Stipendiary Lectureship (6 hours) in Management
1 October 2021 – 30 September 2022

Further Particulars

Hertford College intends to appoint a Stipendiary Lecturer in Management from 1 October 2021 to 30 September 2022. The lectureship can be held in conjunction with other similar positions. The successful candidate will work under the direction of Dr Anette Mikes, Tutor in Management and in collaboration with Drs Elizabeth Baldwin and Federica Romei, Tutors in Economics, and is replacement cover for Dr Steve New’s sabbatical leave.

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 700 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 schools that have not traditionally encouraged Oxford applications and has a strong academic ethos.

Hertford currently recruits between 8-9 undergraduates per year reading the three-year Economics and Management degree. Details of the course may be found here:

https://www.ox.ac.uk/admissions/undergraduate/courses-listing/economics-and-management
https://www.hertford.ox.ac.uk/subjects/em

College Duties

The successful candidate will be required:

(i) to undertake six weighted hours of teaching in Management per week, averaged over the three terms.

(ii) to engage in:

(a) tutorial preparation;
(b) the setting and marking of, and provision of constructive feedback on, written work;
(c) the setting, marking and returning of scripts for collections (internal college examinations);
(d) writing and submitting student reports;
(e) organising and attending review meetings with students;
(f) liaison with other staff on teaching and pastoral matters, as appropriate.

(iii) to assist with the organisation of Management teaching at Hertford College, and to encourage student engagement with their subject.

(iv) to share in pastoral responsibility for undergraduates reading Management, and to provide some oversight of graduate students in Management-related subjects.

(v) to assist with open days and other access and outreach events, where appropriate.

(vi) to share responsibility for undergraduate admissions process (assessing applications and conducting interviews) in November and December 2021 for courses involving Management.

The appointee will be required to teach the following:

(i) *Tutorials in General Management.*
This is the main introductory course in Management, and covers the main disciplinary sub-domains of the subject, including Business History, Strategy, Organisational Behaviour, Marketing, Technology and Operations Management, and International Business. (NB Accounting and Finance are
covered in a separate course.) The appointee will provide tutorials in small
groups (typically 2-3 students) on a weekly basis, which are focussed around
essays prepared each week by the students. The syllabus and suggested essay
titles are provided centrally by the Said Business School, with tutorials
complemented by centrally-provided lectures (2 hours per week for the first
two terms). The course is assessed by a written examination.

(ii) Revision and Examination Preparation for Finalists.
It is expected that in Hilary and Trinity terms, the appointee will deliver
occasional support tutorials and classes to assist the examination preparation
for management finalists, which may include, depending on the expertise of
the appointee, Strategic Management, Organisational Behaviour and Analysis,
Marketing Management, Technology and Operations Management,
Entrepreneurship and Innovation.

The post does not entail any requirement to teach Accounting, Finance or Economics.

Details on individual paper specifications are available on request (contact
steve.new@sbs.ox.ac.uk).

Assessment Criteria

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

Experience of teaching undergraduates, preferably in small groups, would be an
advantage, as would experience of undergraduate admissions. Although this is not a
research appointment, the college considers research ability and teaching ability to be
related, and so account will therefore 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 Management to students
    of high ability within 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 Management in Hertford College.

Terms and Conditions

The appointment will be from 1 October 2021 to 30 September 2022.

The salary for the Lectureship will be in the range £13,756 to £15,471 per annum, depending on qualifications and experience, and will be pensionable with USS.

The appointment is subject to a probationary period of six months, and a notice period of three months on either side (both during and after probation).

The Lecturer will have the following entitlements:

(i) associate membership of the college’s Senior Common Room (SCR);
(ii) free lunches while undertaking teaching duties in term time and during vacations (when kitchens are open);
(iii) two dinners each week during term time (weeks 0–9) (when kitchens are open) without cost; and
(iv) an academic allowance of £400 per annum.

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 state in their applications which topics (see above) they are able and/or willing to teach.

Applications should be sent to Julia Howe, Academic Services Manager (academic-recruitment@hertford.ox.ac.uk) by noon on Monday 14 June 2021.

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 28 June 2021.

Potential candidates are welcome to contact Dr Steve New (steve.new@sbs.ox.ac.uk) for further information.
Candidates are strongly encouraged to return the Recruitment Monitoring Form (available for download from the college website - https://www.hertford.ox.ac.uk/and-more/vacancies).

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. Regrettably, the college is not able to sponsor applicants for a Skilled Worker 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 Skilled Worker visa which permits research employment without reference to teaching is unlikely to be satisfactory.)

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice which explains the types of data we will process about you as part of the application process. We also include within this notice the reasons for this, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

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