



BALLIOL
COLLEGE
UNIVERSITY OF OXFORD



DPIR
DEPARTMENT OF POLITICS &
INTERNATIONAL RELATIONS

Job description and selection criteria

Job title	Bingham Early Career Fellowship in Constitutional Studies
Division	Social Sciences
Department	Balliol College and Department of Politics and International Relations (DPIR)
Location	Balliol College OX1 3BJ, and DPIR, Manor Road Building, Manor Road, Oxford
Grade and salary	Grade 7.1-7.4 £36,024-£39,347
Hours	Full time, 37.5 hours per week
Contract type	Fixed term for four years
Reporting to	Master of Balliol College and Head of Department of Politics and International Relations
Closing date	12:00 noon GMT Friday 15 March 2024
Interview date	TBD w/c 15 April 2024

Overview of the post

[Balliol College](#) and the [Department of Politics and International Relations](#) are seeking to appoint a suitably qualified person to an Early Career Fellowship in Constitutional Studies. The post will be associated with a supernumerary Fellowship at Balliol College. The Bingham Early Career Fellowship in Constitutional Studies is designed for an individual with outstanding potential at an early stage of their academic career. The post is available for a fixed term of four years and the person appointed is expected to start on 1 September 2024 or as soon as possible thereafter.

The successful candidate will be someone who holds or is close to completing a doctorate, or equivalent academic achievement, in a substantive area of political or other social science; and who has an appropriate research output. The Fellow will be expected to teach at undergraduate and graduate level and to carry out a programme of work in Constitutional Studies, in cooperation with the College and the Department.

The Fellowship will also enable the person appointed to initiate new research projects for which external research funding may be sought.

Duties of the post

The Bingham Early Career Fellow will be expected:

For both Balliol College and the Department of Politics and International Relations:

- to contribute, through their research, to current debates over the development of the British constitution;
- to undertake independent, advanced research in Constitutional Studies and to identify and develop lines of original enquiry in their chosen field and to seek external research funding to support them;
- to produce for publication articles and/or a monograph, based on their independent research and of international standing.

For Balliol College:

- to teach for Balliol College up to a maximum of six hours per term-time week in subjects within their expertise, to include the core paper in British Politics & Government since 1900 (202) and topics from the first year Introduction to the Practice of Politics (ability to teach Comparative Government (201) and/or Political Sociology (220) may be an advantage) [[PPE course](#) including student handbooks; [DPIR Undergraduate Applicants](#)].
- to contribute to the academic life of the College, participating in such academic activities as admissions, and with the pastoral care of students;
- to engage with assigned academic mentor(s) and to participate in professional development; and
- to lead a termly research seminar for Balliol College in Constitutional Studies;

For the Department of Politics and International Relations

- to provide class teaching and lecturing to support undergraduate courses in Modern British Government and Politics (204) and British Politics and Government since 1900 (202);
- to make a contribution to DPIR graduate research methods teaching and graduate supervision;
- to contribute to course development and the provision of course materials for these courses, including reading lists and reference guides;
- to assist in assessment and university examinations at the undergraduate and graduate levels as required;
- to assist in the evaluation and admission of graduate students;
- to participate in administrative tasks to support teaching, supervision, admissions, examining, research, and other activities of the Department; and
- to play an active role in the intellectual life of the Department, both during term-time and vacations.

The Department uses a system of 'stint points' to measure teaching and supervision workload. This post has a stint expectation of 86 stint points per year for DPIR. The teaching and lecturing for the Department would count towards fulfilment of the stint expectation. The tutorials and other activities for Balliol College would not. Please see the Stint Tariff (Appendix 1) for further details of how Departmental stint is calculated.

Eligibility

To be eligible to apply for the Fellowship, candidates should:

- be at an early stage of an academic career, not previously or currently in a permanent academic post, and normally within four years of completion of a doctorate (excluding career breaks);
- be at post-doctoral level or able to evidence that a doctorate is close to completion.

Selection Criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria. To be successful, candidates will also need to demonstrate that they meet the following selection criteria:

- excellent knowledge and understanding of the politics and the law of the British constitution, acquired through academic study in the United Kingdom or elsewhere;
- proof that they have, or are close to completing, a doctorate or equivalent academic achievement in a substantive area of political or other social science;
- outstanding promise in their field;
- 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;
- capacity to assist with the pastoral and academic oversight of Balliol's undergraduate and graduate students;
- the ability or potential to contribute to current and ongoing research in constitutional studies in the University;
- a proven ability to contribute independent advanced research of an international standing to the Department's research publication profile;
- the ability or potential to produce published work which will make a significant contribution to public debate over constitutional reform;
- an informed interest in the full range of academic duties and in progressing to an academic post, whether at Oxford or elsewhere, and
- commitment to their own professional development.

Balliol College

Balliol is one of the best known of all the Oxford colleges. It combines an outstanding academic reputation with a welcoming and cosmopolitan environment. Balliol enjoys a strong sense of collective identity, shared by academics, students, staff, and alumni. It is one of the larger Oxford colleges, with almost 400 undergraduates and a nearly equal number of graduates; numbers of applications per place at both undergraduate and graduate level exceed those of most other colleges. Balliol has a high profile in Politics & International Relations and in Law, with four Tutorial Fellows in the disciplines, as well as associations with senior officers and holders of statutory chairs in the Social Sciences Division, including the Montague Burton Professor of International Relations, the Professor of the Philosophy of Law, the Ernest Butten Professor of Management Studies, the Professor of Internet Studies, the Director of the Oxford Martin School, and the Dean of the Said Business School.

Balliol was instrumental in the creation of PPE, to which degree it admits 12-14 undergraduates a year, with a further 1 or 2 to History & Politics. At any one time it has around 50 students reading for advanced degrees in Politics & International Relations and in Law. The post-holder will be expected to give an agreed level of College tutorial or small group teaching in Politics at undergraduate level, to act as a Personal Tutor/College Adviser to some undergraduates and graduates, to submit termly reports on any Balliol students they have tutored and to attend Tutorial Board and Academic Progress Committee meetings as required, to set and mark collections (internal college examinations) associated with papers taught in College, and to take part in the relevant College admissions exercises.

The Bingham Early Career Fellowship has been established through the generosity of an anonymous benefactor, with the objective of encouraging interest in and knowledge of the British constitution among students at Balliol and Oxford more broadly, and in honour of the late Lord Bingham of Cornhill, Balliol College Visitor and Senior Law Lord. In his memory also the College hosts the Bingham Lecture, past speakers at which include Dr Jesse Norman MP, Professor Anand Menon, and Lord (Philip) Norton of Louth.

Department of Politics and International Relations

The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post- doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

University of Oxford

Welcome to the University of Oxford. We 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.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2021/22 exceeded £700m and we rank first in the UK for university spin-outs, with more than 300 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

Terms and conditions

1. The ECF will be employed by Balliol College, with responsibilities including to work 30% for the Department of Politics and International Relations.
2. This is a fixed-term, non-renewable post from 1 September 2024 or as soon as possible thereafter for a period of 4 years, with an initial probationary period of 12 months. It does not carry an entitlement to sabbatical leave.

The successful candidate will be elected to a supernumerary Fellowship at Balliol College for an initial period of three terms. Following successful completion of probation, on the basis of a written report submitted in the third term and review by the College's Academic Committee, the ECF will be confirmed in post and re-elected to a supernumerary Fellowship until 30 August 2028. Appointment will also be subject to provision of proof of the right to work in the UK.

Pay and benefits

1. The ECF will be appointed on Grade 7 of the Oxford salary scale, at stage 1 £36,024, rising after successful completion of probation by one point annually to stage 4 (currently £39,347) in year 4, and will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

Balliol College Benefits:

2. The ECF will be offered single accommodation in College if it is available, for which a rent will be charged.
3. A teaching room (which may be shared) will be provided.
4. The ECF will be a full Member of the Senior Common Room and will be entitled to full dining rights at the College whenever the kitchens are open. (While most dietary requirements can be accommodated, additional needs cannot be guaranteed to be met.)
5. The ECF will be entitled to claim research expenses up to £1,105 p.a., currently (pro-rated in the event of part-years; reimbursed on the basis of submitted receipts).
6. The College has a contributory private Medical Insurance arrangement which the successful applicant may join.
7. The College follows University guidelines for parental leave, and arrangements can be made for shared parental leave.
8. An ECF with parenting responsibilities for a pre-school child or children will be entitled to apply to Balliol's Day Nursery. The University has four subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list.

Application procedure

Applications, comprising a completed application form (Appendix 2), covering letter (1-2 pages, including teaching experience), a curriculum vitae with details of qualifications and experience, and a statement of current research interests and publications (1-2 pages), should be sent electronically to the College Office at college.office@balliol.ox.ac.uk no later than 12 noon GMT on Friday 15 March 2024. Applications received after the closing date will not be accepted.

Potential applicants wishing to discuss the post should contact one of the Fellows in Politics, [Sudhir Hazareesingh](#) or [Dan Butt](#), or the Senior Tutor, [Nicola Trott](#).

Candidates are asked to complete the [Equal Opportunities Monitoring Form](#) on the Balliol College website (note that the form is anonymous and 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 the selection committee).

References may be taken up at either long- or shortlisting stage. The three academic referees listed on the application form will be asked to send electronic references direct to the [College Office](#). Any candidate who would prefer one or more of their referees only to be approached in the event that they are called for interview should state this in their application, alongside the details of the relevant referee(s).

Interviews will be held on a date TBD in the second half of April 2024. Shortlisted candidates will be asked to give a teaching demonstration and a research presentation as part of a formal interview process.

Applications are particularly welcome from women and black and ethnic minority candidates, who are under-represented in the College and the Department.

Appendix 1

DPIR Stint Tariff

Teaching	Stint Units
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar	3
2-hour class/seminar	6
Other teaching provision	Apply for approval
Supervision	
Supervision of one DPhil student (during fee liability)	24 p.a.
Supervision of one DPhil student (first year beyond fee liability)	12 p.a.
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student* (during fee liability)	12 p.a.
Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR 'Departmental Assessor' for IR DPhil students.	4 p.a.
Supervision of one MPhil student (year 1)	8 p.a.
Supervision of one MPhil student (year 2)	12 p.a.
Supervision of one MSc student	12 p.a.

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

Appendix 2



**BALLIOL
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Early Career Fellowship application form

This form is [available to download as a Word document here](#).

Please complete all sections of this form and submit it, together with a covering letter, CV, and research statement:

Surname:

First names:

Title:

Postal address:

Telephone no:

E-mail address:

University/College attended:
(with dates)

Appointments held (with dates):

Academic referees (please give name, full address, and e-mail address):

1.

2.

3.

How did you hear of this post?

Signature:

Date:

Balliol College and the University of Oxford are Equal Opportunities Employers.

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