

## Job description and selection criteria

<b>Job title</b>	Departmental Lecturer in Buddhism and the Study of Religion
<b>Division</b>	Humanities Division
<b>Department</b>	Faculty of Theology and Religion
<b>Location</b>	Gibson Building, Radcliffe Observatory Quarter, Woodstock Rd, Oxford OX2 6GG, and then at The Stephen A. Schwarzman Centre for the Humanities, upon completion of the project
<b>Grade and salary</b>	Grade 7: £33,309 - £35,326 per annum (pro rata)
<b>Hours</b>	Part time 0.5FTE
<b>Contract type</b>	Fixed term for two years
<b>Reporting to</b>	The Chair of the Board of the Faculty of Theology and Religion
<b>Vacancy reference</b>	158503
<b>Additional Information</b>	In association with Lady Margaret Hall

### Overview of the role

This position is intended to provide partial cover for Prof Jan Westerhoff during his tenure of a Leverhulme Trust Major Research Fellowship. The lectureship will develop the career of a highly promising scholar by providing opportunities for research, teaching and collaborative work in Buddhism and the Study of Religion.

The Lecturer is expected to engage in advanced study and primarily lecture and teach undergraduate and graduate students, and to conduct some independent research.

For the Faculty of Theology and Religion (the “Faculty”), the Lecturer will deliver up to 18 teaching hours of lectures or classes (seminars) each year, for Prelims and Final Honors Schools papers and the MSt in the Study of Religions.

For Lady Margaret Hall (the “College”), the Lecturer will provide up to up to three tutorial hours each term and will participate in the organization of teaching for students studying Theology and Religion, Philosophy and Theology, and Religion and Oriental Studies.

The Lecturer will become part of a vibrant research environment in both the Faculty and the College. The Lecturer will have access to a Faculty research allowance, which is currently £1,500 per annum (pro rata).



## Responsibilities

- Undertake advanced academic study to underpin lectures and class teaching
- Lecture, tutor, and supervise undergraduate and postgraduate students
- Produce lecture notes, course materials, reading lists, and reference guides
- Engage in assessment and university examining
- First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)
- Organise specific areas of the syllabus
- Participate in the undergraduate and graduate student admissions processes
- Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate
- In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
- Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and give poster presentations or briefings to disseminate research findings at conferences

## Selection criteria

### Essential:

- Hold, or be close to completion of, a postgraduate qualification (which would normally be a doctorate) in a Buddhist Studies, the Study of Religion, or a related field.
- An aptitude for teaching and some experience of teaching and research
- Sufficient depth and breadth of knowledge in the subject to develop course materials and research proposals
- Publication record and familiarity with the existing literature and research in the field.

If, any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' research as a result of library and archive closures and/or additional caring responsibilities and/or teaching responsibilities.

## 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 Theology and Religion

The University is organised into about 140 different departments, each of which recruits its own staff. This post is in the Faculty of Theology and Religion, which currently has its office at the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road. Theology is the oldest faculty in Oxford, and one of the oldest academic faculties in the world: as early as 1193, Alexander Neckham from St Albans is recorded as giving biblical and moral lectures in Oxford. The modern Faculty now includes approximately 200 students on three different undergraduate courses, and around 240 graduates pursuing both taught and research degrees across many different aspects of Theology and Religion.

At the heart of the modern Faculty are the 23 postholders who hold full-time, permanent positions with the University. They have a particular responsibility for the Faculty's teaching, research and academic leadership. Each is also a fellow and trustee of one of Oxford's constituent Colleges; some have greater responsibilities to undergraduates, and others to graduates. Their academic research interests span biblical studies, ethics, Christian doctrine and Church history, as well as science and religion, philosophy, the anthropology of religion, Islam, Buddhism, Judaism, and Hinduism. Many Faculty postholders are leaders in their field, with international reputations.

The Faculty is also enriched by an additional 28 departmental lecturers, researchers and language teachers, plus around 100 other Faculty members, who hold positions in colleges and halls of the University. The particular subject areas and research interests of the University postholders and other Faculty members may be seen on the Faculty webpage. For more information, please visit: [www.theology.ox.ac.uk](http://www.theology.ox.ac.uk)

## Lady Margaret Hall

Lady Margaret Hall is a College of the University of Oxford situated in Norham Gardens. Founded in 1878, LMH has 406 undergraduate students, 241 postgraduate students, about 100 support staff and 45 fellows who include tutors, professors and senior administrators of the College.

## 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 Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1,600 postgraduate students.

The Division offers teaching and produces research of the highest international quality, which is backed by the extraordinary resources of the University's libraries and museums. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. Every college has its own library, many of which have important holdings of their own.

The Division's 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 Oxford Research Centre in the Humanities (TORCH) fosters interdisciplinary engagement.

For more information about the Division, please visit: [www.humanities.ox.ac.uk](http://www.humanities.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.

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, a supporting statement and a 500-word proposal for a research agenda for the duration of the post. 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 24 June 2022**.

If you would like to discuss this role please contact Professor Jan Westerhoff [jan.westerhoff@theology.ox.ac.uk](mailto:jan.westerhoff@theology.ox.ac.uk)

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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

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

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 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 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).