



**UNIVERSITY OF OXFORD**  
**School of Anthropology and Museum Ethnography**  
**in association with Harris Manchester College**  
**UNIVERSITY LECTURER IN BIOCULTURAL ANTHROPOLOGY**

**FURTHER PARTICULARS**

Applications are invited for a full time University Lecturership in the field of the Biocultural Anthropology. The post is tenable from 1 October 2012 or as soon as possible thereafter. The successful candidate will be offered a non-tutorial fellowship at Harris Manchester College. The successful candidate will be appointed on the Oxford salary scale for university lecturers without tutorial fellowships (£42,733 to £57,431 per annum, depending upon experience). Appointment on this scale is based on the post-holder undertaking a teaching load of 288 units (see below). The post-holder will have office facilities in the School of Anthropology. The closing date for applications is **12 noon UK time on 9 March 2012**. It is hoped to hold interviews in the week beginning 16 April 2012.

**1. Background**

The post-holder will be part of the Institute of Social and Cultural Anthropology (ISCA) which is a leading centre for anthropological teaching and research in the UK and the world. Originally established as the only centre in the UK specialising in postgraduate teaching and research within the discipline, it continues to supervise large numbers of graduate and research students. ISCA seeks a University Lecturer in Biocultural Anthropology to be part of the growing Medical and Ecological Anthropology Group. Biocultural approaches explicitly recognize and work with the dynamic interactions between humans as biological beings and the social, cultural, and physical environments they shape and inhabit. Further information on ISCA and Medical and Ecological Anthropology can be found on the School website: <http://www.isca.ox.ac.uk/>

**2. Duties and Responsibilities**

The general duties of a lecturer are:

- i. To engage in research, sustaining a programme at the international level.
- ii. To secure grants and contracts necessary to provide the resources for his or her research group.
- iii. To make a significant contribution to the research profile of the School through high-quality publications in major peer-reviewed journals and publishing houses and other high-impact activities.
- iv. To co-operate in the work of the School (under the direction of the Head of School) in both term and vacation. This will include the provision of teaching to undergraduates and graduates on taught courses.
- v. To act as an examiner from time to time.
- vi. To supervise research students.

- vii. To cooperate in and contribute to the administrative work of the School, including chairing key committees from time to time.

The amount of teaching and supervision for the School normally must not exceed an average of 288 teaching units<sup>1</sup> per year without Divisional Board approval.

The teaching, supervision and administrative duties will include specifically:

- i. Tutorials and lectures for the Medical Anthropology MSc and MPhil programmes and teaching for the BA degrees (Human Sciences and Archaeology & Anthropology).
- ii. Teaching option courses for both graduate and undergraduate degrees.
- iii. Supervising undergraduate, graduate and research dissertations.
- iv. Contributing to the development of the relevant taught course programmes and post-doctoral research groups.
- v. Co-operation and contribution to the administrative work of the School, including chairing committees from time to time.

### 3. Selection Criteria

Candidates for the post will be assessed according to the following selection criteria, taking account of the particular stage reached in each candidate's career:

- i. A doctorate in anthropology or closely related discipline already awarded at the time of application.
- ii. Specialization in biocultural anthropology.
- iii. Evidence of substantial research accomplishment and potential in the field of biocultural anthropology.
- iv. Evidence of ability to raise research funding.
- v. Evidence of a substantial and realizable research plan that will contribute to the international reputation of the School.
- vi. Evidence of an ability to lecture effectively and to supervise undergraduate and postgraduate students.
- vii. Evidence of the ability to contribute to the administrative and organizational aspects of the work of the School and the College.
- viii. A good record of collaboration and team work.

### 4. Application Procedure

Applicants should submit a letter of application addressing the selection criteria supported by a curriculum vitae, a statement of research interests and a list of publications (8 copies, or one copy for overseas applicants) and provide the names and addresses of three referees, one of whom should be your current employer (not more than two from the same institution). Applications should be sent by post to Mrs Katie Grainger, School of Anthropology, 51-53 Banbury Road, Oxford OX2 6PE, UK, to arrive no later than 12 noon UK time on 9 March 2012, quoting reference AE12001. Emailed applications will be accepted only from overseas applicants (to [katie.grainger@anthro.ox.ac.uk](mailto:katie.grainger@anthro.ox.ac.uk)). (Separate application is not required for the college post.) **Applications which arrive after the deadline will not be accepted.**

The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise. Candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview on the final shortlist or are in receipt of a conditional offer are asked to state such requirements explicitly alongside the details of the relevant referee(s). There is no application form, and a separate application is not required for the college post.

It is planned to hold interviews in the week beginning 16 April 2012 (subject to confirmation). Those interviewed will be requested to give a presentation on an aspect of their research and to undertake a teaching exercise to which staff and students will be invited. They will also be asked to discuss their teaching experience and to present a brief outline of a course for Master's teaching.

Informal enquiries about the post can be made to Professor David Gellner, Head of the School of Anthropology (e-mail: [david.gellner@anthro.ox.ac.uk](mailto:david.gellner@anthro.ox.ac.uk)). Applications for this post will be considered by a selection committee containing representatives from both the School of Anthropology and Harris Manchester College. 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 Social Sciences Divisional Board and the Governing Body of Harris

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<sup>1</sup> One hour tutorial = 1 unit; one hour lecture = 3 units; one doctoral student = 24 units. Other types of teaching are weighted proportionately. This tariff is subject to local variation.

Manchester College 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 Divisional Board and the College Governing Body, and a formal contractual offer has been made.

All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire and 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 new 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 having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)  
*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:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>.

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.

Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post<sup>2</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

## 5. The School of Anthropology

Anthropology has been taught at Oxford since E.B. Tylor began lecturing on the subject in 1883, and the first Professor of Social Anthropology, A.R. Radcliffe-Brown, was appointed in 1937. His successors have been Sir Edward Evans-Pritchard (1946-70), Maurice Freedman (1970-75), Rodney Needham (1976-90), John Davis (1990-95), David Parkin (1996-2008), and David Gellner (2008-). In 2006 a second Chair in Social Anthropology was established, to which Harvey Whitehouse was appointed from October 2006. David Gellner is also Head of School.

Academically, the organizational unit for Anthropology is the School of Anthropology and Museum Ethnography. This comprises the Institute of Social and Cultural Anthropology (ISCA), the ESRC 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).

The School is a leading centre for anthropological teaching and research in the UK and the world, renowned for its contributions to anthropological theory, its ethnographic fieldwork of the highest standard, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. In recent years it has also become known as a centre for medical anthropology, for migration studies, and for cognitive and evolutionary anthropology. The School has 26 members of academic teaching staff and 40 research staff (15 in COMPAS, 7 in ICEA, 8 in InSIS, 5 in medical anthropology and 5 in ISCA). In addition there are at least 13 social anthropologists with permanent positions in other departments of the University.

More information about the School can be found at <http://www.anthro.ox.ac.uk/>.

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<sup>2</sup> NB: if the appointee to the post is a migrant sponsored under the UK's new points based migration system, we are required to retain the applications of all shortlisted candidates for the duration of the sponsorship or for one year, whichever is shorter.

## 6. Harris Manchester College

Harris Manchester College was founded in 1786 by English Presbyterians. On its incorporation into the University of Oxford in 1990 as a Permanent Private Hall, the College assumed a new role – to be a centre for mature students. From that year the College has offered (and filled) places for mature students to read for Oxford University degrees. The aim of the College is to provide the best possible education for students aged over 21 from the UK and overseas, admitted to study for a wide range of Oxford undergraduate and graduate degrees. The College gained its Royal Charter to become a full College of the University in 1996.

Harris Manchester College has a comprehensive plan for the future which involves both academic and building development. Student numbers have increased over the past 15 years from 70 to the present 160, and in this time the College has built a new quadrangle, new kitchens and a new library stack, and two of the 17<sup>th</sup> century student houses have been completely renovated. Future plans include renovation of other historic houses and building a clock tower and more accommodation.

### Lecturership in Biocultural Anthropology

The College will provide the Lecturer with

- access to all College facilities, including free dining rights
- use of the Guest Rooms
- the ability to entertain guests in College
- facilities for seminars and conferences outside term
- a Senior Research Fellowship
- membership of the Senior Common Room
- a new bicycle

Each year we budget a sum of money to enable Fellows to attend conferences in Britain and overseas, and to help meet research expenses. The holder of the Lecturership would be able to make claims to this fund. He or she would also be entitled to receive a book allowance, which is awarded from time to time to all Fellows.

## 7. The University

The University of Oxford is an independent and self-governing institution, consisting of the central University and the Colleges in a federal system. The University also allows fruitful opportunities for experiment and development and helps to provide a stimulating multi-disciplinary academic community.

The central University determines the content of the courses within which College teaching takes place. It organizes lectures and seminars and provides a wide range of resources for teaching and learning in the form of libraries, laboratories, museums, computing facilities, etc. It selects and supervises graduate students, and also sets and marks examinations, examines theses and awards degrees. The central University has four academic divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences) through which its academic administration is conducted. Each division is led by a full-time Head of Division who chairs the Divisional Board and major committees. The School of Anthropology and Museum Ethnography is one of the seventeen constituent departments of the Social Sciences Division. Further information about the Division is available at <http://www.socsci.ox.ac.uk/>

The first Colleges began as medieval halls of residence for students under the supervision of a Master. Today, thirty-eight independent, self-governing Colleges form a core element of the University. Each is governed by a Head of House and a number of Fellows, who are academics specializing in a wide variety of disciplines, most of whom also hold university posts. There are also six Permanent Private Halls, which were founded by different Christian denominations, and which still retain their religious character. The Halls have similar powers and duties as Colleges. Thirty Colleges and all six Halls admit students for both undergraduate and graduate degrees. Six other Colleges are for graduates only; one, All Souls, has fellows only, and one, Kellogg College, specializes in part-time graduate and continuing education. Colleges receive fees for educating students, board and lodging charges and income from endowments. Through a College Contributions Fund, better-endowed colleges contribute to the needs of poorer colleges. Colleges and Halls select their own undergraduate students and are responsible for their tutorial teaching and welfare. They provide accommodation, meals, common rooms, libraries, sports and social facilities and pastoral care for their student members.

There are two main categories of academic appointments at the University of Oxford: professorships and lectureships. Professorships form respectively about 11 per cent of the posts on the academic establishment: the vast majority of initial academic appointments are therefore to lectureships and those appointed can be either relatively young and inexperienced or more senior and established members of the academic community. As a result of cash-limited promotions exercises held since 1988, a number of staff hold ad hominem professorship titles.

Virtually all University academic posts at Oxford have a formal association with a College and therefore perform duties for both the central University Department(s) and the College to which they are attached. For Lecturers, the nature of this association and, therefore, the range of duties, broadly determine which particular type of Lectureship they hold. Some University Lectureships are associated with a Tutorial Fellowship with a College. This is a College appointment which carries with it an obligation to undertake College tutorial teaching and other duties, and associated additional remuneration. University Lecturers with Tutorial Fellowships receive, when they reach the top of the University and College salary scales, about 84 per cent of their overall basic stipend from the University, and 16 per cent from the College. A special scheme operates for University Lecturers without Tutorial Fellowships which enables them to be paid at the combined university and college rate, in return for specified duties.

## **8. Terms and conditions of employment**

The successful candidate will be appointed on the Oxford lecturer scale for lecturers without tutorial fellowship (£42,733 to £57,431). Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review. Departments may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment. The lecturer will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Upon completion of an initial period of appointment (which is normally five years), a University Lecturer is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement. For all academic staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

The length of notice required to resign an appointment shall (a) be at least three months and (b) include one complete Full Term. The conditions under which the College may in certain circumstances terminate an appointment are laid down in its Statutes. Separate procedures are involved in respect of the university appointment; copies of these procedures are available on request. In accepting the College appointment, the successful candidate agrees that the University may make available to the College any relevant information arising from such university procedures.

The holder of this post is eligible to apply for sabbatical leave subject to the making of satisfactory arrangements for the teaching of their students. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms). Further details are available on request.

Removal expenses and travelling expenses in connection with the move to Oxford of the successful candidate are generally paid subject to HMRC regulations. Further details are available on request.

All appointments are subject to the relevant provisions of the Statutes and Regulations of the University, as published from time to time in the University Gazette. All university lecturers, with other members of the academic staff and certain senior academic related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive full details soon after he or she takes up the appointment.

The University encourages links with industry and other outside bodies. Although the holding of outside appointments such as consultancies must be approved by the head of department, no limit as such is set on the amount of money individuals may receive in this way. The criterion is the amount of time such

appointments take up: a maximum of 30 days per annum may be spent on such activities before any deduction in stipend is considered.

The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

All staff participate in the University's appraisal scheme which is currently under review.

The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, women may take up to 26 weeks leave on full pay, plus 13 weeks SMP, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties; for women to return to work on a part-time basis after the birth of their child; and for paternity leave. Requests for flexible working arrangements will be considered.

The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. In addition, staff have access to a childminding network. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries whereby a saving is made on national insurance contributions. There is also a holiday play scheme for school-age children. Further information may be obtained from the childcare website ([www.admin.ox.ac.uk/eop/childcare/](http://www.admin.ox.ac.uk/eop/childcare/)) or by e-mailing [childcare@admin.ox.ac.uk](mailto:childcare@admin.ox.ac.uk), or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

**Other terms and conditions of appointment:** All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.

**Equality of opportunity:** *The policy and practice of the University of Oxford and of Harris Manchester College require that all staff are afforded equal opportunities within employment. 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.*

*Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.*