



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the
College Associate Lectureship and
Fellowship in Economics**

March 2023

Requirement

St John's College is looking to appoint a College Associate Lecturer and Fellow in Economics from 1 October 2023. This is an early career development post and is offered for a fixed-term period of five years.

The successful candidate will be expected to teach on average nine hours of small group teaching a week during the twenty teaching weeks of the year (amounting to 180 hours of contact time) and to cover a role(s) as a Director of Studies in Economics (within a team of three) as required.

St John's College

St John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. The St John's community includes c. 575 undergraduate and c. 400 postgraduate students, and around 150 Fellows in every academic discipline offered in Cambridge. Students and academics alike come from every sort of background, across the UK and the world. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 19% of its undergraduates and 52% of its postgraduates coming from overseas.

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

Economics at St John's College

Each year the College admits up to 172 undergraduates. Of these, typically between 9 and 12 read Economics and they are normally chosen from among 75 applicants. Students are admitted to the College strictly on academic merit, though the College also hopes that its UK students will be representative of wider patterns of high educational achievement in the country.

Currently the college has 4 Teaching Fellows – Professor Meredith Crowley, Professor Robert Evans, Dr Petra Geraats, and Dr Gabriella Santangelo; and one Emeritus Fellow in Economics, Professor Sir Partha Dasgupta.

The main teaching duties of the successful applicant will be to provide supervisions to undergraduates reading for the Economics Tripos. The appointee's teaching load will be on average nine hours per week consisting of supervisions. Undergraduates are normally supervised in groups of 2-4, but may be supervised in smaller or larger groups, depending on the course content. Details about the BA in Economics may be accessed at <http://www.econ.cam.ac.uk/apply/ba-economics>. The College currently has teaching needs in Microeconomics, Quantitative Methods (Mathematics & Statistics) and Econometrics but is interested in receiving applications from candidates who can teach in other areas of the BA in Economics where there is demand.

The applicant will also be expected to cover a role(s) of Director of Studies in Economics (within a team of three) when appropriate. The main purpose of this role is to oversee the teaching of undergraduates and ensure that the College maintains its high standards for instruction and student support. The duties of this role include coordinating supervisions for Economics courses, meeting the students individually several times per year, and participating in College open days, orientation sessions, admissions and interviews.

The successful applicant will also be expected to support the general intellectual culture among the Economics students in the College. The College also has an Economics Society run by the undergraduate students with the same purpose.

The College Library has a well-stocked Economics collection which contains most of textbooks required for undergraduate study. Access to online material is available through the University network and the Faculty of Economics.

The Faculty of Economics

The Faculty admits around 165 undergraduates, 175 MPhil students and 20 PhD students per year, making the total student body around 750 students.

As stated on the Faculty of Economics website, *'The Faculty of Economics at the University of Cambridge is one of the longest standing as well as being one of the leading economics faculties in Europe. The Faculty has a global reputation for outstanding academic achievement and world-class original research. The Cambridge Faculty of Economics Tripos (undergraduate course) has been consistently rated No. 1 in The Complete University Guide.*

The Faculty runs a number of weekly seminars, workshops, and reading groups which bring together academics from across the Cambridge Colleges and the University for lively and engaged discussion of frontier research. Seminars are organised in traditional subfields (micro, macro, etc.) as well as around cross-cutting research themes, such as the economics of networks.

More information can be found here:

<https://www.econ.cam.ac.uk/faculty-info>
<https://www.econ.cam.ac.uk/research/research-groups>

As well as the BA in Economics, the Faculty offers the Advanced Diploma in Economics as well as three MPhil courses and a PhD programme.

<https://www.econ.cam.ac.uk/postgraduate-studies>

Principal Responsibilities and Duties

Job Title: College Associate Lecturer

Job purpose: A fixed-term early career stage appointment in which the College Associate Lecturer will: (a) Work with/under the direction of the Directors of Studies for Economics and the Senior Tutor at St John's College to provide excellent supervisions in Economics in courses from the Economics Tripos at the University of Cambridge; (b) Undertake scholarly research within your specialist field and build a high quality publication record; (c) Undertake other academic activities, all with a view to developing an academic career in Economics.

Department: Teaching

Responsible to: Director of Studies in Economics and Senior Tutor at St John's College

Main responsibilities

Teaching

- To organise and teach on average 9 hours of supervisions per week (excluding preparation and marking time) to undergraduate students within the College, and potentially at other colleges pursuant to reciprocal teaching arrangements, during the twenty teaching weeks of the Cambridge academic year (equivalent to 180 hours of contact time per academic year). The number and frequency of supervisions to be given, and the size of the supervision group, must be agreed with the Directors of Studies for Economics (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 CAMCORS, the undergraduate supervision reporting system.
- To respond effectively to feedback from students on the quality of the supervision provided.
- To liaise regularly with the other Director of Studies in Economics on student progress, in particular reporting any problems in student academic performance.
- To liaise regularly with other Economics Fellows on the organisation and progress of teaching in the subject and on library provision for the subject.
- To maintain good relations with the Faculty of Economics, keeping up-to-date with changes in Faculty courses and policy and participating, if the opportunity arises, in the teaching and examining activities of the Faculty (which would be remunerated at the appropriate Faculty rate).

Research & publication

- To pursue scholarly research within your specialist field and to keep abreast of developments in research and scholarship in that field.
- To present and publish the results of your research with a view to building up a high quality publication record.
- To participate in Faculty submissions in the Research Excellence Framework (REF) and, where feasible, to publish research at intervals consistent with the requirements of the REF.
- To participate in the activities of national and international organisations, publications and conferences concerned with research and scholarship in your specialism.
- Where appropriate and necessary, to seek external support for your research and scholarship activities, either individually or in collaboration with others.

Direction of Studies

- To act as a Director of Studies in Economics (within a team of three) where appropriate, organising and overseeing the undergraduate teaching programme.
- Any such work would be separately remunerated and a separate job description would be issued.

Admissions

- To contribute to initiatives at St John's to widen the access and participation of students from non-traditional backgrounds.
- To attend 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 admissions information in Economics.
- To assist in responding to admissions related enquiries through the academic year.

- To participate in admissions assessments and interviews (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).

Mentoring and training

- To attend the College induction process and the induction course entitled 'Pathways in Higher Education Practice' organised by the University.
- To attend regular informal meetings with an assigned mentor who is a Fellow of the College which may cover publication strategies, the balance of research, publication and teaching, when and how to apply for University posts and advice on such applications, and connections with the Faculty of Economics or equivalent faculties elsewhere and opportunities for undertaking teaching and/or examining duties there
- To participate in an appraisal system.

Additional responsibilities

- To attend and when required, contribute to, induction events for new students.
- To provide references for students if requested
- To contribute to the academic life of the College, fostering and promoting excellence in the study environment for Economics and engaging in societies, seminars and other events and activities relating to Economics.
- To assist colleagues in enhancing intellectual support for Postgraduate students in Economics at St John's and building connections between Postgraduate and Undergraduate communities in Economics.
- To assist in assessing applications for Research Fellowships, when requested to do so.
- To serve on a small number of College committees, if requested to do so.

The above description is not exhaustive and the individual would undertake other responsibilities appropriate to an early-career appointment if reasonable and asked to do so.

Person specification

Candidates will have an exceptional academic record with a doctorate or postgraduate degree in Economics.

Candidates will have the communication skills necessary for successful small group teaching, including the ability to explain problems and ideas lucidly, to listen to students' questions and views sympathetically, to enthuse and inspire them and to provide timely feedback to students. Previous teaching experience would be an advantage.

Candidates must also have good interpersonal and organisational skills, and must be able and ready to fulfil the administrative and pastoral functions required of the post.

Terms and Conditions

Length of contract:

- This post is offered for a period of five years and is non-renewable.

Stipend and Pension:

- The stipend offered will be in the range of £39,592 and £44,414 per annum (placement on the scale will be dependent on experience). This stipend is based on an average of nine hours teaching a week for twenty weeks per year (equivalent to 180 hours of contact time per academic year). The actual stipend paid will be adjusted to reflect the actual number of supervisions delivered.
- The stipend is pensionable under the Universities Superannuation Scheme (USS).
- For this post College Council may consider appropriate applications for leave for research purposes.
- Additional remuneration will, if applicable, be paid for examining and interviewing of candidates for admissions and for taking on a Director of Studies (see below).

Additional payment for Director of Studies role:

Basic	£868
Plus per pupil (sole direction) (1)	£173.68
Plus per pupil (direction shared) (2)	£86.83

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 £14.60 per interview).

Additional payment for Examinations:

Payments for College Progress Tests and 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:

For acting as an Examiner	£110
For marking answers to a complete written paper of at least three hours	£9
For marking answers to a complete written paper of two hours	£5
For marking answers to a complete written paper of less than two hours	£4

Other non-contractual benefits include:

- Nomination to the College Nursery.

Benefits for Fellows of 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. This is a taxable benefit.

- **Housing allowance**

Any Fellow who cannot take-up the opportunity to live in College as they have a partner/family with whom they wish to reside, may apply during the first four years of their Fellowship for a non-pensionable housing allowance to assist with renting a flat or house. The allowance is currently the lower of £675 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 £420 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 (please note that Fellows are advised to apply as early as possible as there is no guarantee that a place will be available).

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 and working papers;
- A copy of your job market paper;
- A statement of current research interests and any teaching experience (maximum 2 pages);
- 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.

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

To arrive no later than **9am** on **Wednesday 5 April**. Interviews are expected to be held in the week commencing **Monday 10th April**.

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.