



## SCHOOL OF ANTHROPOLOGY AND MUSEUM ETHNOGRAPHY

<b>Job title</b>	Departmental Lecturer (Evolution, Cognition, and Culture)
<b>Vacancy</b>	129227
<b>Division</b>	Social Sciences
<b>Department</b>	Institute of Cognitive & Evolutionary Anthropology, School of Anthropology and Museum Ethnography
<b>Grade and salary</b>	Grade 7, £31,076 to £38,183 pro rata per annum
<b>Hours</b>	50%
<b>Contract type</b>	Fixed term, 1 year (Oct 2017- Sep 2018)

### The role

The School is seeking a committed lecturer to join an established teaching team. The post-holder will contribute to the lecturing, tutoring, administration, examining, and supervision of graduate students enrolled in the MSc in Cognitive and Evolutionary Anthropology and undergraduate students enrolled in the Human Sciences BA degree. The post-holder will provide teaching on core MSc papers (principles of evolution and behaviour; mind and culture; evolution and human behaviour; quantitative methods).

This post is a part-time, one-year departmental appointment with no formal college association, though informal relationships may be established on an ad-hominem basis. The post holder will not be eligible for sabbatical.

### Responsibilities/duties

- Undertake advanced academic study to inform research-led teaching.
- Lecture, tutor, and examine graduate and undergraduate students.
- Supervise graduate 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).
- 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 presentations or briefings to disseminate research findings at conferences.
- Actively engage in the School's seminars and discussion groups.
- Engage in administrative duties as they arise.

### **Essential selection criteria**

- A doctorate qualification in the field of Cognitive and Evolutionary Anthropology, or related field).
- Familiarity with the subject area of two or more of the MSc CEA core papers.
- A track-record (commensurate with career stage) to publish in peer-reviewed international journals in the relevant field.
- Some experience of teaching and graduate supervision demonstrating the aptitude to deliver teaching, pastoral support and supervision to students of high calibre, and to carry out student assessment.
- Sufficient depth and breadth of knowledge in the subject to develop course materials, advise on undergraduate dissertations and graduate research proposals, and supervise graduate students.
- Familiarity with the existing literature and research in the relevant fields of teaching and supervision.
- Demonstrable ability to organise and administrate effectively.
- Excellent interpersonal skills.

### **Desirable selection criteria**

- Ability to teach quantitative methods, including experience of software R, and supervise graduate theses with a significant quantitative component.

## **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. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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)

## **School of Anthropology and Museum Ethnography**

SAME is renowned for its contributions to anthropological theory, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. Home to over sixty members of academic staff and researchers, over a hundred doctoral students, nine Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most vibrant centres for teaching and research in the discipline. In recent years it has also become known as a centre for medical anthropology, for migration studies, and for cognitive and evolutionary anthropology.

Academically and organizationally the School of Anthropology and Museum Ethnography comprises the Institute of Social and Cultural Anthropology (ISCA), the Centre on Migration Policy and Society (COMPAS), the Institute of Human Sciences (IHS), the Institute of Cognitive and Evolutionary Anthropology (ICEA), the Institute for Science, Innovation and Society (InSIS) and also aspects of the academic side of the Pitt Rivers Museum (PRM, which is governed through the University's Academic Services and University Collections Group). ICEA includes the Centre for Anthropology and Mind (CAM).

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

## **Social Sciences Division**

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics.

For more information please visit: <http://www.socsci.ox.ac.uk/>

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

## **How to apply**

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also 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).

**Applications for this vacancy are to be made online. Applications for this post in conjunction with vacancy 129228, Departmental Lecturer in Evolution and Human Behaviour, will be considered for suitably qualified candidates. If you wish to also apply for vacancy 129228 complete an application for both posts and indicate your intention in your supporting statement.**

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

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

All applications must be received by **midday** 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 departments.*

*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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## **Important information for candidates**

### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

## 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

### Training and Development

A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working\\_at\\_oxford/training\\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

### For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

### Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

### Information for international staff (or those relocating from another part of the UK)

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

### The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

### Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

### University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

### BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

### All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).