



UNIVERSITY OF OXFORD

School of Interdisciplinary Area Studies

Further Particulars

University Lecturership in the International Relations of Russia, Eastern Europe and Eurasia in association with St Antony's College

SSD/215/E

The School of Interdisciplinary Area Studies seeks applications for a full-time University Lecturership in the International Relations of Russia, Eastern Europe and Eurasia. The Lecturership is tenable from 1 September 2011 or as soon as possible thereafter and will be held in conjunction with a Fellowship at St Antony's College for which further particulars are attached at *Appendix A*.

The closing date for applications is noon on 23 February 2011. The successful candidate will be appointed on the Oxford scale for university lecturers without tutorial fellowships (£42,563 to £57,201 as at 1 August 2009). Appointment on this scale is based on the post-holder undertaking a teaching load of 288 units (see section 1). The post-holder may also receive College allowances and these are detailed further in *Appendix A*. Individuals may undertake up to 30 days of consultancy per year without loss of salary. The post-holder will be eligible to apply for sabbatical leave; generally one term of sabbatical leave is available for each six terms of qualifying service. More details on this can be found in *Section 6*.

The post-holder will have office facilities in the School of Interdisciplinary Area Studies.

1) UNIVERSITY AND DEPARTMENTAL DUTIES

The general duties of the Lecturer are:

- (i) to engage in research;
- (ii) to co-operate in the work of the department in both term and vacation under the direction of the head of the department. This will include the provision of teaching to graduates on taught courses;
- (iii) to supervise research students;
- (iv) to examine as required by the appropriate committees for the nomination of examiners.

The amount of teaching under (ii)-(iii) normally must not exceed an average of 288 teaching units¹ per year without approval by the Social Science Divisional Board.

Teaching, supervising and administration in the department will include specifically:

- (i) teaching on the core courses 'History of Russia, the USSR and Eastern Europe in the Twentieth Century' and 'Political and Economic Transitions in the Former Soviet Union and Eastern Europe';
- (ii) teaching courses on research methods, approaches and design;

¹ One hour paired tutorial = 1 unit; one hour lecture = 3 units; one doctoral student = 24 units; other types of teaching are weighted proportionally. A more comprehensive divisional tariff is available on request. This tariff is subject to local variation.

- (iii) teaching special options on International Relations to students of the MSc and MPhil in Russian and East European Studies;
- (iv) supervising theses and dissertations;
- (v) playing a central role in the coordination of the MSc and MPhil programmes in Russian and East European Studies, and contributing to the administration of the REES programme (for instance, being director of the REES programme or Chair of Examiners) and on occasion to the School more generally (for instance, being Chair of the Graduate Studies Committee, or Head of School).

2) CRITERIA FOR SELECTION

The Department is looking for the candidate who most fully meets the following criteria:

- (i) a doctorate in international relations or politics or in a related field, with reference to Russia, Eastern Europe and/or Eurasia;
- (ii) knowledge of at least one language from Russia, and/or Eastern Europe and/or Eurasia;
- (iii) a proven track record of externally funded research of international quality on the International Relations of Russia, and/or Eastern Europe and/or Eurasia, and an academic publication record in international journals and with major presses in Russian, Eastern Europe and/or Eurasian Studies;
- (iv) the capacity to win external research funding;
- (v) strong research interest in Russia and/or Eastern Europe and/or Eurasia in one or more of the following areas: foreign policy; regional security and conflicts; energy; the international dimensions of Islam; migration;
- (vi) expertise in the history of Russia, the USSR and Eastern Europe in the Twentieth Century is highly desirable;
- (vii) a willingness to work as part of an interdisciplinary department that does not currently have a doctoral programme;
- (viii) excellence in teaching, and the ability and experience to teach graduate students of high calibre, to carry out student assessment, and to contribute to the design and delivery of degree programmes;
- (ix) a commitment to play a central role in the administration of the Russian and East European Studies Programme
- (x) the ability to supervise MSc, MPhil and doctoral students;
- (xi) a readiness to contribute to the administrative work of the School of Interdisciplinary Area Studies;

3) THE SELECTION PROCESS AND HOW TO APPLY

Applications (eight copies, if sending by postal service, except from candidates overseas who need send only one), including a *curriculum vitae*, a list of principal publications, and the names of two referees, should be sent to the Departmental Administrator, School of Interdisciplinary Area Studies, 12 Bevington Road, Oxford, OX2 6LH. Applications may also be sent by email to vacancies@area.ox.ac.uk. The closing date for applications is noon on 23 February 2011. 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 specifically alongside the details of the relevant referee(s). There is no application form, and separate application is not required for the college post.

It is planned to hold interviews in March or April. Those interviewed will be requested to give a presentation on an aspect of their research. They will also be asked to discuss their teaching experience and to present a brief outline of a course for masters teaching.

Informal enquiries about the post can be made to Professor Joe Foweraker, Head of the School of Interdisciplinary Area Studies (e-mail: joe.foweraker@lac.ox.ac.uk).

Applications for this post will be considered by a selection committee containing representatives from both the School of Interdisciplinary Area Studies and St Antony's 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 St Antony's 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 governing body, and a formal contractual offer has been made.

Interview expenses: All reasonable interview expenses will be reimbursed.

Medical Questionnaire and the Points-Based Immigration System: The appointment will be subject to satisfactory completion of a medical questionnaire and the 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:

www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/.

Equality of opportunity: 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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

Data protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post² and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

4) BACKGROUND TO THE SCHOOL OF INTERDISCIPLINARY AREA STUDIES

The School of Interdisciplinary Area Studies (SIAS) is one of the fourteen constituent parts of the Social Sciences Division. It represents a major commitment by the University to enhancing teaching and research in Area Studies. The School brings together six 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, and the Contemporary South Asia Studies Programme. In addition, the School encourages academic co-operation with, and provides support to, a number of related academic activities which have their principal home in the Humanities Division such as Middle Eastern Studies and Italian Studies. It also provides a home for the British Inter-University China Centre funded by HEFCE/the AHRC and the ESRC. The administration of the School is based at 12 Bevington Road.

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 number of the current research projects are in collaboration with other departments.

Currently, Masters courses are run by the African Studies Centre, the Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, the Contemporary South Asia Studies Programme, and the Contemporary China Studies Programme, which admit in total about 110 graduate students a year. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

Potential applicants can find out more about the School at www.area-studies.ox.ac.uk

Russian and East European Studies: The University of Oxford has a rich tradition of teaching and research in the field of Russian and East European Studies and has now one of the strongest programmes in the world. The post-holder will be a member of the Russian and East European Studies programme within the School of Interdisciplinary Area Studies. Staff associated with the unit currently include, in Politics: Alex Pravda, Paul Chaisty and Gwendolyn Sasse; in Economics, Antoni Chawluk, Christopher Davis and Carol Leonard; in Russian language: Anna Pleshakova. In other departments and faculties, staff include: in History, Catherine Andreyev and Robert Service; in Geography, Judith Pallot; and in Russian language and literature Andrei Zorin.

Potential applicants can find out more about Russian and East European Studies in the School of Interdisciplinary Area Studies at www.rees.ox.ac.uk.

5) ABOUT THE UNIVERSITY OF OXFORD

² But 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 the shorter.

The University of Oxford is an independent and self-governing institution, consisting of the central University and the Colleges in a federal system, not unlike the United States. The University also allows fruitful opportunities for experiment and development and helps to provide a stimulating multi-disciplinary academic community.

The central University: The central University determines the content of the courses within which College teaching takes place. It organises 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 is organised into four academic divisions (Social Sciences, Humanities, 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 Interdisciplinary Area Studies is one of the fourteen constituent departments of the Social Sciences Division, currently headed by Professor Roger Goodman. The Division also includes the Departments of Politics and International Relations, Economics, Education, Social Policy and Social Work, Sociology, International Development (Queen Elizabeth House), the Saïd Business School, the Faculty of Law, the Schools of Anthropology and Museum Ethnography and Archaeology, the Blavatnik School of Government, the School of Geography and the Environment, and the Oxford Internet Institute. The Academic Services and University Collections, including libraries and museums, are grouped together separately, under the leadership of a Pro-Vice-Chancellor (Academic Services and University Collections).

About the Colleges: The first Colleges began as medieval halls of residence for students under the supervision of a Master. Today, thirty-nine 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. Seven other Colleges are for graduates only; one, All Souls, has fellows only, and one, Kellogg College, specialises 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.

Academic appointments at the University of Oxford: There are two main categories of academic post at 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 Lecturership they hold.

Some University Lecturerships 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.

CUF (Common University Fund), Special (non-CUF), and Faculty Lecturerships, in the arts and social sciences, are always associated with College Tutorial Fellowships: at the top of the scales such Lecturers receive roughly 40 per cent of their combined stipend from the University and 60 per cent from the College. Titular University and CUF Lecturerships may be advertised where the College will bear all of the combined costs of the appointment until such time that the University is able to fund its share and so make a substantive appointment.

6) UNIVERSITY TERMS AND CONDITIONS OF APPOINTMENT

Stipend: The successful candidate will be appointed on the Oxford scale for university lecturers without tutorial fellowships, (£42,563 - £57,201). 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' review. Departments may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to lecturers at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. The person holding the head of department position within the department is eligible for additional payments.

The successful candidate may also receive allowances from St Antony's College, details of which can be found at Appendix A.

Removal and travelling expenses: Removal expenses and travelling expenses in connection with the move to Oxford of the successful candidate are generally paid in full in appropriate cases. Professional expenses of up to £6,500 also are available where appropriate to cover solicitors' and other costs in connection with a move. Further details are available on request.

Pension scheme: The Lecturer will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

Initial period of appointment: Upon completion of an initial period of appointment (which is normally five years), a university lecturer is eligible for reappointment until retiring age, 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 the retiring age.

Retirement: The University's normal retirement date for university lecturers is 30 September immediately preceding the 66th birthday, except that, if the successful candidate can establish vested rights, as defined in the University's statutes (details available on request), in retirement at age 67 or later, then the date of retirement will not normally be later than the 30 September immediately preceding the 68th birthday.

Sabbatical leave: The holder of this post is eligible to apply for sabbatical leave. 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.

Statutes and Regulations: 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.

Membership of Congregation: 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 fuller details soon after he or she takes up the appointment.

The holding of outside appointments: 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.

Intellectual property: 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.

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

Parental leave: 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.

Childcare facilities: The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. 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/child) or by e-mailing childcare@admin.ox.ac.uk, or writing to Equality and Diversity, 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*.

These further particulars will be made available on request in large print, audio or other formats.

APPENDIX A

COLLEGE PARTICULARS**ST ANTONY'S COLLEGE**

St Antony's is one of the seven colleges of the University of Oxford which admit graduate students only. It is the most international of the University's colleges both in the composition of its student body and in its concentration on international studies, covering the international relations, economics, politics, sociology, modern history and anthropology of the main regions of the world. The College accommodates six area studies centres which work, respectively, on Europe, Russia and Eurasia, the Middle East, Japan, the rest of Asia, and Latin America. For more details, visit the college website: www.sant.ox.ac.uk.

The University Lecturer in the International Relations of Russia, Eastern Europe and Eurasia will be put forward for election as a Fellow of the College and member of its Governing Body. He or she will be entitled to either a housing allowance (currently £2,264 per year) or participation in a joint equity scheme which contributes £55,000 to assist with the purchase of a home in Oxford; a workroom in College; a modest entertainment allowance; common table rights (free lunches and dinners) when the College Hall is open; twelve free high table dinners per term; private healthcare insurance as long as it remains the College's policy to provide it; and car parking on a space-available basis if living more than 3 miles away.

As a Fellow of the College and a member of its Governing Body, the Lecturer will be expected to play his or her part in college life including participating in the governance of the College and acting as a College Adviser to students.

Further enquiries about the College association should be directed to the College's Bursar, allan.taylor@sant.ox.ac.uk