Hertford College, Oxford

Fixed-term Stipendiary Lectureship in Engineering
1 December 2018 – 30 September 2019

Further Particulars

Hertford College proposes to appoint a Stipendiary Lecturer in Engineering to teach Fluids, Thermofluids and TurboMachinery topics. The Lectureship is fixed-term from 1 December 2018 to 30 September 2019 (with payment continuous through terms and vacations). It can be held in conjunction with another similar appointment to the extent that this is compatible with the responsibilities of the Lectureship.

The Lecturer will be under the direction of Professor Tony Wilson and Professor Manolis Chatzis. The Lectureship covers undergraduate admissions interviews in December 2018, and tutorial teaching in Hilary and Trinity terms 2019.

The College

Hertford College is heir to the traditions of two medieval Halls, Magdalen Hall (whose alumni include Thomas Hobbes and William Tyndale), and Hart Hall (whose alumni include John Donne and Jonathan Swift). The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College. Academic offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The Fellowship, which has responsibility for the governance of the college, currently consists of just over forty Fellows, and the college is home to roughly 650 students, two-thirds of whom are undergraduates. Around thirty Lecturers supplement undergraduate teaching provision. Fellows, Lecturers and students are drawn from a range of disciplines across the Humanities, Sciences and Social Sciences. The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. It has championed access for students from backgrounds under-represented at Oxford and has a strong academic ethos.
College Duties

The tutorial teaching load (in pairs and small classes) will be concentrated in Hilary (spring) and Trinity (summer) terms 2019, an average of three hours per week over these two terms. The appointee will also be required to participate in the undergraduate admissions process in December 2018 (including interviews – approximately four days’ work in mid-December), and to help in directing the studies of undergraduates reading Engineering, assisting with pastoral care where necessary.

In 2018–19, there will be 21 undergraduates in residence reading Engineering, 11 of whom are in the first and second year for which tutorials are required. The college has two Tutorial Fellows in Engineering: Professor Tony Wilson and Professor Manolis Chatzis.

The appointee will be expected to give tutorials covering paper P4 (first year - cohort of 7) and paper A4 (second year - cohort of 4), and must be able to teach the following papers:

1st year:
1. **1P4 Fluid Mechanics**
2. **1P4 Thermodynamics**
3. **1P4 Dimensional Analysis**

2nd year:
1. **2A4 Applied Fluid Mechanics**
2. **2A4 Heat & Transfer**
3. **2A4 Thermodynamics**

The above tutorials and the corresponding revision tutorials occur in Hilary term and Trinity terms. Details of the syllabus can be found at [https://weblearn.ox.ac.uk/portal/site/mpls.eng](https://weblearn.ox.ac.uk/portal/site/mpls.eng) (prospective candidates outside of Oxford may request a copy from the Academic Office).

The appointee will be required:

(i) to engage in
   a. tutorial preparation;
   b. the setting and marking of written work;
   c. the setting, marking and returning of scripts for collections (internal college examinations);
   d. writing and submitting student reports;
   e. liaison with other staff on teaching and pastoral matters, as appropriate;
(ii) to help with the organisation of Engineering teaching at Hertford College, and to share in the pastoral responsibility for Engineering undergraduates;

(iii) to assist with open days and other access and outreach events, where appropriate;

(iv) to participate in the undergraduate admissions process, including interviews, in December 2018.

Assessment Criteria

Candidates should have a good first Engineering degree and have or be close to completing a doctorate in an Engineering or a related discipline.

Experience of teaching undergraduates, preferably in small groups, would be an advantage, as would experience with Oxford undergraduate admissions. Although this is not a research appointment, the college generally considers research ability and teaching ability to be related, and so account will be taken of candidates’ research record commensurate with the stage of their career.

Examples of evidence a candidate might wish to draw to the attention of the committee include the following:

(i) the ability or potential to be an effective teacher of the topics of P4 and A4 to students of high ability in a tutorial system, along with the personal qualities needed to foster a high level of achievement in undergraduate students;

(ii) achievement or potential (commensurate with the applicant’s career) in a field of research relevant to the subjects being taught;

(iii) the ability to participate effectively in the administration and development of Engineering in Hertford College;

(iv) a willingness to participate in access initiatives with a view to encouraging applications from a wide range of educational backgrounds.

(v) Experience (desired but not a necessary criterion) of undergraduate interviews and a willingness to participate in those.

Terms and Conditions

The appointment will be from 1 December 2018 – 30 September 2019.

The salary for the Lectureship will be in the range £4,504 - £5,066 for the period of employment, depending on qualifications and experience, and will be pensionable with USS.

The Lecturer will have the following entitlements:

(i) associate membership of the Senior Common Room (SCR);
(ii) free lunches while undertaking teaching duties in term time and during vacations; and

(iii) one dinner each week during term time without cost.

Application and Appointment Procedure

Applications must include a CV detailing all relevant experience, a covering letter, a college application form (available from the college website) and the names and contact details of two referees. Candidates should also state in their applications of whether they would be able to teach the above listed. Applications should be sent as one pdf string to Ms Julia Howe, Deputy Academic Administrator, Hertford College (academic.office@hertford.ox.ac.uk) by **noon on Monday 12 November 2018**.

Candidates should also arrange for their referees to write to the college by the same date. The college wishes to take this opportunity to thank in advance those referees who write on behalf of candidates.

**It is anticipated that interviews will be held in the week commencing Monday 12 November 2018.**

Candidates are strongly encouraged to return the Recruitment Monitoring Form (available for download from the college website - [https://www.hertford.ox.ac.uk/about/vacancies](https://www.hertford.ox.ac.uk/about/vacancies)). Completed forms should be sent to academic.office@hertford.ox.ac.uk separately, and not contained in the same string as the other application materials.

Candidates 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 college is not able to sponsor applicants for a Tier 2 visa for this post.

Any applicant who is already working in the UK under the terms of a visa should check carefully before they apply whether their visa gives them the right to undertake *teaching* work. (A Tier 2 visa which permits *research* employment without reference to *teaching* is unlikely to be satisfactory.)

**Hertford College is an Equal Opportunities Employer**