

## Further Particulars

### Stipendiary Lectureship in Applied Mathematics

#### 1. Nature of Appointment

The appointment, from 1 September 2023, is primarily to give tutorials in first and second year undergraduate Applied Mathematics to students at LMH. The lecturer may be required to contribute to the Intercollegiate Class Scheme, run in conjunction with the Mathematical Institute, which involves giving a set of classes for a third or fourth year undergraduate course. The appointee may also be required to help with supervision of a Mathematics Project.

The stipendiary post will provide additional pastoral and administrative support, in addition to the teaching. It is anticipated that the post will provide a promising academic, currently engaged in research, with a career development opportunity. The appointee will be able to develop skills in teaching and the academic administration of subjects involving Mathematics in a research-intensive environment.

The post is for one probationary year in the first instance, renewable subject to satisfactory performance in the post. For information about the College, please see our website ([www.lmh.ox.ac.uk](http://www.lmh.ox.ac.uk))

#### 2. Duties

The person appointed will work alongside the College's Tutors and Lecturers in Mathematics and Statistics: [Prof. Michael Monoyios](#) (Applied Mathematics), Prof [Jochen Koenigsmann](#) (Pure Mathematics) and [Rolf Suabeddisen](#) (Pure Mathematics), [Prof Christina Goldschmidt](#) (Statistics) with the Tutor in the Philosophy of Mathematics, [Prof James Studd](#), and with the Tutor in Computer Science, [Prof Varun Kanade](#).

Lady Margaret Hall, in a recent review, decided to admit for Mathematics and Computer Science in addition to undergraduates per year reading Mathematics, Mathematics and Statistics, and Mathematics and Philosophy. All these students

receive all of their tuition in Mathematics from the Tutors and Lecturers in College in the first two years of the course.

The person appointed will be responsible for teaching courses from the first and second year Applied Mathematics syllabus to undergraduates. The person appointed may also be asked to teach and support any visiting students in the college. S/he will report to Prof Monoyios and to the Senior Tutor.

Teaching is required in all areas of Applied Mathematics during the first and second year and this teaching will be shared with, and under the direction of, Prof Monoyios. The successful candidates should be able to teach courses from the 1<sup>st</sup> and 2<sup>nd</sup> year Applied Mathematics syllabus, with the greater part of the teaching probably coming from the 2nd year syllabus, which includes Quantum Theory, Differential Equations I and II, Waves and Fluids, Numerical Analysis, Calculus of Variations, Special Relativity and Mathematical Biology. Information on the mathematics course can be found at:

<http://www.maths.ox.ac.uk/members/students/undergraduate-courses>

The Lecturer will be expected to teach undergraduates in the College for six contact hours per week during Full Term (Oxford has three 8-week terms). The total of teaching hours includes both tuition given to undergraduates of Lady Margaret Hall and to undergraduates of other colleges (under any exchange arrangements). All payment for such external tuition should be remitted to Lady Margaret Hall. In some circumstances, it may be that part of the teaching stint is taken up intercollegiate classes or teaching in the College's Foundation Year, though the bulk of the teaching is expected to be for first and second year tutorials.

In addition to teaching, the lecturer will be expected to help as needed with related administrative duties and pastoral duties. This will include serving as Personal Tutor (both director of studies & pastoral support) for some Mathematics undergraduates or visiting students, the setting and marking of collections (college examinations). The lecturer will also share responsibility for co-ordinating and organising Collections for all students reading Mathematics, including marking those collections promptly. The lecturer will take part in the annual undergraduate admissions exercise in December, which will include interviewing applicants.

The lecturer is expected to be involved in social events with undergraduates (e.g. the Freshers' Dinner, Schools' Dinner, Scholars' Dinner) which are funded by the college. It is hoped that the lecturer will become an active member of the college community and participate fully in the life of the college. A commitment to the

intellectual life of the college, beyond mathematics teaching and beyond the prescribed contractual duties would be an advantage.

### **3. Professional and Career Development**

The Lecturer will attend the sessions provided by the Mathematical Institute on tutorial and small-group teaching in Mathematics and may access the support provided by the Centre for Teaching and Learning (<https://www.ctl.ox.ac.uk/>) If the successful candidate has not been trained for admissions interviewing, s/he will be required to undertake the on-line course. It is anticipated that the successful applicant will use the experience of this post to develop her/his career. It is likely that this position will suite an early career academic in a post-doctoral research position who wishes to progress to a permanent academic position. There is the possibility of appointing two candidates, each to a 3-hour post.

### **4. Salary and Emoluments**

Salary will be on the Senior Tutors' scale for stipendiary lecturers, (£14,381 to £16,174 *per annum* for 6 hours at current 2022/23 rates). This may be subject to adjustment in line with any general cost-of living review of academic salaries which may take place in October 2023.

The post is superannuated within the Universities Superannuation Scheme (USS).

A research allowance of (£313) per annum will be reimbursed on submission of receipts to the Senior Tutor.

The Lecturer will be entitled to weekday lunches in Hall without charge during full term and the vacation, and one free dinner per week during term (this includes Week 0 and Week 9). Other meals may be taken if paid for; all drinks and formal desserts are charged.

The Lecturer may have access to a shared college room but bookable teaching rooms are available. The Lecturer will be eligible for membership of the Senior Common Room at Lady Margaret Hall, for which a small subscription fee is payable.

## **5. Selection Criteria**

### **Essential**

- A mathematics doctorate, completed or close to completion
- A high level of academic achievement (commensurate with the candidate's career stage).
- The ability or potential to be an effective and inspiring teacher of mathematics in the tutorial context.
- The ability to teach the relevant topics on the second year Applied Mathematics syllabus
- An understanding of the needs of high achieving undergraduates, and a commitment to fostering high academic achievement in undergraduates.
- Good communication skills and sensitivity to deal effectively with Pastoral duties.
- Good research achievement or potential. This will be demonstrated by the candidate's doctoral thesis, any published or forthcoming work.
- Good organisational skills and a commitment to the administrative side of the post
- The right to work in the UK (in a teaching role)
- A commitment to access and equal opportunities

### **Desirable**

- Experience of teaching, ideally tutorial teaching and ideally experience of the Oxford course.
- An enthusiasm for involvement with the wider life of the college, including social contact with students, and the potential to contribute to the intellectual community.

## 6. Method of Application

Applications should be made by email and should include a covering letter in which you outline your suitability for this post, as well as a *curriculum vitae* which should contain the following information:

- (a) Details of any previous and current teaching experience
- (b) A list of published work (if any)
- (c) A brief description of any current research

**Should you be shortlisted**, you will need to ask two referees, to write **directly** via email to Mrs Jo White [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk) . References must be sent by email from an institutional email address. A copy of the further particulars should be passed to referees, and the Selection Committee would like to take this opportunity to thank referees for their help.

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.

Completed applications including the (optional) equal opportunities form, should be sent by email to Mrs Jo White [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk) to arrive no later than **noon on Friday 12 May 2023**.

All applicants will be sent an emailed confirmation of receipt of their application as soon as possible after it arrives. This will be sent to the email address given in the application unless specified otherwise by the applicant. Please state clearly in your application if email communication is problematic for you.

Short-listed candidates will be interviewed on **Friday 26 May 2023**. As part of that process, they will be asked to give a short sample undergraduate teaching presentation. Full instructions will be provided.

Please note that any personal data submitted to Lady Margaret Hall 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 LMH

Privacy Notice at: <https://www.lmh.ox.ac.uk/privacy-notice>

*Lady Margaret Hall is an Equal Opportunities Employer*