MAGDALEN COLLEGE, OXFORD, in association with THE FACULTY OF MEDIEVAL AND MODERN LANGUAGES, UNIVERSITY OF OXFORD

Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Official (Tutorial) Fellowship in French and Associate Professorship or Professorship of French</th>
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<tbody>
<tr>
<td>College</td>
<td>Magdalen</td>
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<tr>
<td>Department/Faculty</td>
<td>Faculty of Medieval and Modern Languages</td>
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<tr>
<td>Division</td>
<td>Humanities</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first five years.</td>
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<tr>
<td>Salary</td>
<td>Salary on a scale within the range £46,336 to £62,219 p.a. (plus £15,000 p.a. taxable and pensionable housing allowance or free College accommodation, and other benefits). Associate Professors who are awarded the title of full Professor may receive from the University an additional salary payment of £2,700 p.a.</td>
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<tr>
<td>Deadline for receipt of applications and references</td>
<td>12.00 noon GMT on Tuesday 12 December 2017</td>
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</tbody>
</table>

Overview of the post

Magdalen College and the Faculty of Medieval and Modern Languages invite applications from suitably qualified candidates for an Official Fellowship and Tutorship in French and Associate Professorship or Professorship of French, with effect from 1 October 2018 or as soon as possible thereafter. The person appointed will be expected to engage in advanced study and research in French, and to give high-quality tutorials, classes, lectures, and supervision at both undergraduate and graduate level.

Applications are sought from candidates working on any aspects of Transcultural Literary Studies and are not restricted to 20th- or 21st-century specialists. Transcultural Literary Studies are to be understood within the Oxford Sub-Faculty of French’s long historical view, so that inter-cultural encounters can be
defined as colonial as well as post-colonial, immigrant as well as emigrant. Our methodological perspective is deliberately broad with respect to cultural materials, theoretical approach, and geographical range throughout the French-speaking world. Preference may be given to applicants specialising in areas other than Medieval, 18th century, and long 19th century, and/or in non-metropolitan literature in French. The postholder might participate actively in the kinds of collaborative ventures that can provide a particularly productive outlet for her/his work, including current TORCH initiatives such as ‘Postcolonial Text, World Form’, ‘Race and Resistance across Borders’, the ‘Women in the Humanities’ Programme, and the AHRC-funded Oxford-led programme on ‘Creative Multilingualism’.

The successful candidate will have a broad range of academic interests and expertise, and will have the potential to enhance the high reputation of the Faculty of Medieval and Modern Languages in research and teaching. She or he will have, or be on the way to establishing, a record of internationally recognised scholarship and research and will be required to provide a high standard of research-led teaching at both undergraduate and postgraduate levels, including the supervision of research students. The successful candidate will be required to give 16 hours of lectures or graduate classes per year, give individual graduate supervisions, participate in examining, and take part in Faculty administration as instructed by the Chair of the Faculty Board. For the College, the successful candidate will be required to give eight hours of tutorial teaching a week averaged over the three terms (twenty-four weeks) of the academic year; to take a lead in organizing the tuition and pastoral care of students studying for degrees involving Modern Languages, and play a part in the annual admissions process for those courses; and to participate in the administrative work of the College.

In making this appointment, the College and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the College and the Faculty of Medieval and Modern Languages, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject.

Informal enquiries about the post should be directed in the first instance to the Senior Tutor of Magdalen College (mark.pobjoy@magd.ox.ac.uk) or to administrator@mod-langs.ox.ac.uk. Queries about the application process should be addressed to Miss Liz Howdill, the Academic Administrator at Magdalen (liz.howdill@magd.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and have a contract with both.

Associate Professors are full members of University departments/faculties and of college governing bodies, playing a role in the democratic governance of the University and their college. The successful candidate will join a lively, intellectually stimulating, and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity, and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms, and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different career stages.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, there will also be access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.
Associate Professors who are awarded the title of full Professor receive from the University an additional salary payment of £2,700 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,525 to £80,424 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of Professor does not result in any change in the duties of the postholder.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

Duties of the post

The successful candidate will be a member of both the Faculty and the College communities. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publication and will have access to the excellent research facilities which Oxford offers. She or he will have a role to play in the running of the College as a member of its Governing Body (a Charity Trustee).

The main duties of the post are as follows:

College duties

The Tutorial Fellow will be required to engage in advanced study and research, to take a lead in organizing the tuition and pastoral care of students studying for degree courses involving Modern Languages at Magdalen, and to participate in the administrative work of the College. She or he will be required to give tutorials in the subjects specified below for eight contact hours each week during term-time, averaged over the three eight-week terms of the academic year. In addition, the Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; to report on the students’ progress to the Tutorial Board; to arrange out-of-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of each term, except in the term following a University examination; to assist with College Open Days and the widening participation agenda; and to participate in the annual undergraduate admissions exercise (with interviews in December). The person appointed will be a member of the Tutorial Board, which is responsible for the academic policy of the College. The Board meets three times per term.

The successful candidate will be expected to have a broad range of academic interests. She or he will be required to teach the following:

- all texts specified for the first-year introductory French literature papers (Prelims III and IV): the tutor is not expected to be a specialist in all the texts, but rather to introduce the undergraduates to the study of literature across a wide historical range, and to the practice of writing literary commentaries and analytical essays (out-of-college teaching for the medieval text may be arranged if preferred);
- a broad range of EITHER early modern literature (topics in at least two centuries) OR modern literature (topics in at least two centuries up to and including the twenty-first) for second- and final-year students (FHS Papers VII and X OR VIII and XI, and one or more of the options in Paper XII);
- language work, either French into English or English into French (or both), for all years.

An outline of the undergraduate course in French is provided in an Annex.

She or he will also oversee the work of the French lectrice/lecteur (shared with Keble College) and any lecturers in French associated with the College.

The successful candidate will be a member of the Governing Body of Magdalen College and will be expected to play a part in the administration of the College, to assist with the admission of...
undergraduates and postgraduates, and to take part, when required, in the selection process for Fellowships of Magdalen College. The Fellow will also assist where appropriate in advising the College’s graduate students.

Since Magdalen has a full-time and permanent Senior Tutor/Tutor for Graduates, it is not expected that Tutorial Fellows will undertake these offices.

University duties

The Sub-Faculty of French currently has particular research and teaching needs in Transcultural Literary Studies, and the successful candidate must be able to provide research-led undergraduate and graduate teaching in this area, in the form of lectures, classes, tutorials, and research supervision, including of doctoral students.

The duties of an Associate Professor are to engage in advanced study and research; to give, under the direction of the Faculty Board, no fewer than 16 lectures or classes a year; to take part in University examining and graduate supervision as and when requested; and to take an active and engaged part in the administrative, outreach, pastoral, and other aspects of the Faculty’s work.

External work exceeding 30 days per annum requires the approval of the College. No formal limitation is placed on examining or other work, but it is expected that Associate Professors will limit their total commitments, and colleges their demands on them, so that time will be available for research.

Further information is given below under the two sets of ‘Benefits, Terms, and Conditions’.

Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should ensure that their application shows clearly how they believe that their skills and experience meet these criteria, and should ask their referees to address these criteria in their letters of recommendation.

The University and the colleges are committed to fairness, consistency, and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection, and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

The objectives of Magdalen College and the University in making this appointment are to develop and strengthen the research and teaching capacities of the College and the Faculty of Medieval and Modern Languages, and to maintain and improve the position of Oxford University as a world-leading centre for research and teaching in French. The successful candidate will have published, or will have the potential to publish, research in the field of Transcultural Literary Studies that is original, important, and rigorous. Clear evidence of such achievement or potential will be crucial in the evaluation of candidates. The successful candidate will have the experience, skills, and commitment necessary for success both as a Tutor within the College and as an Associate Professor or Professor within the Faculty of Medieval and Modern Languages.

Below are the selection criteria for the post; candidates should address these in their applications and ask their referees to do so in their letters of recommendation.

a. A record of original, important, and rigorous published research in the field of French Transcultural Literary Studies commensurate with the candidate’s career stage. Candidates should have received a doctoral degree by the advertised closing date for this position, or, in exceptional circumstances, have submitted a completed doctoral dissertation for examination by this date.
b. Evidence of excellence, or of the potential for excellence, in undergraduate teaching, along with the personal qualities needed to encourage a high level of achievement in undergraduate students. This must include the ability to provide tutorial teaching in the introductory and advanced French papers listed under ‘Duties of the Post’ above, together with the ability to offer research-led undergraduate lectures and classes in the field of French Transcultural Literary Studies.

c. Evidence of excellence, or of the potential for excellence, in graduate teaching, along with the personal qualities needed to encourage a high level of achievement in graduate students. This must include the ability to provide one-to-one supervision for MSt and MPhil (i.e. Master’s-level) and DPhil (i.e. doctoral level) students in their chosen field, and the ability to conduct graduate classes.

d. Native or near-native standard competence in both English and French, such that the candidate can publish research in both languages; teach tutorials in English; give lectures in either English or French (as she or he chooses); and teach high-level language classes operating between both languages.

e. Evidence of the potential to attract external funding for research.

f. Evidence of experience at, or potential for, participating effectively in the other work required by the College and Faculty, including administration.

g. Evidence of experience of, or potential for, participating effectively in the future development of the subject.

The appointment committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the specified needs of the College and the Faculty. It will take a particular interest in the likelihood that the candidate will be actively and productively engaged in research and teaching of a high standard.

How to apply

The closing date for the receipt of applications is 12.00 noon GMT on Tuesday 12 December 2017. The application should be sent by email to:

Miss Liz Howdill, Academic Administrator, Magdalen College, Oxford OX1 4AU:

Email: liz.howdill@magd.ox.ac.uk

Telephone: (+44) 0 1865 276113

Applications must include:

- The completed application cover sheet (attached at the end of this document, and available separately on the Magdalen website at http://www.magd.ox.ac.uk/job-vacancies/), including the names and addresses of three referees.

- A detailed covering letter, which should include information about your research, and set out which subjects you could offer to teach for the College, and which for the Faculty.

- A full curriculum vitae including a list of publications.

In addition, each candidate should submit electronically in the same email TWO items of written work (each about the length of a chapter or article but not exceeding 10,000 words (so not more than 20,000 words in total)), published or unpublished. Candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); (b) normally, at least one should be from the subject in which a major research interest is required; and (c) the work will be considered at the interview stage.

Candidates should supply each of their referees with a copy of these further particulars and ask them to write directly to the Academic Administrator at the above address by 12.00 noon GMT on
**Tuesday 12 December 2017 without further prompting.** Referees should submit their references by email. The College and the Faculty of Medieval and Modern Languages wish to take this opportunity to thank in advance those referees who write on behalf of applicants. Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) on the application cover sheet.

The closing date for applications and the last date for receipt of references direct from referees is 12.00 noon GMT on Tuesday 12 December 2017. It is the responsibility of each applicant to ensure that her or his application arrives by the deadline.

It is expected that interviews will be held on Monday 29 January 2018. Short-listed candidates will be contacted in good time before the date of interview. All reasonable interview expenses will be reimbursed.

Candidates invited for interview will be asked to give a short teaching presentation, aimed at an undergraduate audience. The audience may include undergraduate students and members of the selection committee. The presentation will be followed by an interview with the selection committee, which will include discussion of the candidate’s current and future research. Overnight accommodation can be arranged.

Applications for this post will be considered by a selection committee containing members from Magdalen College and the Faculty of Medieval and Modern Languages. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Magdalen College and the Humanities Divisional Board, on the basis of a recommendation made by the selection committee. No offer of appointment will be valid therefore until and unless the recommendation has been approved by both the Governing Body of Magdalen College and the Humanities Board, and a formal contractual offer has been made.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and are committed to providing long-term support. The University’s disability adviser can provide support to applicants with a disability – see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio, or other formats. If we short-list you, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings: see www.admin.ox.ac.uk/access/.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

**Recruitment Monitoring**

A Recruitment Monitoring Form will be found at the following page on the Magdalen College website: http://www.magd.ox.ac.uk/job-vacancies/.

Applicants are requested to complete the form and return it to Human Resources, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.
Information for Applicants for the Official (Tutorial) Fellowship in French and Associate Professorship or Professorship of French (Transcultural Literary Studies)

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Magdalen College

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford’s East Gate, near the centre of the city. Magdalen has many traditions, but enjoys a modern outlook. Its top priority is academic excellence and it is committed to the tutorial system as a supportive and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. At any one time there are approximately 390 Magdalen undergraduates and 230 graduates. The Governing Body of Magdalen College consists of the President and 71 Fellows, including Professorial Fellows, Tutorial Fellows, and Fellows by Examination (Junior Research Fellows). Further information is available on the College website at: http://www.magd.ox.ac.uk.

The College has a strong representation in the Humanities and the Social Sciences. In the Humanities, there are four Fellows in Modern Languages (three Tutorial Fellows, Prof. Toby Garfitt (until 30 September 2018), Dr Reidar Due, and Dr Juan-Carlos Conde, and (from 1 January 2018) Prof. Simon Gilson, Agnelli-Serena Professor of Italian Studies), two Tutorial Fellows in Classics and Ancient History (Prof. Felix Budelmann and Dr Alfonso Moreno), three in English (Prof. Laurie Maguire, Prof. Robert Douglas-Fairhurst, and Prof. Simon Horobin), four in History (Prof. John Nightingale, Prof. Nick Stargardt, Prof. Siân Pooley, and Prof. Avi Lifschitz), one Fellow in Fine Art (Prof. Samson Kambalu), two Tutorial Fellows in Music (Prof. Christian Leitmeir and Mr Mark Williams), one Fellow in Oriental Studies (Prof. Marilyn Booth, Khalid bin Abdullah Al Saud Professor in the Study of the Contemporary Arab World), and three in Philosophy (two Tutorial Fellows, Prof. Paul Elbourne and the appointee to this post, and Prof. Ofra Magidor, Waynflete Professor of Metaphysical Philosophy). In the Social Sciences, the College’s representation consists of three Fellows in Anthropology (Prof. Clare Harris, Tutorial Fellow in Social Anthropology, Prof. Laura Fortunato, Tutorial Fellow in Evolutionary Anthropology, and Prof. Harvey Whitehouse, Professor of Social Anthropology), two Tutorial Fellows in Economics (Dr Tom Norman and Dr Jennie Castle), four in Law (Prof. Roger Smith (until 30 September 2018), Prof. Katharine Gревling, Prof. Roderick Bagshaw, and Prof. Jeremias Prassl), and two in Politics (Prof. Jane Gingrich and one other to be appointed this year). The College also has very strong representations of Fellows in Mathematical, Physical, and Life Sciences, and in Medical Sciences.

Information about all aspects of the College is available on the Magdalen website at http://www.magd.ox.ac.uk. The subject of Modern Languages has a strong tradition at Magdalen at undergraduate, graduate, and Fellowship level, and is thriving in the present day. Each year the College admits between 8 and 12 undergraduate students for the seven degree courses involving Modern Languages (Modern Languages, Modern Languages & Linguistics, Classics & Modern Languages, English & Modern Languages, European & Middle Eastern Languages, History & Modern Languages, and Philosophy & Modern Languages), in French, German, Spanish, Italian, and Russian, and sometimes Portuguese and Polish, as well as offering at least three places for graduate students in Modern Languages (with Linguistics, Film Aesthetics, and Women’s Studies included within this quota). Significant numbers of former Magdalen students now hold university teaching posts in Modern Languages.
The Faculty of Medieval and Modern Languages

The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the Middle Ages to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish, and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty’s administrative staff have offices, and at the Taylor Institution in St Giles’ where some teaching takes place and the main Faculty and research library is based. The Taylor Institution contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty’s largest teaching rooms. Modern Languages at Oxford has been ranked top in the world in three of the last four QS World University rankings.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish, and Modern Greek. It includes nine established professorships and 77 permanent academic post-holders. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 60 graduates taking taught Master’s degrees, and about 120 research students.

The Sub-Faculty of French

The Sub-Faculty of French is the largest French department in the UK, and one of the largest in the world. It has one statutory professor, 30 associate and full professors, and a senior instructor. It also benefits from the presence of a number of colleagues who support the teaching of the permanent postholders, and enhance the research profile of the Sub-Faculty. These include some tutors employed solely by colleges, research fellows, college lectrices/lecteurs, and some academic librarians. The total membership of the Sub-Faculty is over 60.

The average annual intake of undergraduates to read French is 160. The Sub-Faculty teaches students a command of grammatically correct and idiomatic spoken and written French, the ability to write accurately and idiomatically in both French and English and to translate into and out of both languages with precision and sensitivity to a range of registers and styles. The curriculum allows students either to study a broad range of literature or to focus their studies on the medieval period, the early modern period, or the modern period up to the present day, or to concentrate on options in Linguistics. The emphasis in finals is very much on students’ choice, and the main papers are supplemented by options ranging widely from Grail Romances and Anglo-Norman to European Cinema, Women’s Writing, Literature and the Visual Arts, or Francophone Literature.

Graduates reading French can study either for a research degree (DPhil or MLitt) or follow a taught Master’s course in Modern Languages of one or two years’ duration (MSt and MPhil respectively). There are also a number of other taught courses in which French can form a component (for example, in Women’s Studies, Medieval Studies, and General Linguistics and Comparative Philology). The Sub-Faculty has an excellent record in supplying graduates for university posts both in the UK and across the world.

Further information will be found on the Faculty’s web site: www.mod-langs.ox.ac.uk.
The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology, and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums. Oxford’s extraordinary resources facilitate research at the very highest level. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. Every college has its own library, many of which have important holdings of their own. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division’s faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. In recent years, this has been facilitated by the Oxford Research Centre in the Humanities (TORCH), which has several interdisciplinary programmes strongly affiliated to the Faculty of Medieval and Modern Languages, notably Comparative Criticism and Translation.

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

About the University of Oxford

Oxford’s departments and colleges 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.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows, and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.
Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information, please visit www.ox.ac.uk/about/organisation.
Benefits, Terms, and Conditions of the Tutorial Fellowship at Magdalen College

The person appointed to the Tutorial Fellowship in French will be required to engage in advanced study and research, to take a lead in organizing the tuition and pastoral care of students studying for degree courses involving Modern Languages at Magdalen, and to provide eight contact hours of teaching per week during Full Term (each of Oxford’s three Full Terms per year is eight weeks long). The tutorial stint may be made up partly through tutorials given to undergraduates from other colleges in the tutor’s field(s) of specialisation. In addition to giving tutorials, the Tutorial Fellow will be required to undertake the following: to hold meetings with each student at the beginning and end of every term to discuss their programme of work and academic progress; to report on their students’ progress to the Tutorial Board; to arrange out-college tuition as required; to set and mark, or arrange to have marked, mock examination papers (Collections) at the beginning of each term, except in the term following a University examination; to assist with College Open Days; and to participate in the annual admissions exercise in December.

The person appointed will become a member of the Tutorial Board, which is responsible for the academic policy of the College. The Board meets three times per term.

The person appointed will be a member of the Governing Body of Magdalen College (a Charity Trustee) and will be expected to play a part in the administration of the College, to assist with the admission of undergraduates and postgraduates, and to take part, when required, in examinations for Fellowships of Magdalen College. The Fellow will also assist where appropriate in advising the College’s graduate students.

The Fellow will be elected in the first instance for a period of five years, but may (and normally will) be re-elected for successive periods of not more than seven years until retirement. For its academic staff (as defined by the College’s Statute XIV and associated Bylaws) the College has adopted a retirement age of 30 September immediately preceding the 68th birthday: following the recent change in the University’s retirement age to 30 September immediately preceding the 69th birthday, the College’s retirement age is under review. There is a procedure for requesting an extension of employment beyond that date. Evidence of a satisfactory performance in all the duties of the post is a prerequisite for re-election after the initial period of five years. In the event of the termination of the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, for whatever reason, the Tutorial Fellowship in French shall itself terminate on the same date as the Associate Professorship.

External work exceeding 30 days per annum requires the approval of the College.

Each appointment (that by the College and that by the University) will be at an appropriate point on the following scale, with effect from 1 August 2017 (the figure in the ‘Total Salary’ column gives the total when the College and University salary are at the same point on the scale, which may not always be the case):

<table>
<thead>
<tr>
<th>Scale point</th>
<th>National Spine Point</th>
<th>College Salary</th>
<th>University Salary</th>
<th>Total Salary</th>
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<td>11</td>
<td>52</td>
<td>£37,493</td>
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<td>8</td>
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The Fellow will be entitled to rooms in College free of charge, or if she or he does not reside in College, to a taxable and pensionable housing allowance (currently £15,000 per annum) together with a study/teaching room in College. The College also offers a Joint Equity Scheme to assist in house purchase. The Fellow will be entitled to the Common College dinner and luncheon free of cost, and to an entertainment allowance (currently £290 per annum). In addition, the College operates a scheme whereby Fellows’ research costs (including travel and books) can be reclaimed, up to a current maximum of £1,750 per annum. Newly appointed Fellows will also have an allowance of £1,400 for computer equipment in the first year of employment, and £600 per year thereafter. There is also a Research Fund to which Tutorial Fellows can apply for particular expenses, and an Annual Fund for projects which are of specific benefit to students of the College.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The Fellow will be entitled to apply for sabbatical leave from College duties, without deduction of stipend, at the rate of one term’s leave for every six terms of service. An additional term of sabbatical is available at the rate of one term’s leave for every eighteen terms of service.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks’ service with the College at the 15th week before the expected week of birth, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Magdalen has a priority claim on four places in the University nurseries. Arrangements are available for paternity leave and shared parental leave.

Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that (i) they have sufficient English language skills (evidenced by (a) passing an approved English Language test with at least CEFR level B1 in reading, writing, speaking, and listening, or (b) having an academic qualification that was taught in English and is recognised by UK NARIC as being equivalent to a UK bachelor’s degree, master’s degree, or PhD, or (c) being a national of a majority English-speaking country); and (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at: www.gov.uk/tier-2-general/overview.

Equal Opportunities

Magdalen College is an Equal Opportunities Employer. Further information can be obtained on the College website at: www.magd.ox.ac.uk/equality/

Further Information
For details of how to apply for the post, see above. The Magdalen College website, which contains details of current Fellows and Tutors as well as a variety of more general information, can be found at:  
www.magd.ox.ac.uk.

**Benefits, Terms, and Conditions of the Associate Professorship**

**Salary**
The University component of the salary will be on the scale for Associate Professors (£18,414 – £24,726). The combined College and University salary will be on a scale up to £62,219 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the Department/Faculty Board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining, and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

**Pension**
The College and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

**Sabbatical leave/dispensation from lecturing obligations**
You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the College. You may be dispensed from up to two courses of eight lectures or classes in any period of three years, up to a maximum of four courses in any period of fourteen years.

**Intellectual property and conflicts of interest**
Guidance is available on:
ownership of intellectual property www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/.

**Membership of Congregation**
Oxford’s community of scholars governs itself through Congregation which is its “parliament”. You will be a voting member of Congregation.

See www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml for further details.

**Family support**
The University offers generous family leave arrangements, such as maternity, adoption, paternity, and shared parental leave. Details are available at www.admin.ox.ac.uk/personnel/during/family/. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see www.admin.ox.ac.uk/childcare/.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line, and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.
The Oxford University Newcomers’ Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students, and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at www.newcomers.ox.ac.uk/.

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training, or volunteering opportunities.

For details, please see www.careers.ox.ac.uk/.

Welcome for International Staff

One of Oxford’s great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK, and Oxford is available at: www.internationalstaffwelcome.admin.ox.ac.uk/.

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

Relocation

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

Promoting diversity

The University and its Colleges are committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice-Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, Oxford SU (the Oxford University Student Union), and external campaign groups.

Please see www.admin.ox.ac.uk/eop/ for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at: www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/ www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

Offer of employment

See above under ‘How to Apply’ for information about the circumstances in which an offer of employment is valid.

Pre-employment screening

The appointment of the successful candidate will be subject to appropriate pre-employment screening by the University and the College. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at www.ox.ac.uk/about/jobs/preemploymentscreening/.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.
The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday.

The justification for this may be found at 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 EJRA procedures. Further details can be found at http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/.

Data Protection

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

The policy may be viewed at www.admin.ox.ac.uk/councilsec/dp/policy.shtml.
Annex: Outline of French Undergraduate Course

PRELIMS (1st-YEAR COURSE)

LANGUAGE

Paper I: French Grammar, Translation into French and Summary

1. Grammar Test
   20 short sentences to translate into French, testing common, not exceptional, points of French grammar such as those explained in R. Hawkins and R. Towell, French Grammar and Usage, 2nd edn., 2001.

2. Translation into French
   A passage of about 180 words from a post-1945 creative or discursive text testing accuracy in negotiating common grammatical and syntactic structures rather than abstruse vocabulary, but also requiring imagination and flexibility in dealing with some words and phrases.

3. Summary
   A passage of 500-700 words of French from a work of reflective, analytical, or critical writing. To be summarised in French, using 180-200 words and bringing out clearly the writer’s argument. Candidates must not simply reproduce the expression of the original passage.

Paper IIA and IIB

IIA Unprepared translation into English
   A passage of about 250 words of French, taken from a post-1900 creative or discursive text testing accuracy in negotiating common grammatical and syntactic structures and some appropriately challenging vocabulary, but also requiring imagination and fluency in English expression.

IIB Prepared translation into English from Prescribed Texts
   A passage of about 300 words from one of the three novels set for Paper IV, i.e., excluding the medieval text.

LITERATURE

Paper III: Short Texts
   This paper will introduce you to the techniques of close reading through the study of six short works arranged in three complementary pairs:

   (i) Montaigne, ‘Des Cannibales’ from Essais I
       Diderot, Supplément au Voyage de Bougainville
   (ii) Baudelaire, a selection of poems from the section ‘Spleen et Idéal’ of Les Fleurs du Mal
       Aimé Césaire, Cahier d’un retour au pays natal
   (iii) Racine, Phèdre
       Beckett, En attendant Godot

Paper IV: French Narrative Fiction
   This paper introduces you to four narrative texts written between the Middle Ages and the twentieth century:

   La Chastelaine de Vergy
   Laclos, Les Liaisons Dangereuses
   Sand, Indiana
Proust, *Combray*

**ADDITIONAL PAPERS FOR SOLE FRENCH STUDENTS**

**Paper XI Introduction to French Film Studies**

This paper will introduce you to four twentieth- and twenty-first-century film directors and to the formal study of film style. The prescribed films are:

- Henri-Georges Clouzot: *Le Corbeau* (1942)
- Jean-Luc Godard: *Vivre sa vie* (1962)

**Paper XII Introduction to French Literary Theory**

This paper will introduce you to the work of four twentieth-century literary theorists. In your essay writing you will be able to engage with their ideas about literature and with their particular way of expressing them.

**Paper XIII Key Texts in French Thought**

This paper will introduce you to the work of four thinkers from the seventeenth to the twentieth centuries. In both essay and commentary writing you will be able to engage with their ideas and with their particular way of expressing them. The prescribed texts are:

- Descartes, *Discours de la méthode*
- Rousseau, *Discours sur l'inégalité*
- Bergson, *Essai sur les données immédiates de la conscience* [Chapters I and II only],

**FINAL HONOUR SCHOOL (2nd- to 4th-YEAR COURSE)**

Most of our students study two languages. Students studying two languages will take language papers I and IIA/IIB plus two or three literature papers in French (plus two or three papers in the other language).

Students studying sole French take language papers I, IIA/IIB, III and six literature papers.

**LANGUAGE**

**Paper I**

An essay of between 1,000 and 1,500 words to be written in French from a range of questions on literary, linguistic and general cultural topics, including the topic prescribed for the FHS oral examination in French.

**Paper IIA Translation from modern French**

**Paper II B Translation into modern French**

**Paper III Translation from pre-modern French**

**LITERATURE**

**Paper VI Medieval Literature (to 1530)**

**Paper VII Early Modern Literature (1530-1800)**

**Paper VIII Modern Literature (1715 to the present)**

**Paper IX Medieval Prescribed texts**
Paper X Modern Prescribed Authors I
Two of: Rabelais, Montaigne, Pascal, Molière, Racine, Voltaire, Diderot

Paper XI Modern Prescribed Authors II
Two of: Stendhal, Baudelaire, Flaubert, Mallarmé, Beckett, Duras, Barthes, Djebar

Paper XII Special subjects
Topics can change but recent topics have included:

- Late-Medieval Responses to the *Roman de la rose*
- Old Occitan
- The Twelfth- and Thirteenth-Century Grail Romances
- Anglo-Norman Language and Literature
- French Poetry of the Mid-Sixteenth Century
- Dramatic Theory and Practice in France from 1605 to 1660
- French Satire from Rabelais to Beaumarchais
- Jean-Jacques Rousseau
- Honoré de Balzac
- French Poetry 1870 to 1918
- French Literature and Modern War
- Marcel Proust
- French Poetry from Surrealism to the Present
- Literature and the Visual Arts in France
- French Women’s Writing
- Twentieth-century French Autobiographical Writing
- Francophone Literatures
- Advanced French translation
- Literary Theory
- European Cinema
Please complete all sections of this form, in capitals, and send it by email together with a detailed covering letter, which sets out information about your research and the subjects you could offer to teach, a full curriculum vitae including a list of publications, and (in the same email) two samples of written work:

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(If you wish to approach a referee or referees only if you are being called for interview or are in receipt of a conditional offer, please state this explicitly alongside the details of the relevant referee(s)).

How did you hear of this post?  ...........................................................................................................

Signature: ...............................................................             Date: ..............................
