**Part time Stipendiary Lecturership in Management**

**Further Particulars**

**1. General**

The appointment will be from 1 September 2018 until 31 August 2019. The place of work will be Lady Margaret Hall, in the University of Oxford. For more information about the College, please consult the website: <http://www.lmh.ox.ac.uk> .

**2. Nature of Appointment**

This post is a fixed-term appointment to cover the teaching and organizational duties in Management normally covered by the Tutorial Fellow in Management Teaching in the College. This will include responsibility for undergraduates, graduates and visiting students.

**3. Duties**

The person appointed will be expected to teach undergraduates and visiting students from Lady Margaret Hall, for an average of 4 contact hours per week. The person elected may be a specialist in any area of Management, but must be able to teach the first year option ‘Introduction to Management’. The appointee will also act, in a pastoral capacity, as personal tutor to undergraduate students reading Economics & Management and as College Advisor to graduate students reading for degrees including Management.

The total of teaching hours includes both tuition given to undergraduates of Lady Margaret Hall and to undergraduates at other colleges, under any exchange arrangements. In addition to teaching, the lecturer will be expected to help, as needed, with related administrative duties. This will include writing tutorial reports using the OXCORT online system, and the setting and marking of collections (termly college examinations). It will also include involvement in the Admissions processes for undergraduates, graduates and visiting students for courses in which Management plays a part. This included interviewing undergraduate candidates in December for which training is required and will be provided

The successful applicant will also help with admissions-related events such as Open Days, and attend social events with students such as the Freshers’ dinner and the Scholars’ dinner. The lecturer will work with the Tutor in Economics Dr. Natalie Quinn and under the direction of the Senior Tutor.

**4. Salary and Emoluments**

Salary will be on the Senior Tutors’ scale for stipendiary lecturers for 4 hours, £8,832 to £9.933 *per annum* at current (2017/18) rates. This is subject to adjustment in line with any general review of academic salaries which may take place in October 2018. The post is superannuated within the Universities Superannuation Scheme (USS). A research allowance of £200 *per annum* will be paid on presentation of agreed receipts to the Senior Tutor of Lady Margaret Hall. The lecturer will be entitled to free lunches at Lady Margaret Hall without charge during full term and the vacation, and one free dinner per week during term (this includes Week 0 and Week 9; all drinks must be paid for). Other meals may be taken if paid for. The lecturer will be entitled to a shared college room for teaching and study purposes, and will be eligible for election to membership of the Senior Common Room at Lady Margaret Hall (for which a small subscription payable).

There is no entitlement to sabbatical leave.

**5. Selection Criteria**

The successful candidate will:

* Have the ability or potential to be an effective and inspiring teacher of Management in the tutorial context. Direct experience of tutorial teaching would be an advantage.
* Have the ability to teach the required areas in the undergraduate course.
* Demonstrate an understanding of the needs of high achieving undergraduates, and a commitment to fostering high academic achievement in undergraduates.
* Have an interest in teaching visiting students taking courses in management
* Have a high level of academic achievement (commensurate with the candidate’s career stage), including a doctorate in a relevant area.
* Have good communication skills, and sensitivity to deal effectively with any pastoral matters that may arise.
* Have good organizational skills.
* An enthusiasm for involvement with the wider life of the college and the potential to contribute to the intellectual community.
* Have the right to work in the UK

The part time nature of the post, along with the pastoral requirements, means that the successful candidate is likely to be engaged in management research in the locality.

**6. Method of Application**

Applications should be made by letter and include a *curriculum vitae* which should contain a list of published work, a description of current research, and details of any previous teaching experience. The CV should also contain the names and addresses of two referees. The College will assume they may contact these referees at any stage in recruitment process unless you specify any restriction on this contact.

Referees will be sent a copy of these further particulars and referees should be aware that under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “strictly confidential” at the top of the letter itself (not just the envelope).

Completed applications should be sent by email to the Senior Tutor’s Administrator, Lady Margaret Hall, Oxford, OX2 6QA (telephone 01865 274 321; email: stadministrator@lmh.ox.ac.uk) to arrive not later than noon on Thursday 22nd February 2018.

**We will contact you by email**. Please state clearly on your application if this is problem for you.

*Lady Margaret Hall is an Equal Opportunities Employer*