

Job Description



Summary

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| Job title | Departmental Lecturer in Ethics |
| Division | Humanities |
| Department | Faculty of Philosophy |
| Location | Radcliffe Observatory Quarter, Woodstock Road, Oxford and Hertford College, Catte Street, Oxford |
| Grade and salary | Grade 7: £36,024 – £44,263 per annum |
| Hours | Full time |
| Contract type | Fixed-term – 1 October 2024 to 30 September 2027 |
| Reporting to | Chair of the Philosophy Faculty Board for College duties, the Senior Tutor of Hertford College |
| Vacancy reference | 171929 |

The role

The Faculty of Philosophy intends to appoint a Departmental Lecturer in Ethics to cover the teaching and other duties of a permanent postholder during a period of externally-funded research leave. The post is fixed-term up to 30 September 2027. The post will be associated with Hertford College. This is a full-time role and postholders should not expect to be able to take on any additional teaching while occupying this post.

The successful candidate will be expected to be able to deliver lectures in Philosophy to undergraduates, including ethics, and to be able to provide graduate teaching in Philosophy (classes and supervision). They will be expected to deliver 6 weighted hours per week during term time of undergraduate tutorial teaching for Hertford College, and they will be expected to contribute to general oversight of philosophy teaching within the college, e.g. organising tutorials by other tutors, preparing and marking collections (termly college tests), student feedback, admissions, and pastoral care of undergraduates.

For the college, the successful candidate must be able to give tutorials in Moral Philosophy, which is one of the core elements of the “Introduction to Philosophy” course taken by first-year philosophy students (see <http://www.philosophy.ox.ac.uk/course-descriptions-first-public-examination-fpe> for more detail). In addition, ability to teach the advanced (second year and beyond) paper in Ethics is required, as is ability to teach at least one further core advanced paper, from: Early Modern Philosophy, Knowledge & Reality, Philosophy of Mind, Philosophy of Logic & Language, Plato’s Republic, Aristotle’s Ethics, Philosophy of Mathematics, Philosophy of Science, Philosophy of Cognitive Science, Philosophical Logic. The ability to teach more than one of these further papers is desirable.



(See <http://www.philosophy.ox.ac.uk/course-descriptions-finals> for more details of advanced papers on the Oxford syllabus.)

For the Faculty, the successful candidate will be asked to undertake further duties, as directed by the Chair of the Philosophy Faculty Board, including delivering up to 36 lectures or classes to undergraduates or graduates, graduate supervision and admissions, and undergraduate and graduate examining.

More details of introductory undergraduate courses may be found here:

<https://www.philosophy.ox.ac.uk/course-descriptions-first-public-examination-fpe>;

and more detail of advanced undergraduate courses here:

<https://www.philosophy.ox.ac.uk/course-descriptions-finals>.

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

Visa support is also available for successful applicants from overseas.

Responsibilities

The postholder will have a single employer, the University of Oxford, and will be required to undertake teaching and research.

The person appointed will be expected to perform the following duties to the satisfaction of the Philosophy Faculty Board:

- 1) to design and deliver up to 36 Faculty lectures or classes over the year (pro-rated for part-year appointments) during term time to graduates and/or undergraduates; to produce lecture notes, course materials, and reading lists as required; and to provide graduate supervision as required;
- 2) to participate as and when requested to do so in the annual graduate admissions exercises for Philosophy;
- 3) to act as an examiner or assessor for undergraduate and graduate courses involving Philosophy and to take on a full load of undergraduate marking;
- 4) to undertake advanced research or study in philosophy, which will inform the postholder's lectures, and tutorial and class teaching;
- 5) to contribute, as required, to the activities of the Institute for Ethics in AI (e.g. attendance at meetings and events, teaching, student mentoring and supervision, assessment, public outreach and policy impact activities) and to participate in appropriate training and quality assurance processes for such roles. In particular, it is expected that the post-holder will regularly attend Institute group meetings, work-in-progress seminars, and public events, and that (as part of their college teaching stint) they will offer tutorials (including revision tutorials) to up to 8 students (in paired tutorials) in any given year who are taking the Ethics in AI and Digital Technology paper.
- 6) to participate fully in Faculty administration: this may include serving on one or more of the Faculty Board's major committees and on working groups charged with considering syllabus developments or the introduction of new courses involving philosophy (both at graduate and undergraduate level);

- 7) any further related duties, as directed by the Chair of the Philosophy Faculty Board;
- 8) to provide up to six weighted¹ hours per week during term time of undergraduate tutorial or class teaching for Hertford College;
- 9) To provide pastoral support and signposting to Philosophy undergraduates at Hertford College, to provide non-supervisory advice and guidance in the role of 'college adviser' to a small number of graduate students at Hertford College; to liaise with the Philosophy Organising Tutor regarding collections, academic performance, and relevant welfare matters for Philosophy students at Hertford; and to assist with the organisation and operation of college open days, undergraduate and postgraduate Philosophy admissions, and other general procedures associated with student administration and the tutorial system.

Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria, with reference to prior experience where applicable.

Oxford and its Colleges are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and will include a member of each gender wherever possible.

The formal selection criteria for the post are as follows:

Essential selection criteria

- a. Candidates should normally have received the degree of PhD or DPhil in philosophy or a related discipline or at least have submitted a completed doctoral dissertation for examination by the advertised closing date for this position.
- b. Candidates must provide evidence of the ability to provide excellent teaching (lectures, classes, tutorials, graduate supervision) in Ethics, both at introductory and more advanced levels.
- c. Candidates must be able to provide excellent tutorial teaching in the following subjects: introductory tutorials in Moral Philosophy (for first year undergraduate students); more advanced (second and third year) undergraduate tutorials in Ethics; more advanced (second and third year) undergraduate tutorials in Ethics in AI and Digital Technology. In addition, candidates must be able to teach advanced (second and third year) undergraduate tutorials in at least one of the following areas: Early Modern Philosophy, Knowledge & Reality, Philosophy of Mind, Philosophy of Logic & Language, Plato's Republic, Aristotle's Ethics, Philosophy of Mathematics, Philosophy of Science, Philosophy of Cognitive Science, Philosophical Logic.
- d. Candidates must have an outstanding research record appropriate to the stage of their career, with evidence of, or evidence of potential for producing, significant research in Philosophy.

¹ A weighted tutorial hour is one for one contact hour with a single student; 1.25 for a contact hour with a pair of students, and so-on

- e. Candidates must have the ability and willingness to undertake pastoral responsibilities associated with undergraduate and graduate teaching, and to act as an examiner or assessor at undergraduate and graduate level. They must have excellent organisational skills, including the willingness to take personal initiative.
- f. Candidates must have the ability and willingness to participate in Institute activities and to contribute to Ethics and AI teaching.
- g. Candidates should have excellent command of both formal written and spoken English, and demonstrate both excellent communication and interpersonal skills.

Desirable Selection criteria

- a. The ability to teach (second-third year) undergraduate tutorials from a further subject area in the following list : Early Modern Philosophy, Knowledge & Reality, Philosophy of Mind, Philosophy of Logic & Language, Plato's Republic, Aristotle's Ethics, Philosophy of Mathematics, Philosophy of Science, Philosophy of Cognitive Science, Philosophical Logic.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Faculty of Philosophy

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty or the colleges; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture, and performed outstandingly in the most recent UK Research Excellence Framework, achieving the highest volume of world-leading (4* ranked) philosophy research of any unit in the country.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over fourteen hundred students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 150 graduate students, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy, Philosophy of Physics and Practical Ethics, and the rest for the DPhil. A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at:

<http://www.philosophy.ox.ac.uk/faculty-members>.

Further information about the Faculty can be found on its website at:

<http://www.philosophy.ox.ac.uk>.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold

experimentation through cross-disciplinary and collaborative study. The Faculty of Philosophy will move to the Schwarzman Centre upon the completion of the project.

For more information please visit: www.humanities.ox.ac.uk

Hertford College

There are 39 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries. The College is a teaching and research institution.

The present Hertford College dates from 1874, when Magdalen Hall (founded in 1480, and including William Tyndale and Thomas Hobbes amongst its alumni) was dissolved and incorporated as the new Hertford College. The College is also heir to the tradition of the medieval Hart Hall, founded in the 1280s by Elias de Hertford (and whose alumnae include John Donne and Jonathan Swift). The main College site consists of a mixture of buildings dating from the 16th to 20th century, and is complemented by more modern accommodation for graduates and undergraduates situated in other locations around Oxford.

The Fellowship, which has responsibility for the governance of the College, currently consists of around 50 fellows. The College is home to roughly 700 students, of whom undergraduates form a majority. Like fellows, both graduates and undergraduates are drawn from a range of disciplines across the Humanities, Sciences, and Social Sciences. Hertford College has a reputation for being both progressive and friendly. It has championed access for students from schools that have not traditionally encouraged Oxford applications, and has a strong academic ethos.

As a lecturer at Hertford, the postholder will receive associate membership of Hertford's Senior Common Room (SCR), and, when kitchens are open, lunch in college while undertaking teaching duties in term time and during vacations, and two dinners each week during term time (weeks 0-9) without cost. The postholder will also be entitled to an academic allowance (£270 at current rates).

For more information, including details about Philosophy at Hertford College, please visit: <https://www.hertford.ox.ac.uk/>.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Applications must include:

- A covering letter, which should include a list of subjects on the Oxford syllabus on which you are currently able (i) to give graduate supervision and/or undergraduate lectures; and (ii) to give undergraduate tutorials. You should also provide information of your experience in delivering teaching in these areas, and on the quality of provision, e.g. feedback from students;
- a full curriculum vitae including a list of publications.

- The names and addresses of three referees. **Candidates should also ask their referees to send their references directly to jobs@philosophy.ox.ac.uk by the advertised deadline.** Candidates should supply each referee with a copy of these further particulars. For the preferred candidate, we will also take up a reference from their current or most recent former line manager, excepting those cases in which the line manager has already submitted a reference, or the candidate does not have a line manager in the relevant sense. Permission will be sought from the preferred candidate before taking up such an additional line manager reference. *The Faculty of Philosophy wish to take this opportunity to thank in advance those referees who write on behalf of applicants.*

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly jobs@philosophy.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University 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. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>