

Summary

Job title	Departmental Lecturer in Contemporary Chinese Studies
Division	Social Sciences
Department	Contemporary China Studies Programme, Oxford School of Global and Area Studies
Location	University of Oxford China Centre, Dickson Poon Building, Canterbury Rd, Oxford
Grade and salary	Grade 7: £33,309 - £40,927 per annum (with a discretionary range up to £44,706 per annum)
Hours	Full time
Contract type	Fixed-term for two years with a start date from 1 st September 2022 or as soon as possible thereafter
Reporting to	Director of Contemporary China Studies
Vacancy reference	158313

The role

The Contemporary China Studies Programme (CCSP) in the Oxford School of Global and Area Studies (OSGA) seeks applications for a full time, two-year fixed term Departmental Lectureship to lecture and teach graduate students; and conduct some independent research. You should have a strong publication record appropriate to your career stage.

The School is seeking a Departmental Lecturer to assist in teaching and supervision for the MSc in Contemporary Chinese Studies and MPhil in Modern Chinese Studies. You should be able to contribute primarily to team teaching (lectures, classes, essay feedback supervision) in the core course, The Study of Contemporary China, dissertation supervision to MSc and MPhil students on a wide range of topics pertaining to China, as well as examination and assessment duties. You will also be able to contribute to the teaching of option courses linked to your specialist expertise.

We welcome applicants from across the field of social sciences in contemporary Chinese studies but would particularly encourage applications from those able to offer expertise in China's international relations and/or Chinese politics and society. An ability to teach quantitative and/or qualitative research methods courses for social scientists including an ability to offer a teaching session on using social media in China-related research may be an advantage.

The post-holder will be based in the University of Oxford China Centre, Dickson Poon Building, Canterbury Road, Oxford, OX2 6LU.



Responsibilities/duties

- Undertake advanced academic study to underpin lectures and class teaching
- Lecture, tutor, and supervise 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 School's 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, generate original ideas to build on existing concepts and develop grant applications
- Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and give poster presentations or briefings to disseminate research findings at conferences, and submit research proposals to outside funders
- Liaise with examiners and academic staff regarding teaching arrangements and student performance, and with funding bodies, stakeholders, and researchers in related fields to share information and expertise
- Contribute to collaborative projects with colleagues in partner institutions and research groups
- To participate in the administrative work of the department in both term and vacation under the direction of the Head of School, with day-to-day direction in OSGA from the Director of the Contemporary China Studies Programme and the Course Director of the Joint Programme in Chinese Studies

Selection criteria

Essential

- A doctorate in a social science discipline or an interdisciplinary field pertaining to contemporary China (e.g. politics, international relations, sociology, anthropology, development studies, Chinese Studies) or evidence that a relevant doctoral thesis will be submitted by the starting date of the post
- A commitment to teaching and an ability to contribute effectively to the teaching of the School's courses in Contemporary China Studies to graduate students, as well as other courses in the post-holder's fields of expertise
- 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
- Experience of using qualitative/quantitative research and analytical techniques

Desirable

- A record of success in obtaining research funding
- Experience of participating in admissions processes and selecting high calibre students
- Experience of teaching qualitative and/or quantitative research methods courses to postgraduate students
- Significant prior in-country experience in China

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.

Oxford School of Global and Area Studies (OSGA)

The School represents a commitment by the University to enhancing teaching and research in Area Studies. It brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme. The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are based (including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2014), Area Studies at Oxford – comprising staff in the

School and the Faculty of Oriental Studies in the Humanities Division - was judged to account for more world-leading (4*) research than any other institution in the UK.

The School admits around 140 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, and Middle East Studies. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University. The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Further information about the OSGA, its component units, its staff, courses and research activities can be found on its website at www.area-studies.ox.ac.uk

The Contemporary China Studies Programme

The post-holder will be a member of the Contemporary China Studies Programme within the Oxford School of Global and Area Studies. Research on modern and contemporary China is thriving at Oxford University and the China Studies programme is a vibrant focal point of activity, supporting students, postdoctoral research fellows and faculty members working in the School and in Chinese Studies across the University on interdisciplinary study of contemporary China. Staff directly employed in the programme are currently Paul Irwin Crookes (International Relations), Rachel Murphy (Sociology), Anna Lora-Wainwright (Human Geography), Patricia Thornton (Politics), Denise van der Kamp (China's Economy) and Chigusa Yamaura (Chinese Society). The programme offers two master's degrees jointly with the Faculty of Oriental Studies, a one year MSc in Contemporary Chinese Studies and a two year MPhil in Modern Chinese Studies, which together bring about 25 students per year to Oxford.

To find out more about the Contemporary China Studies Programme, see <https://www.ccsf.ox.ac.uk>

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Tim Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our

departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography, the Saïd Business School and the Oxford School of Global and Area Studies, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.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 three referees and indicate whether we can contact them now.

You will be asked to upload a CV (maximum 3 pages) and a covering letter or supporting statement including a list of publications (maximum 4 pages). 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 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 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly administrator@area.ox.ac.uk

To return to the online application at any stage, please go to: 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 69th 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 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.