

UNIVERSITY OF OXFORD

Mathematical, Physical and Life Sciences and Department for Continuing Education

in association with Kellogg College

UNIVERSITY LECTURERSHIPS IN SOFTWARE ENGINEERING

Description of Joint Appointment and Application Procedure

Applications are invited for three new University Lecturerships in Software Engineering. The successful applicants will join the staff of the University's Software Engineering Programme in teaching and researching the application of scientific principles to the development of software systems. The salary will be on a scale up to £50,589 per annum. (See Appendix B.)

An advanced degree in a related subject, proven teaching ability, and a strong research record — of international standing — are all essential requirements. Applications are particularly welcome from those with expertise in software and systems security, service-oriented architectures, or model-driven development.

The appointments will be associated with official fellowships at Kellogg College, Oxford. (See Section III.) and the appointees will be members of the Governing Body of the college. The closing date for applications is Monday 27 November 2006.

Duties

Lecturers on the Software Engineering Programme are expected to teach six (one-week) taught modules each year, and supervise a number of part-time students. They are expected to serve as assessors and examiners as required, and to contribute to the strategic development and administration of the teaching programme. Modules are delivered at all times of the year: these duties will not be confined to university terms, and may include evening and weekend activities in Oxford and elsewhere. In fulfilling these duties, they will work under the supervision of the Director of the Programme.

Lecturers on the Programme are expected to engage in research to an international standard of excellence, within the broad discipline of Software Engineering. They are expected also to apply for funding to support the research activities of the Programme, and to undertake the supervision of doctoral students.

They will be responsible to the Director of the Computing Laboratory and the Head of the Department for Continuing Education.

Selection Criteria

The following are essential:

- (1) a strong research record—of international standing—in Software Engineering, and evidence of research potential;
- (2) teaching experience in Software Engineering, and evidence of teaching ability;
- (3) an advanced qualification in Software Engineering or a related subject;
- (4) evidence of ability to work as part of a team;
- (5) a convincing familiarity with the problems of large-scale, industrial software development.

The following are desirable:

- (6) a track record of obtaining research funding;
- (7) some experience of providing professional education;
- (8) readiness to undertake teaching and research in the broad areas of software and systems security, service-oriented architectures, or model-driven development.

However, applications will be considered from anyone with significant research expertise and teaching experience in any area of modern software engineering.

Application Procedure

Applications should take the form of a letter of application, stating the post title and briefly explaining how the applicant meets the selection criteria, supported by: (1) a full curriculum vitae (resume); (2) an account of teaching experience; (3) a statement of research interests; (4) a complete list of publications; (5) the names and addresses of three referees (no more than two of whom should be from the same institution).

These should be emailed to lecturership@comlab.ox.ac.uk or posted to: The Administrator, Oxford University Computing Laboratory, Wolfson Building, Parks Road, Oxford, OX1 3QD to arrive no later than Monday 27 November 2006.

Applicants must ask their referees to consider these further particulars and write directly to the above address (fax (+44 1865 273832) or email will suffice) so that references arrive by this closing date.

It is planned to hold interviews during the week of 8 January 2007; short-listed applicants will be invited to present (an extract of) a sample lecture, of approximately 25 minutes' duration, on a topic within software engineering, such as would be suitable for an audience of Masters' students; there will also be a formal interview, which will afford an opportunity to discuss research.

All reasonable interview expenses will be reimbursed. The recommendations of the selection committee will be subject to ratification by the Divisional Board, the Continuing Education Board and the Governing Body of Kellogg College. The appointments will be subject to satisfactory completion of a medical questionnaire. The appointees will also be required to provide proof of their right to work in the UK.

UNIVERSITY OF OXFORD

UNIVERSITY LECTURERSHIPS IN SOFTWARE ENGINEERING

FURTHER DETAILS CONCERNING THE UNIVERSITY POST

A The Departments

The University of Oxford employs over 8,100 academic, research and support staff across a wide range of academic disciplines. Its mission is to achieve and sustain excellence in every area of its teaching and research, maintaining and developing its historical position as a world-class university, and enriching the international, national, and regional communities through the fruits of its research and the skills of its graduates.

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences) and the Department for Continuing Education. The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, the Computing Laboratory, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, the Mathematical Institute, the Department of Physics, the Department of Statistics, the Department of Plant Sciences and the Department of Zoology. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division. The Department for Continuing Education, the largest in the University in teaching terms, runs a wide range of part-time programmes, many in association with other departments of the University. Courses extend from introductory part-time courses for the public to a growing number of postgraduate Masters' degrees and Doctorates. The Software Engineering programme is part of the Department's range of courses offered to professional groups.

The Software Engineering Programme is a joint venture of the Computing Laboratory and Continuing Education. It teaches advanced courses in software engineering to experienced professionals on a part-time basis: the students on the programme are all in full-time employment, working for a variety of organisations, including Chase, Cisco, Deutsche Bank, IBM, Merrill Lynch, Microsoft, Oracle, QinetiQ, and Reuters.

At present, the Programme delivers 50 modules each year in 25 different subjects. More than 400 modules have been delivered to date, mostly within Oxford, but also at facilities belonging to IBM, Nominet, Sophos, and the European Space Agency (ESA). There are more than 200 students currently working towards a postgraduate qualification, many of whom hold key positions within their organisations.

The success of the Programme has led to the establishment of a 40-strong research group, including departmental lecturers, teaching assistants, research assistants, and doctoral students (all based in the Computing Laboratory). For more information about:

- the University, see www.ox.ac.uk
- the Computing Laboratory, see www.comlab.ox.ac.uk
- the Department for Continuing Education, see www.conted.ox.ac.uk
- the Programme, see www.softeng.ox.ac.uk

Informal enquiries regarding these appointments may be addressed to the Director of the Programme: email Jim.Davies@comlab.ox.ac.uk, or telephone +44 1865 283521.

B Standard Terms and Conditions

1. Applications for this post will be considered by a selection committee containing representatives from the Computing Laboratory, the Department for Continuing Education, and Kellogg 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 Mathematical, Physical, and Life Sciences Divisional Board, the Continuing Education Board, and the Governing Body of Kellogg College, on the basis of a recommendation made by the selection committee. No offer of appointment will be valid until and unless the recommendation has been approved by the Boards and the Governing Body, and a formal contractual offer has been made.
2. The successful candidate will be appointed on the Oxford scale for university lecturers without tutorial fellowships, (£37,642–£50,589). 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).
3. 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 departments may be eligible for additional payments.
4. 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. 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.
5. 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. 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 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.

8. 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.
9. All staff participate in the University's appraisal scheme which is currently under review.
10. 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, or at the fifteenth week before the expected week of childbirth have had two years' continuous service with any employer in the past, or were at any stage entitled to the benefits of a previous employer's paid maternity leave scheme, women may take up to 26 weeks leave on full pay plus a further 26 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.
11. 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 or placed with childminders through the network whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school age children. Further information may be obtained from the childcare website (www.admin.ox.ac.uk/eop/child) or by emailing childcare@admin.ox.ac.uk, or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.
12. *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 his or her sex, marital or civil partnership status, sexual orientation, religion or belief, racial group or disability.

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

13. 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.
14. All reasonable interview expenses will be reimbursed. 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.
15. 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.

FELLOWSHIPS AND REMUNERATION

Academic appointments at Oxford

There are three main categories of academic post at Oxford: professorships, readerships, and lectureships. Professorships and readerships form respectively about 11 per cent and 3 per cent of the posts on the academic establishment: the vast majority of initial academic appointments are therefore to lectureships.

Most academic posts at Oxford have a formal association with a college. University lectureships are often linked to tutorial fellowships at colleges: the holder is expected to undertake six hours or more of college teaching a week during term, and will receive part of their basic stipend from the college. The posts advertised here, however, will be linked to *non-tutorial fellowships*: the holders have equivalent teaching duties, but will receive all of their basic stipend from the University.

**SALARY SCALE FOR UNIVERSITY LECTURERS
WITHOUT TUTORIAL FELLOWSHIPS**

As of 1 August 2006, the pay scale for lecturers with non-tutorial fellowships is:

£

37,642

38,772

39,935

41,133

42,367

43,638

49,947

46,295

47,685

49,116

50,589

UNIVERSITY OF OXFORD

KELLOGG COLLEGE

University Lecturership in Software Engineering

KELLOGG COLLEGE, Oxford's 36th college, is the base for part-time and other adult students in the University. The President and Fellows of Kellogg College are committed to supporting the lifelong learning work of the University and to the expansion of opportunities for adult, part-time and professional development students. The College was inaugurated in May 1990, matriculated its first students in 1992 and is working towards a programme of growth over the next decade. Its current student body numbers 350. The work of Kellogg College continues the tradition in which Oxford for over 100 years has played a pioneering role in providing opportunities for men and women wishing to study while still continuing with other aspects of their lives. The mission of Kellogg is to create more opportunities for lifelong learning, and to give more people access to Oxford and to higher education.

The Fellows will become Official Fellows of Kellogg College and members of its Governing Body. Fellows are expected to play a full part in college life, both in the governance of the college and by acting as advisers to students. Fellows will have the rights of Common Table, together with modest academic and library allowances.

The College is in the process of acquiring a new site on the Norham Manor Estate of North Oxford, and is currently planning its move to the new site from the accommodation which it now occupies in Wellington Square. The College's administrative offices are based at 62 Banbury Road, whilst student accommodation is already established on Bradmore Road. Further development of the new site will enable all facilities (teaching, library, academic and dining) to be accommodated there during 2007.

Members of the current student body are undertaking postgraduate taught and research degrees as well as postgraduate certificates in a diverse range of subjects including: Advanced Cognitive Therapy, Applied Landscape Archaeology, Applied Linguistics and Second Language Acquisition, Archaeology, Architectural History, Bioinformatics, Business Administration, Creative Writing, Criminology and Criminal Justice, Diagnostic Imaging, English Local History, Education (PGCE), Educational Studies, E-Learning, Evidence-Based Health Care, Global Health Science, International Human Rights Law, Mathematical Finance, Modern History, Professional Archaeology and Software Engineering.

The College is pleased to consider applications from students in subjects other than those listed above who can be considered as corresponding to the normal Kellogg student profile of mature lifelong learner.

Adult or part-time students, whether resident in Oxford or not, have a particular need for a college association which offers full participation in college and University activities and an opportunity to meet with other students and Fellows on an informal basis.

The College is able to offer its students:

- some residential accommodation for full-time students, as well as accommodation for occasional overnight stays by part-time students.
- computing and study facilities;
- academic bursaries;
- research grants;
- a College Adviser who is ready to offer assistance with both academic and other problems and to help integrate the student into College life;

- a dining allowance to encourage students to attend the regular College Night and more formal Guest Night dinners held throughout the academic year;
- College events organised around part-time study and work/family commitments;
- a single integrated Common Room providing an opportunity for students (part-time and full-time) and Fellows to mix freely at events throughout the year;
- sensitivity to the particular need of non-residential students to remain in touch with the life of the College and University (eg communication by email; forwarding of post).

Please note that that the University of Oxford requires all students registering for degrees to attend a matriculation ceremony in person in Oxford within two terms of starting a course.

Enquiries should be addressed to the College Secretary/Registrar who will be glad to provide further information.