# Job description and selection criteria

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| Job title | Departmental Lecturer, Korean Studies |
| Division | Humanities |
| Department | Faculty of Asian and Middle Eastern Studies (formerly Oriental Studies) |
| Location | Oriental Institute, Pusey Lane, Oxford |
| Grade and salary | Grade 7: £33,309 - £40,927 per annum (pro-rata for part-time) |
| Hours | Part-time, 0.33 FTE |
| Contract type | Fixed-term, to 31 July 2025 |
| Reporting to | Chair of the Faculty Board |
| Vacancy reference | 159303 |
| Additional information |  |

### Overview of the role

The Faculty of Asian and Middle Eastern Studies is seeking to appoint an enthusiastic and well qualified scholar to engage in advanced study and primarily lecture and teach undergraduate and graduate students, as well as conducting some independent research. The Departmental Lecturer will support the teaching of Korean Studies in the Faculty of Asian and Middle Eastern Studies, providing *ad hoc* support and cover for some of the duties of the current Young Bin Min-KF Professor Korean Linguistics (Jieun Kiaer).

The Departmental Lecturer will teach undergraduates reading for the degrees of BA in Oriental Studies taking Korean as a subsidiary language with another Oriental Studies language, typically Chinese or Japanese, and postgraduate students reading for a MSt Korean Studies. Direct teaching time during term will be approximately 3 hours per week in the form of lectures, seminars and tutorials. Academic administration and examining will also be required. The Departmental Lecturer will also be encouraged to pursue their independent research and publish academic papers.

### Responsibilities/duties

* Undertake advanced academic study to underpin lectures and class teaching
* Lecture, tutor, and supervise undergraduate and postgraduate students (up to 3 hours per week), including teaching Korean texts and Korean translation.
* Produce lecture notes, course materials, reading lists, and reference guides
* Engage in assessment and university examining
* First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)
* Organise specific areas of the syllabus
* Participate in the undergraduate and graduate student admissions processes
* Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate
* In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
* Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and give poster presentations or briefings to disseminate research findings at conferences

## Selection criteria

### Essential

* Doctorate or equivalent qualification in Korean Studies with a focus on Korean Language/Korean Linguistics;
* An aptitude for teaching and some experience of teaching in UK university settings;
* Sufficient depth and breadth of knowledge in the subject to develop course materials and research proposals;
* Publication record and familiarity with the existing literature and research in the field;
* Experience of qualitative and quantitative research and analytical techniques.

### Desirable

* Expertise in and knowledge of the field of linguistic variation in Korean;
* Familiarity with pre-modern varieties of Korean, especially Late Middle and Early Modern Korean;
* Familiarity with the methods and techniques of Digital Humanities for Korean Studies;
* Ability to contribute ideas for new research projects and research income generation.

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

## If you need help

Help and support is available from: <https://staff.admin.ox.ac.uk/recruitment-support-faqs>.

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University’s pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

**Faculty of Asian and Middle Eastern Studies**

The Faculty of Asian and Middle Eastern Studies (a name change is planned for 2022) is located on a number of sites with its centre in the Oriental Institute on Pusey Lane, which is one of the largest institutions of its kind in Europe. The academic staff in Asian and Middle Eastern Studies teach and research the ancient and modern languages, literatures, and histories of the Near and Middle East, South Asia, and East Asia. The Faculty comprises six subject groups; this role is part of the Arabic, Persian and Turkish Subject Group.

The Faculty has some 240 undergraduate students, and around 200 postgraduate students at Master’s and doctoral level. It has over 90 teaching and research staff across an extremely wide range of subjects.

Its research has been consistently ranked exceptionally highly in external assessment, and is distinctive for the emphasis placed on engagement with the subject through materials expressed in the original languages of the areas studied, and for its intellectual rigour.

For more information on the Faculty of Asian and Middle Eastern Studies and its teaching and research please visit: <http://www.orinst.ox.ac.uk/>

### Humanities Division

The Faculty of Asian and Middle Eastern Studies is part of the Humanities Division along with more than a dozen other Faculties and institutions. The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; Theology and Religion; 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, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our 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.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](http://www.schwarzmancentre.ox.ac.uk/).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

Even though the Faculty of Asian and Middle Eastern Studies is not physically moving into the new Schwarzman Centre building after its completion, it will have full access to the new exhibition and performance spaces and will be closely involved in cross-faculty initiatives of the Centre.

For more information please visit: <https://www.humanities.ox.ac.uk/home>

**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](http://www.ox.ac.uk/about/organisation)

**Important information for candidates**

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University’s Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

# Benefits of working at the University

## Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care> Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk)