

**UNIVERSITY OF OXFORD**  
**Social Sciences Division**  
**OXFORD DEPARTMENT OF INTERNATIONAL**  
**DEVELOPMENT**  
**Queen Elizabeth House**



**UNIVERSITY LECTURESHIP IN REFUGEE AND FORCED MIGRATION  
STUDIES**

**OXFORD DEPARTMENT OF INTERNATIONAL DEVELOPMENT**  
**in association with Green Templeton College**

**Grade 10a: Salary £42,733-£57,431 p.a.**

**Further Particulars**

The Oxford Department of International Development seeks applications for a full-time University Lecturer in Refugee and Forced Migration Studies. The appointment, which is for a permanent and full time post, will be from 1st October 2011 or as soon as possible thereafter. The closing date for applications is 12 noon UK time on Friday 29th July 2011. It is hoped to hold interviews on 1st or 2nd September 2011.

The successful candidate will be offered a non-tutorial Fellowship at Green Templeton College.

**Background**

The post-holder will be part of the Refugee Studies Centre (RSC) in ODID, which was established in 1982 and has won an international reputation as the leading academic centre for research and teaching on forced migration. RSC's objectives are:

- **Research:** to carry out multidisciplinary research, including policy-relevant work, on the causes and consequences and legal and normative frameworks of forced migration.
- **Teaching:** to provide taught and research degrees for students, as well as short summer courses and weekend workshops for researchers, policy makers and practitioners in the field of forced migration.
- **Dissemination:** to present academic work, documentation and information for researchers, practitioners and the public and to develop fora for the discussion of research and policy issues affecting refugees and other forced migrants; to promote international networks for the study of forced migration.

RSC staff includes two further University Lecturers (Dr Dawn Chatty and Dr Matthew Gibney), two Departmental Lecturers, and 11 externally funded researchers, outreach and administrative staff.

The RSC runs a nine-month Master of Science degree in Refugee and Forced Migration Studies, currently encompassing anthropology, international law, politics and sociology, with about 25 students a year. It also runs an annual International Summer School for practitioners. The Department of International Development has a two-year MPhil in Development Studies, in which Forced Migration forms an important component; and also offers a one-year MSc in Migration Studies jointly with the Department of Anthropology. A considerable number of DPhil students in Development Studies have dissertation topics in the field of refugee and forced migration studies.

Further information on the Centre can be found on the RSC website: <http://www.rsc.ox.ac.uk/>

The RSC works closely with the International Migration Institute (IMI) which also forms part of the Oxford Department of International Development. Further information on the IMI can be found at: <http://www.imi.ox.ac.uk/>

## **The Post**

### **General duties of a University Lecturer are:**

- i) to engage in research;
- ii) to co-operate in the work of the departments in both term and vacation under the direction of the heads of the departments. This will include the provision of teaching to undergraduates and 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 units<sup>1</sup> per year without approval by the Social Science and Life and Environmental Science Divisional Boards.

### **Teaching and supervising in the departments will include specifically:**

- i) teaching on the MSc in Refugee and Forced Migration Studies including lectures, classes, convening courses and offering specialised 'Options' papers;
- ii) supervision of students for the MSc and DPhil in Development Studies;
- iii) contributing to other taught courses in the Department; and
- iv) participation in administrative work, including the leadership of the Refugee Studies Centre, along with the other permanent academic staff, and taking on other duties in ODID, in both term and vacation, under the direction of the Head of Department.

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

## Selection criteria

Candidates will be considered for the post on the basis of the selection criteria outlined below. The successful candidate must have:

- i) A doctorate in an appropriate discipline. The position is open to applicants from any social scientific discipline, including anthropology, economics, international relations, law, politics, geography or sociology;
- ii) A strong research record in refugee studies, forced migration and/or humanitarian studies;
- iii) Leadership abilities and management skills;
- iv) University teaching experience in forced migration studies and related areas, including experience of graduate teaching and research student supervision;
- v) A record of securing funds for research and in leading and managing research teams;
- vi) A demonstrated interest in policy and practice in the fields of forced migration and refugee studies; and
- vii) The ability and commitment to participate in the wider academic activities of the Department.

## Remuneration

The successful candidate will be appointed on the Oxford scale for university lecturers without tutorial fellowships (Grade 10a: £42,733 - £57,431 p.a.). 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.

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. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the Department may be eligible for additional payments.

## How to apply

Please submit a letter addressing the selection criteria, a curriculum vitae, a list of principal publications, the names of three referees, a completed application cover sheet (available at: [http://www.ox.ac.uk/about\\_the\\_university/jobs/fp/](http://www.ox.ac.uk/about_the_university/jobs/fp/)). **Please note that we cannot accept applications which do not include a completed application cover sheet.**

Applications, **quoting reference no. VG-11-011**, should be sent to: The Administrator, Ms Julia Knight, Oxford Department of International Development, 3 Mansfield Road, Oxford, OX1 3TB (recruitment@geh.ox.ac.uk) for receipt not later than **12 noon UK time on Friday 29th July 2011** (Separate application is not required for the college post.)

Email applications are also permitted (please send these to the address above). There is no need to send a hard copy in addition to an email application. **If you send an application by post, please also send a copy via email to the address above. Applications which arrive after the deadline will not be accepted.**

Informal enquiries about the post can be made to **the Head of Department, Professor Valpy FitzGerald** (email: [edmund.fitzgerald@qeh.ox.ac.uk](mailto:edmund.fitzgerald@qeh.ox.ac.uk), tel: 01865 281803).

Those candidates interviewed will be required to give a presentation on how their previous research would sustain their plans for future research and teaching at the Oxford Department of International Development.

All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire and the completion 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 dependents until they receive their first salary payment.

Further information is available at:

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

(NB if the person appointed to the post is a migrant sponsored under the UK's 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.)

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.

## **The Department**

The Oxford Department of International Development (ODID) is the focus for postgraduate teaching and advanced research on developing countries, and their relationship with the rest of the world, at Oxford University. ODID is located at Queen Elizabeth House in central Oxford, and is thus often known as "QEH". The Department is recognised as one of the leading international centres in its field (and was rated top in its Unit of Assessment in the 2008 RAE) and maintains a world-wide network of scholars and policy researchers in developing countries. It has close relationships with its disciplinary siblings at Oxford such as the Departments of Economics, Politics and International Relations, Area Studies, Anthropology and Public Health.

The Department comprises a core of some twenty senior academic staff engaged in teaching and research together with fifty research staff in five research centres - the Refugee Studies Centre, the International Migration Institute, the Young Lives project, the Oxford Policy and Human Development Initiative and the Technology and Management for Development Programme. ODID and the Department of Economics also lead, with the LSE, the large International Growth Centre recently established by DFID. These centres have support key research partner institutions in developing countries; and engage in extensive policy advisory work for governments, international agencies and civil society organisations.

ODID teaches some two hundred postgraduate students who include 60 DPhil candidates, another 60 on the two-year MPhil, and a further 120 students in four one-year MSc courses on Economics for Development, Forced Migration & Refugee Studies, Global Governance & Diplomacy, and Migration Studies. These programmes are research-led, and combine rigorous research methods training with applied thesis work which prepares students for both academic and policy careers. The Department is also home to a considerable number of post-doctoral fellows and academic visitors from a wide range of developing countries.

Further information about the Department can be found at: <http://www.geh.ox.ac.uk/>; and on the courses at [www.admin.ox.ac.uk/postgraduate/caz/deve.shtml](http://www.admin.ox.ac.uk/postgraduate/caz/deve.shtml)

## **Social Sciences Division**

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division.

The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit: <http://www.socsci.ox.ac.uk/>.

## **The College**

Green Templeton College came into existence in October 2008 as Oxford's newest college. It is the result of a merger between two graduate colleges, Green and Templeton. Green College was established in 1979 and named after its principal benefactors, Dr Cecil Green (a founder of Texas

Instruments) and his wife Dr Ida Green. Templeton College was originally the Oxford Centre for Management Studies which was renamed in 1983 and given a Royal Charter of incorporation in 1995 following a major endowment from Sir John Templeton.

The merger created a College with about 500 students, all of them postgraduate students. Reflecting the special focus of the two merging colleges, Green Templeton has particular strengths in management and medical sciences, but has also a broader range of interests. Its focus now is on human welfare and development in today's society, with a concentration on medical and life sciences, management studies, social policy, education, criminology, environmental science, and related social science disciplines. The College therefore attracts students, researchers and Fellows in these fields in a context which encourages interdisciplinarity through the cross-pollination of thinking and ideas.

The College community contains a Governing Body of some 75 Fellows (two of whom are at ODID) and a Research Fellowship of around 20 Fellows. The student body in 2008/9 included over 150 research students, 94 medical students, about 80 MBAs and 100 other postgraduate students on (mainly) taught masters' courses.

Further information about the College is available at [www.gtc.ox.ac.uk](http://www.gtc.ox.ac.uk).

### **General Conditions of Service**

1. Applications for this post will be considered by a selection committee containing representatives from both the Oxford Department of International Development and Green Templeton 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 Green Templeton 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.
2. 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. The University and the Oxford Department of International Development take the probationary period extremely seriously. Evidence of lecturing competence and of substantial progress in research are essential prerequisites for reappointment to the retiring age. Lecturers not meeting the required standards, as set out in the 'Guidance Notes for New Lecturers in the Social Sciences: Department of International Development, a copy of which will be given to new appointees, may not be recommended for reappointment.
3. 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.
4. 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*.
5. 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.

6. 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.
7. The holder of this post will be provided with IT hardware and software by the Department of International Development, to whom queries concerning equipment and support should be addressed.
8. 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.
9. 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.
10. All staff participate in the University's appraisal scheme, which is currently under review.
11. *Family support:* The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/ps/staff/family/>.
12. All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.
13. The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/ps/staff/family/>.
14. *Equality of opportunity:* The policy and practice of the University of Oxford 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.

15. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex. This document will be made available in large print, audio or other formats on request.
16. All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.
17. 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.