

## **College Teaching Officer in English at Churchill College**

Churchill College in the University of Cambridge seeks to appoint a College Teaching Officer in English. The post is a nine-month fixed-term contract for sabbatical cover from 1 October 2022. The post-holder will be required to undertake nine hours of small-group College teaching per week during Terms. In addition, the post-holder will be required to act as Part I and Part II Director of Studies in English and coordinate the Admissions process for English. They will be expected to take on work as an Undergraduate Tutor, Admissions Tutor or Postgraduate Tutor. It is anticipated that the postholder will be elected to a Title A Fellowship at Churchill College. The post-holder will be appointed between grades 45 and 55 of the University's salary scale (between £36 914 and £49 553 per annum). The post will be fully pensionable.

### **Requirements**

The successful candidate:

- will be educated to degree level;
- will be likely to have or to be very close to completing a PhD degree in a relevant field;
- will have an established record of research in English;
- will have experience of or be able to demonstrate a commitment to undergraduate teaching

### **Duties**

The duties of the post-holder shall be as follows:

- To teach nine hours per week (180 hours per year, excluding required preparation and marking) of supervision (small-group teaching) to undergraduate students of Churchill College. The post-holder will be required to provide supervisions for the following courses:
  - Part I Paper 2 – Shakespeare
  - Part I Paper 4 – English Literature 1300-1550
  - Part I Paper 5 – English Literature 1500-1700

Any hours taught in excess of 180 per year will be paid at the standard rate plus a 55% enhancement.

- To be research active at a level commensurate with the nature of this post.
- To participate, if required to do so, in the Colleges' recruitment and admissions activities. Those activities include: encouraging high-quality candidates to apply to Churchill to read English; conducting and attending Open Days, where required; conducting undergraduate admissions interviews and, where required, participating in the inter-collegiate admissions pool. Churchill seeks to admit five students each year to study English.
- To act as a Director of Studies for students in Part I and Part II English (~15 students). The duties of a Director of Studies include: to make teaching arrangements for all students under his/her direction, including the appointing of supervisors; to monitor and ensure the quality of teaching received by the students; to communicate and meet with all students at regular intervals to discuss their studies; to pass on to students all relevant course information received from the Faculty of English; to organise, oversee, and conduct undergraduate admissions interviews; to field admissions inquiries and keep admissions information up to date to ensure all students are entered for the appropriate University examinations; to report annually to the appropriate College Committees on the progress of students; to

entertain undergraduate and postgraduate students in English; to attend inter-collegiate meetings of the Directors of Studies in English; to maintain good relations with the Faculty of English; to keep up to date with changes in Faculty courses and policy.

- To liaise regularly with other English Fellows in Churchill College on the organisation and progress of teaching and research.
- To join other English Fellows in participating in such alumni-oriented events as are occasionally organised by the College.
- To work with other English Fellows in overseeing the Junior Research Fellowship competition
- Opportunities may be available, by invitation of the relevant course co-ordinators, to participate in University teaching at undergraduate or postgraduate level in the Faculty of English. Any such teaching will be remunerated separately by the University at standard hourly rates.

### **Benefits**

The appointee will be elected to a Fellowship at Churchill College, which involves membership of the Senior Combination Room, access to the College Library, gym, music room and other facilities, and entitles the holder to take seven free meals per week in Hall and to invite six free guests per quarter to join them in Hall. Residential accommodation at a discounted rate or a teaching office will also be available. It is also possible for Fellows to park a car in the College.

Churchill College was founded in 1960 as the national and Commonwealth memorial to Sir Winston Churchill. It is located in a 42-acre park on the edge of Cambridge city centre. By statute 70% of its members are in STEM subjects, but it has many students and Fellows in the Arts and Humanities. It combines academic excellence with a tradition of widening participation, and in general seeks to reach out to the wider world beyond the University of Cambridge. It has one of the largest Fellowships in Cambridge, including many early-career colleagues. The College typically has around 15 undergraduates in English and a small number of English postgraduates.

### **Applications and selection procedure**

Applications, including a letter of application, a full curriculum vitae, and references from two referees, should be submitted electronically to [hr@chu.cam.ac.uk](mailto:hr@chu.cam.ac.uk). (Attachments should be in the form of MS Word documents or PDF files.) The closing date (for the receipt of both applications and references) is 13 May 2022.

Shortlisted candidates will be informed of their continued candidature by 20 May 2022, and interviews are likely to be held in the week beginning 30 May 2022. At interview, shortlisted candidates will be asked to give a short presentation on an area of their research and their undergraduate teaching philosophy. Informal enquiries concerning the teaching associated with this post may be directed to Dr Andrew Taylor via [awt24@cam.ac.uk](mailto:awt24@cam.ac.uk). Formal enquiries about terms and conditions should be directed to the Senior Tutor of Churchill College, Dr Rita Monson, via [rem46@cam.ac.uk](mailto:rem46@cam.ac.uk).