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## Summary

<b>Job title</b>	Departmental Lecturer in American History x 2 posts
<b>Division</b>	Humanities
<b>Department</b>	Faculty of History / Rothermere American Institute
<b>Locations</b>	George Street, OX1 2RL / 1A South Parks Road, OX1 3UB
<b>Grade and salary</b>	Grade 7 1-3: £ 36,024 - £38,205 per annum (pro-rata for part time appointments)
<b>Start date</b>	1 <sup>st</sup> post: 1st September 2024 (or as soon as possible thereafter) 2 <sup>nd</sup> post: 1 <sup>st</sup> October 2024 (or as soon as possible thereafter)
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for 12 months (limited by external funding)
<b>Vacancy Reference</b>	173214

## The role

Applications are invited for two one-year, fixed-term Departmental Lectureship in American History, tenable from 1 September 2024. These appointments will fulfil teaching needs arising from a period of academic leave resulting from external funding and are not renewable. Applications are invited from scholars with active research and teaching interests in American History regardless of the period, even though at least one of the posts will give preference to a candidate with teaching and research expertise in 20<sup>th</sup> Century US History.

The person appointed to each position will be expected to engage in advanced study or research in American History, and to give high-quality tutorials, classes, lectures, and supervision in History at both undergraduate and graduate level.

The appointees will be assigned a mentor, who will be a senior member of the Department or the History Faculty. In addition, the History Faculty provides support for early career researchers, including assistance in the preparation and submission of grant and fellowship applications through the Faculty Research Co-ordinator and Research Development Officer.



## Responsibilities/duties

### General duties

1. Engage positively and proactively with the academic community in the Faculty and Rothermere American Institute
2. Engage in outreach activities as required
3. First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)

### Teaching, supervision and course administration

4. Lecture, tutor, and supervise undergraduate and postgraduate students in American History. Support the convenor of the MSt strand in US History, including teaching on the two MSt core courses "Theory and Methods" and "Sources and Historiography" and the offering of an MSt Option Paper
5. Produce lectures, course materials and reading lists
6. Co-convene with other postholders the American History Research Seminar
7. Supervise undergraduate and graduate theses as necessary
8. Mark undergraduate essays and collections exams and take part in University examining for undergraduates and graduates as and when requested to do so
9. Participate in the graduate student admissions processes
10. Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate

### Research

11. Undertake advanced academic study and research in American History to underpin lectures and class teaching, and to participate in the Faculty's research-related activities
12. Write research articles for peer-reviewed journals, book chapters, and reviews, and to disseminate research findings at conferences

## Practical Information

For an informal discussion about this opportunity, please contact Professor Uta Balbier, Professor of Modern History [uta.balbier@history.ox.ac.uk](mailto:uta.balbier@history.ox.ac.uk) ; all practical and procedural queries should be sent to our recruitments team: [recruitments@history.ox.ac.uk](mailto:recruitments@history.ox.ac.uk). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

We expect to hold interviews on **Friday 5<sup>th</sup> of July at the Faculty of History**; we expect that overseas candidates will be offered Teams interviews.

## Selection criteria

Qualifications and experience	
Essential	A completed doctorate in a relevant field, or evidence that a doctorate is close to completion, e.g., candidates who have submitted their dissertation will be considered, subject to successful examination.
Teaching and research	
Essential	An aptitude for teaching, the ability to inspire and enthuse students and a record of successful teaching within the field of appointment.
Essential	The ability to take on administrative responsibilities such as coordinating an undergraduate cohort or core undergraduate course.
Essential	A publication record commensurate with career stage, and familiarity with the existing literature and research in the field of appointment.
Desirable	Experience of pastoral care of undergraduate students.
Personal effectiveness	
Essential	Outstanding communication and interpersonal skills.
Essential	Professionalism as a colleague and a proven track record of working with others.
Technical skills	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software.

## 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. 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](http://www.ox.ac.uk/about/organisation).

## Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: [www.history.ox.ac.uk](http://www.history.ox.ac.uk).

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 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 innovative 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.

For more information please visit: [www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk).

## Rothermere American Institute

The RAI is Oxford's centre for the study of the United States and its place in the world. Its mission is to support research in Oxford and beyond, to act as a catalyst for interdisciplinary work and research collaboration, and to engage non-university audiences, all with the aim of improving the scholarly and public understanding of America.

The RAI's activity falls into three broad areas: hosting/supporting academic and public events, hosting Visiting Fellows, and directly supporting research. Its public programmes include a podcast, online and in-person lectures, and an annual event for schools.

The RAI community includes a large number of graduate students; the academic post-holders in US History, American Literature and US politics; two Junior Research Fellowships in US history; several Fellows-in-Residence; a group of Distinguished Fellows; and a wide group of early career researchers, retired colleagues and many others.

The RAI collaborates widely with other research institutes in the University. The RAI's Vere Harmsworth Library offers the strongest collection in US history in Europe, including a wide range of digital resources for the study of twentieth-century US history.

For more information please visit: [www.rai.ox.ac.uk](http://www.rai.ox.ac.uk)

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

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.

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### 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).

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### If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system 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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

<https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **grades 1–7** 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, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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](http://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 website 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 dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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](http://www.newcomers.ox.ac.uk).