JOHN COLLIER FELLOWSHIP AND COLLEGE LECTURESHIP IN LAW

Further Particulars

The College invites applications from suitably qualified candidates for the post of John Collier Fellow and College Lecturer in Law. The appointment will take effect from September 2018.

This post has been created with the generous support of the College’s alumni as a tribute to the vital role played by the late Mr John Collier, a Trinity Hall Law Fellow for almost four decades, in nurturing the study of Law within the College.

The appointment will be made on the basis of a record of, or potential for, excellence in research and a strong commitment to college-based teaching.

Background

Trinity Hall was founded in 1350 by the Bishop of Norwich primarily to teach Canon and Civil Law. Today, Trinity Hall is a progressive, liberal institution catering for all subjects taught in the University. We have approximately 370 undergraduate and 250 graduate students, with whom the Fellowship enjoys a rewarding and productive relationship. While the College is dedicated to academic excellence, we are proud of our reputation as a friendly and supportive institution for students, staff and Fellows alike. It is an equal opportunities employer, and would particularly welcome applications for this position from female applicants.

Teaching at Cambridge University is provided by the University and also by the colleges. The majority of college Fellows are holders of University posts, taking on additional college responsibilities for which they usually receive extra remuneration. However, Cambridge colleges also appoint College Teaching Officers, who not only provide core undergraduate teaching for the college (or sometimes for other colleges under reciprocal arrangements) but also act as Directors of Studies and assume other college offices and duties as appropriate. If the opportunity arises, College Teaching Officers may also lecture and teach for the University, which is separately remunerated. The John Collier Fellowship and College Lectureship in Law is in the nature of a College Teaching Officer post.

The successful applicant will be elected to a Staff Fellowship at Trinity Hall. Staff Fellows are members of the College’s Governing Body and are eligible to sit on College committees. Fellows’ privileges include generous dining rights, the possibility of limited financial support for expenses associated with their research, a study on the College’s central site and, if required, residential accommodation in College for at least the first three years of their appointment.
Details of the Post

Trinity Hall admits between eight and ten undergraduates in Law each year. These students are hard-working and cope well with the intense Cambridge course. Academic standards in the subject are high, and traditionally Trinity Hall Law students perform well in their University examinations.

Information about the Cambridge Law Tripos (the University’s undergraduate Law degree programme) can be found here:

https://www.law.cam.ac.uk/courses/prospective-students

The successful applicant will be expected:

1. To teach undergraduate students in small groups (‘supervisions’) for 12 hours per week during the normal teaching terms (20 weeks per academic year). The successful applicant will be expected to provide this tuition in two large subjects within the undergraduate Law curriculum. Preference is likely to be given to applicants who are able to offer teaching in areas not already covered by Trinity Hall’s Law Fellows. There is a particular need for teaching in Criminal Law, Law of Tort, Civil Law I, Law of Contract, and Criminology, Sentencing and the Penal System.

2. To engage in independent research in his or her specialist area and to publish the fruits of that research. The Faculty of Law at Cambridge is a world-class centre of legal research. The successful candidate will be expected to participate fully in the Faculty’s research assessment exercises.

3. To act as a Director of Studies in Law, for which additional remuneration is provided (currently £563 p.a. plus a per capita payment for the number of students taught). This involves playing a full part, as a member of the College’s Law teaching team, in the undergraduate admissions process – including interviewing applicants, marking written tests and attending admissions pool meetings as necessary. This role also involves arranging supervisions for the College’s Law students and monitoring their academic progress over the course of their degrees.

4. To participate fully in wider Law-related activities within Trinity Hall and the Faculty of Law. This might include: participating in Open Days and other Law-related outreach initiatives on behalf of Trinity Hall Law and the Faculty of Law; liaising with the student-run Trinity Hall Law Society; and engaging with Trinity Hall’s Law alumni.

Additional College Responsibilities

In addition to the responsibilities set out above, the successful applicant will be expected to play a full part in the academic life of the College, including:

- attending meetings of the College’s Governing Body and other relevant College committees; and

- if asked, taking on other College offices or duties (this may from time to time include taking on pastoral responsibilities for students as a personal Tutor, for which additional remuneration is provided).
Conditions of Employment

This is a permanent position, beginning September 2018, and the stipend for the College Lectureship post will be c. £35,000 p.a. (and is pensionable). Remuneration will also be provided for direction of studies (see the section ‘Details of the post’ above). The successful candidate will be elected to a Staff Fellowship that will run concurrently with the College Lectureship post. For details of privileges which accompany the post, see the ‘Background’ section above. The appointment is subject to annual appraisal, which will involve external input from the Faculty of Law.

The Application Process

Applications, to include the application form, a covering letter and a full curriculum vitae, should be submitted by e-mail to the Senior Tutor, Dr William O'Reilly (academic-jobs@trinhall.cam.ac.uk), by noon on Friday 23rd March 2018. The covering letter should include a description of research interests and future research plans, and an indication of the undergraduate Law papers which could be taught.

In addition, candidates are required to provide three academic references. At least one should be addressed to the candidate’s teaching abilities; ideally, at least two references should comment on the candidate’s research trajectory. The referees should send their references by e-mail directly to the Senior Tutor, Dr William O'Reilly (academic-jobs@trinhall.cam.ac.uk), by the closing date for applications.

Enquiries concerning the position should be directed to the Senior Tutor (academic-jobs@trinhall.cam.ac.uk).

Shortlisted candidates will be invited for interview during April 2018.
Directors of Studies – Further Information

Role Description

Directors of Studies play a crucial role as the primary point of contact between the College and the individual Faculties and Departments. They have responsibility for the academic life of all the undergraduate students in their College who are reading their subject. It is expected that they fulfil this role in a number of the following ways:

1. Admissions candidates
They assist the Admissions Tutor with the admissions process by:
- attending Open Days and answering queries from potential applicants;
- interviewing candidates for admission;
- setting and marking assessment tests where used;
- making recommendations to the Admissions Tutor concerning who should receive offers and what conditions are to be set;
- advising the Admissions Tutor on which candidates are to be pooled or to be admitted from the Winter or Summer Pools.

2. First year students
They organise induction for new students by:
- supplying introductory material, reading lists etc. in advance of students’ arrival;
- meeting new students at the beginning of the year to explain the teaching and learning at the Collegiate University in detail;
- advising students on how to get the most out of supervisions, lectures, seminars and practicals, and from available learning facilities and materials

3. All students
Directors of Studies will normally:
- meet students at the beginning and end of each Term or as agreed with the Senior Tutor to advise on a programme of work and to monitor progress;
- advise students on University courses and examinations;
- liaise with the College Librarian to ensure that stocks of books are kept up to date;
- be familiar with the range of learning facilities and materials available in the College and University and advise students on their use;
- be available to meet and advise students on subject-related matters, particularly if the student is experiencing academic difficulties;
- attend Faculty or Departmental meetings of Directors of Studies;
- complete all necessary administration associated with Directors of Studies;
- arrange supervisions;
- warn students if they are neglecting their studies or if their supervision reports give cause for concern;
- liaise with tutors where students appear to having problems;
- read supervision reports submitted by supervisors using CamCORS and, where appropriate, approve them for payment and release them to students;
- monitor expenditure on supervisions;
- explain supervision reports to students and give feedback and guidance;
- seek feedback from students on supervisors and, where appropriate, act on feedback received;
- be available to meet any student who is considering a change of subject, be aware within reason of the options available in related Triposes and the regulations governing progression from year to year;
- whenever possible, give advice on possible postgraduate courses;
write references as reasonably requested by students;
check examination entries using CamSIS;
organise College examinations where appropriate;
explain to students the detailed information available concerning their examination results;
make recommendations on scholarships and prizes;

4. Supervisors
Directors of Studies arrange supervisions and monitor the standard of both College-organised supervisions and those which are Faculty-based by:

- appointing supervisors and specifying hours of teaching;
- instructing new supervisors in what is required of them;
- checking that supervisors have received appropriate training or have appropriate experience, and monitoring the take-up of training;
- ensuring that supervisors discuss with the Director of Studies the situation of any student who is experiencing problems, as soon as they arise;

5. Expectations of students
In return for their efforts a Director of Studies should normally expect a student to:

- attend promptly all scheduled meetings with their Director of Studies, unless there is a compelling reason why they cannot, and give as much notice as possible of any unavoidable absence or delay;
- discuss their interests and plans with their Director of Studies, and take note of his or her advice and guidance on academic matters;
- attend relevant University lectures, seminars and practicals, and make use of the available learning facilities and materials;
- attend supervisions arranged for them and give as much notice as possible to both the supervisor and the Director of Studies of any unavoidable absence due to illness or other grave cause;
- proactively discuss with their Director of Studies any concerns they may have about their supervisions, in particular when they seem not to be working satisfactorily or there is a problem;
- respond to requests for feedback on supervisions and supervisors;
- deal promptly with all academic correspondence (including email) and with College and University administrative requests, such as enrolling for examinations, completing teaching questionnaires, etc;
- give the maximum possible notice when requesting a reference from their Director of Studies.