Further particulars for a Part-Time College Lectureship and Fellowship in Cell Biology/Biochemistry

July 2020
Requirement

St John’s College is looking to appoint a Part-Time College Lecturer and Fellow in Cell Biology/Biochemistry from 1 October 2020 for an initial period of three years.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the Colleges in the University of Cambridge. It is a registered charity and the charitable purposes of the College are the advancement of education, religion, learning and research.

The College has some 150 Fellows covering the complete range of academic disciplines. The student body is made up of both undergraduate and graduate students. The College has some 600 undergraduates in residence and admits approximately 170 new undergraduates every October. St John’s has on average approximately 340 postgraduate students in residence and admits over 100 postgraduate freshers every year. The College fully funds about 20 research studentships, and provides supplementary funding for many more of its graduate students. The College is a diverse community with 16% of its undergraduates and 54% of its postgraduates coming from overseas.

The advancement of learning and research is a fundamental aim of the College. The College employs between 12 and 18 full-time Research Fellows, and provides an academic home to further Post-doctoral Research Associates, who participate in the social and intellectual life of the College. The successful appointee can expect to benefit from participating in an interdisciplinary community of scholars, and from accessing funds to support his or her academic research.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Principal Responsibilities and Duties

Job title: Part-Time College Lecturer in Cell Biology/Biochemistry

Responsible to: The Director of Studies for the subject and the Director of Education & Senior Tutor

Job purpose: To provide supervisions to undergraduate students during the twenty teaching weeks of the Cambridge academic year; to act as a Director of Studies if appointed to that post; to actively participate in outreach and admissions activities; to examine students in College examinations; to assess applications for scholarships and Research Fellowships; and to pursue scholarship and research; to provide intellectual leadership to students.

Main responsibilities

Teaching

- To arrange and teach the specified hours of supervisions (individual/small-group teaching) per week to undergraduate students within the College and at other colleges pursuant to reciprocal teaching arrangements, during the twenty teaching weeks of the Cambridge academic year. The specified hours refer only to contact time: the appointed person will be expected also to prepare for the teaching and mark any submitted work. The nature of supervisions to be given, and the size
of the supervision group, will be agreed with the Director of Studies (or other designated person in the case of departmentally arranged supervisions)

- To provide clear guidance to students at the start of a set of supervisions about what is expected of them in terms of preparation, participation in supervision discussions, deadlines for submission of work and the arrangement of supervision times
- To ensure that students receive timely feedback on their supervision work during term, both week by week in supervisions and through reports using CAMCORS (the undergraduate supervision reporting system)
- To liaise regularly with the Director of Studies and relevant Tutor on student progress, in particular reporting any problems in student academic performance
- To liaise regularly with other Fellows in the subject on the organisation and progress of teaching in the subject and on library provision for the subject
- To participate in the periodic reviews of each subject carried out in the College
- To maintain good relations with the relevant Faculty, keeping up to date with changes in Faculty courses and policy

**Direction of Studies**

- The postholder will be asked to act as sub-Director of Studies in Biology of Cells, organising and overseeing the undergraduate teaching programme. He or she may, in due course, also be requested to act as overall Director of Studies for Natural Sciences (Biological)
- Direction and Sub-direction of Studies would be remunerated additionally, and a separate job description would be issued

**Outreach and Admissions**

- To assist in responding to admissions-related enquiries through the academic year
- To participate in outreach activities including attending open days and other visits of prospective candidates and school teachers and, if requested to do so, to help organise such events
- To assist in producing and updating subject-related admissions information
- To participate in admissions assessments and interviews, including setting and marking any admissions tests (admissions interviews would be separately remunerated)

**Examining**

- To participate in the organisation, setting, invigilating and marking of College examinations and progress tests (for which additional remuneration is paid)

**Research**

- To pursue scholarly research within his/her specialist field to provide intellectual leadership in the field to students, and be active in presenting and publishing research
- To participate in the activities of national and international organisations, publications and conferences relating to the relevant research specialism

**Additional responsibilities**

- To attend and when required, contribute to, induction events for new students
- To contribute to the academic life of the College, fostering and promoting excellence in the study environment in the relevant subject and engaging in societies, seminars and other events
- To assist in assessing applications for scholarships and Research Fellowships, when requested to do so
- To serve on a small number of College committees, when requested to do so
To participate in an annual appraisal system for members of the academic staff

The above description is not exhaustive and the individual would undertake other responsibilities appropriate to the role if reasonable and asked to do so.

**Person specification**

Applicants should currently hold an existing teaching appointment in any relevant University Department or hold a funded position within a non-University research affiliated organization, within reach of Cambridge. Applicants should have excellent communication skills and the ability to teach their subject to the highest quality.

**Terms and Conditions**

**Terms and Conditions for Part-Time College Lecturers**

**Length of contract:**

- This post is offered initially for a period of three years.

**Remuneration of Part-Time College Lecturers**

- The Stipend offered will, with effect from 1 October 2019, be in the range of £6,498 and £10,002 per annum (placement on the College Supervision Rate or ‘CSR’ scale will be dependent on experience). This stipend is based on six hours teaching a week in pairs and is inclusive of a fixed element of £1,680 p.a. The actual stipend paid will be adjusted to reflect the actual number of supervisions delivered (please see table below).

<table>
<thead>
<tr>
<th>Standard stipend for different hours/</th>
<th>CSR1</th>
<th>CSR2</th>
<th>CSR3</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4,089</td>
<td>4,965</td>
<td>5,841</td>
</tr>
<tr>
<td>4</td>
<td>4,892</td>
<td>6,060</td>
<td>7,228</td>
</tr>
<tr>
<td>5</td>
<td>5,695</td>
<td>7,155</td>
<td>8,615</td>
</tr>
<tr>
<td>6</td>
<td>6,498</td>
<td>8,250</td>
<td>10,002</td>
</tr>
</tbody>
</table>

- The stipend is pensionable under the Universities Superannuation Scheme (USS).

- Additional remuneration will, if applicable, be paid for taking on a Director of Studies or Tutor role and for examining and interviewing of candidates for admissions (see below).

**Additional payment for Director of Studies role:**

<table>
<thead>
<tr>
<th>Basic</th>
<th>£831</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plus per pupil (sole direction)</td>
<td>£166.14</td>
</tr>
<tr>
<td>Plus per pupil (direction shared)</td>
<td>£83.07</td>
</tr>
</tbody>
</table>

**Additional payment for Interviews:**

Payments for each interview of an applicant for admission as an undergraduate shall be made equal to one half of the hourly intercollegiate supervision rate for classes of one (currently £14.89...
per interview). No additional payments are made to Tutors for admission interviews as these are included within the stipend for the role.

**Additional payment for Examinations:**

Payments for College examinations shall be made at the rates specified in the University Statutes and Ordinances under ‘Payments to Examiners and Assessors 3(a)’ which are currently:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>For acting as an Examiner</td>
<td>£110</td>
</tr>
<tr>
<td>For marking answers to a complete written paper of at least three hours</td>
<td>£9</td>
</tr>
<tr>
<td>For marking answers to a complete written paper of two hours</td>
<td>£5</td>
</tr>
<tr>
<td>For marking answers to a complete written paper of less than two hours</td>
<td>£4</td>
</tr>
</tbody>
</table>

**Benefits for Fellows of the College**

St John’s College provides a range of benefits to Fellows of the College as set out below. These are non-contractual and may be changed or withdrawn by the College.

**Accommodation**

The College currently provides its Fellows with a number of alternative types of assistance with housing as summarised below.

- **Living in College**

  A Fellow who wishes to reside in the College may apply for single residential accommodation (a ‘residential set’). This is provided free of rent but is subject to the payment of a service charge to the College to cover the provision of utilities and furniture.

- **Housing allowance**

  Any Fellow who cannot take-up the opportunity to live in College as he/she has a partner/family with whom he/she wishes to reside, may apply during the first four years of his/her Fellowship for a non-pensionable housing allowance to assist with renting a flat or house. The allowance is currently the lower of £620 per month and 50% of the rent the Fellow is actually paying. The housing allowance is taxable and the property must be within 20 miles of the College. The payment of the allowance can start up to one month before entry into the Fellowship and terminates on the fourth anniversary of commencement of the Fellowship.

- **House Purchase Scheme**

  The College currently runs a House Purchase Scheme to assist Fellows with the purchase of a flat or house in the Cambridge region. This is a co-ownership scheme, with the College and the Fellow co-owning a property selected by the Fellow. The College’s contribution is a maximum of £200,000. Rent is payable by the Fellow to the College each year at 1.25% of the value of the College’s contribution, with the rent indexed annually by CPI. The Fellow is responsible for the maintenance and insurance of the property. When the property is eventually sold, the value of the College’s share is the College’s original contribution indexed by two recognised East Anglia house price indices. The Fellow can increase his/her share of the property at any time through purchasing some or all of the College’s share.

The above is a brief summary and further details of the housing assistance provided by the College are available on request.
Separately from the College, the University has created subsidised accommodation at Eddington (a development in North West Cambridge) for which College employees may be eligible, subject to availability and in accordance with the rules of their scheme. Eddington is a new district situated between Huntingdon Road and Madingley Road and is a purpose-built new neighbourhood for the University and wider community with a primary school, state-of-the-art community and performing arts centre, Sainsbury’s supermarket, parkland and sporting facilities. For more information visit nwcambridge.co.uk. To make an application please follow the link on the University’s Accommodation Service website at https://www.accommodation.cam.ac.uk/

Dining

- Fellows are able to dine and lunch at the Fellows’ Table as often as desired, with ninety meals per quarter (either lunch or dinner) being at College expense. A guest may also be brought to dinner or lunch at the Fellow’s expense (though the entertainment allowance described below can be used to cover the cost of academic or ‘business’ guests).

Fellows’ Grants and allowances

- Fellows can apply for Teaching and Research Grants to provide assistance with research activities, attending conferences and purchasing books, and for obtaining secretarial assistance if required. The normal monetary limit for Fellows for such grants is currently £1,800 per year (with an ability to carry forward unspent allowance from one year to the next, within limits);
- Fellows can also obtain assistance of up to £1,000 every four years for the purchase of computer equipment;
- Fellows may apply for a grant from the College to support a seminar or conference they are organising in the College under the Research Enterprises and Conferences scheme;
- Fellows may claim reimbursement of expenses of entertainment on behalf of the College (up to a specified monetary limit, currently £395 p.a.).

Healthcare and well-being schemes

Fellows are eligible to join two healthcare schemes following 3 months’ service:

- A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover. Non-contributory or contributory BUPA membership is a taxable benefit; and
- A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the Fellow and dependent children under 18 years and provides cover up to the state pension age. Fellows are assumed to want to be included in the scheme unless they exercise the right to ‘opt-out’. This is a taxable benefit.

Sporting Facilities

- Fellows are welcome to utilise the College sporting facilities and the Fitness Centre.

Childcare

- Nomination to the College Nursery.

The benefits offered to Fellows are non-contractual and subject to change.
This note is intended as a summary and additional information can be found in the Fellows’ Handbook which is sent to new Fellows on joining the College and in the Standing Orders which are made available via the College’s website.

**Recruitment Process**

Please include in your application:

- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A list of publications;
- A statement of current research interests and any teaching experience;
- A full Curriculum Vitae;
- A brief application form;
- The names and contact details of three referees who are prepared to recommend you. Applicants are asked to arrange for these three references to be submitted to the HR Department by the closing date.
- Candidates will be asked to do a short teaching presentation and a short research talk as part of the interview process, if shortlisted.

Applications should be sent:

- by email to: recruitment@joh.cam.ac.uk
- or post to HR Department, St John’s College, Cambridge, CB2 1TP, England

The closing date for the receipt of completed applications is **09:00 on Tuesday 1 September 2020**. Interviews are expected to be held during the week commencing **14 September 2020**.

Information provided will be treated as confidential and processed in accordance with the College’s Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John’s College, Cambridge, CB2 1TP.