p.a.), and to a Research Allowance (£541 p.a.).
- 20. 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.
- 21. Exeter College has generous maternity and adoption leave arrangements, in line with those offered by the University. Provided that they have at least 26 weeks' service with the College 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. Similar arrangements obtain for adoption leave.

Arrangements are available to enable a phased return to full duties, and for paternity leave. Further details of these arrangements are available upon request.

22. A teaching room will be provided in College.
23. 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. The Fellow may not accept any other employment without the leave of the Governing Body.

How to Apply

24. Informal enquiries about this post may be directed in the first instance to the Academic Dean (academic.dean@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.
25. Candidates are encouraged to submit all application materials by email, to the Academic Administrator, 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 Academic Administrator, Exeter College, Oxford OX1 3DP, UK, to arrive by the closing date.
26. 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. A short statement of the applicant's completed and proposed research;
 - iv. The names and addresses of at least three referees.
27. Candidates should ask their referees to write directly to the Academic Administrator, 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.
28. The closing date for applications and the last date for receipt of references direct from referees is **12 noon Greenwich Mean Time on Monday, 27 February, 2012**. It is the responsibility of each applicant to ensure that her or his application arrives before the deadline.
29. We will contact all shortlisted candidates in mid-March. Interviews will be held in Oxford on Monday, 23 April, 2012. All reasonable interview expenses will be reimbursed.
30. 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 a candidate cause severe difficulties, please raise this matter immediately by contacting the Academic Administrator, vacancies@exeter.ox.ac.uk without waiting to be invited for interview.

Selection Process

31. 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; 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.
32. 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.
33. Candidates who are shortlisted will be invited to an interview before the selection committee. They will be asked, on being informed that they are to be shortlisted, promptly to provide a sample of their written work, such as a thesis chapter or article, published or unpublished. In addition, shortlisted candidates may be asked to give a presentation on an aspect of their current research, and may also be asked to deliver a short teaching presentation. Further details about this, and about all other aspects of the selection process, will be sent to shortlisted candidates in advance of the interviews.
34. As a courtesy, candidates who are shortlisted will be invited to lunch or dinner in College; but this occasion will not form part of the selection process. Interview candidates in need of overnight accommodation will be invited to stay at Exeter College.

Further Information

35. A 'weighted hour' system is used to calculate the Career Development 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.

- 36.** 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.
- 37.** 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>.
- 38.** 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. The appointment will also be subject to satisfactory review of a completed pre-employment Occupational Health assessment form.