



THE UNIVERSITY *of* EDINBURGH  
School of Philosophy, Psychology  
and Language Sciences

## Lectureship/Senior Lectureship

### Linguistics

Department of Linguistics and English  
Language

Grade: UE08/09



**Closing date:** Thursday 17th October - 5.00pm

**Interview Date:** week commencing 3rd February 2020

**Vacancy number:** 049462



# Introduction

The School of Philosophy, Psychology and Language Sciences is seeking to appoint a Lecturer/Senior lecturer in Linguistics to its department of Linguistics and English Language (LEL).

The post holder will contribute high quality research, teaching and academic citizenship and we are looking for a colleague whose research focuses empirically on languages or language families that complement our existing areas of language expertise. We welcome applications that bring a descriptively rich and typologically and/or theoretically informed research programme and that meaningfully extend the range of language data studied in the department.

Candidates with suitable experience in teaching, research, and leadership will be considered for appointment at senior lecturer level.

As part of the application process, please include the following PDFs: (1) full CV, (2) cover letter, (3) research statement (max two pages) and (4) teaching statement (max two pages) including an indication of courses you would like to teach, which need not be courses already in our programmes. Please do not attach any further PDFs. Applicants should not submit writing samples or letters of reference when applying. We will seek letters of reference for those shortlisted for interview unless specifically stated otherwise on the application form.

Interviews are expected to be held week commencing 3rd February 2020 and short-listed candidates will be required to give two brief presentations on their research and teaching over a two day interview process. We will aim to give shortlisted candidates at least three weeks notice of the interview date.

Applications can be made via our University vacancy pages. Supporting information relating to how to use the recruitment portal can be found at the back of this pack.

The department of LEL particularly welcomes applications from candidates belonging to groups that have been traditionally underrepresented in the subject, including, but not limited to, women and ethnic minorities.

For more information on our family-friendly policies please visit our HR web pages.



# Job Description

**Salary:** Lectureship UE08 (£42,793 - £49,553)

Senior Lectureship UE09 (£52,559 - £59,135)

**Hours of Work:** 35 hours a week

**Contract type:** Open-ended

**Location:** Dugald Stewart Building, 3 Charles Street, Edinburgh

## Job Purpose

We are looking for a colleague whose research focuses empirically on languages or language families that complement our existing areas of language expertise. We welcome applications that bring a descriptively rich and typologically and/or theoretically informed research programme and that meaningfully extend the range of language data studied in the department.

The post includes teaching at all levels of the curriculum, contributing to our thriving undergraduate and MSc programmes, and supervising PhD students. The successful candidate will also be expected to build collaborations and to demonstrate potential for attracting external grant funding. An excellent publication record for your career stage and the potential to make a significant contribution to the research culture of the School are essential.

Linguistics and English Language is a thriving group of scholars who work on a range of topics from theoretical to applied linguistics. There are several established research groups: Developmental Linguistics, English Language, Language in Context, Language Variation and Change, Meaning and Grammar, and Phonetics and Phonology, as well as three Research Centres and a Public Engagement Centre: the Centre for Speech Technology Research, the Centre for Language Evolution, the Angus McIntosh Centre for Historical Linguistics and Bilingualism Matters. We particularly encourage candidates with a collaborative approach, who can situate their research in the wider study of linguistics and other fields.

## Main Responsibilities

1. (a) Contribute to the research work of the Subject Area, by pursuing a clearly independent research programme in descriptive or theoretical linguistics at an international level that leads to regular publication and presentation of results in peer-reviewed venues and to successful applications for external funding.  
(b) Represent the work of the University in the field locally, nationally and internationally in relevant networks and/or in public activities. (Approx % of time 40%)
2. (a) Apply knowledge derived from research to teaching in Linguistics including the supervision and recruitment of PhD students and post-doctoral researchers.  
(b) Teach, supervise and assess at all levels, ranging from foundational to advanced topics in the **post** holder's specialist area, and also more broadly within the field of Linguistics as necessary.  
(c) Take responsibility for the design and development of course units and for their quality, and contribute generally to the development of new courses and maintain teaching within the Subject Area.  
(d) Provide advice and support to students. This includes acting as a Personal Tutor for a set of students and meeting with them regularly throughout the year.

The successful candidate should contribute to the teaching objectives of the Subject Area and the School. Teaching duties may include the delivery of lectures and small group tutorials and the supervision of undergraduate and postgraduate projects and dissertations. This includes provision of high quality assessment feedback in a timely fashion. (Approx % of time 40%)

3. Undertake further leadership and administrative duties, as specified by the Head of School or Head of Subject Area. (Approx % of time 20%)

## Planning and Organising

- Assume responsibility for own time management.
- Plan own research, use of resources, including applications for external funding.
- Prepare, organise, deliver, and assess relevant undergraduate and postgraduate courses and meet all relevant deadlines. This includes providing training and guidance, where appropriate, for tutors on these courses.
- Supervise PhD students through timely and regular meetings.
- Plan relevant activities associated with the Personal Tutor role such as meetings regularly throughout the year.
- Organise activities associated with any administrative role carried out on behalf of the Subject Area or School.

## Problem Solving

- Solve problems relating to own research, including seeking out appropriate external resources.
- Respond to student feedback on teaching and assessment through changes in course design and course content as appropriate.
- Develop appropriate responses to problems or issues that arise in respect of administrative roles.

## Decision Making

- Decide on own work priorities, and on when key School contacts such as Head of Subject Area or Head of School should be approached for support or advice.
- Decide on an appropriate research strategy and on how best to implement this, including selecting appropriate means and output locations for publishing research findings and deciding on how best to seek out external funding.
- Decide on appropriate teaching material for courses at various levels and how best to present this material to students and how it is best assessed.
- Decide on the best way to deal with student queries, including deciding on when to approach other key School contacts for further support.

## Key Contacts and Relationships

- UG and PG students.
- Other teaching colleagues within the subject area.
- Head of subject area.
- Support staff across the School.
- Other College/University representatives.
- Head of School.
- External contacts such as organisers of research conferences.
- Representatives of learned societies or other professional organisations, representatives of research funding bodies.

## Knowledge, Skills and Experience Needed for the role of Lecturer

The successful applicant should have:-

Essential		Desirable	
<b>E1</b>	Extensive experience of original research in a relevant area of Linguistics, normally supported by a relevant qualification (a PhD or equivalent).	<b>D1</b>	A proven record of high impact publications in journals having international standing.
<b>E2</b>	A strong track record of first author and/or collaborative publications in high quality venues.	<b>D2</b>	Evidence of having applied for external research funding.
<b>E3</b>	Evidence of experience in teaching, indicative of commitment to and potential for excellence in undergraduate and postgraduate teaching.	<b>D3</b>	Prior experience of course/ curriculum design and development.
<b>E4</b>	Evidence of a recent, sustained and developing investigative research programme, and publication activities, appropriate to career stage, meeting standards of international excellence.	<b>D4</b>	Evidence of research supervision activity.
<b>E5</b>	Ability to communicate highly theoretical material to a diverse audience. Evidence of the ability to deliver engaging and effective teaching and supervision to students at all levels and from diverse backgrounds, using appropriate teaching methods.	<b>D5</b>	An interest in knowledge exchange and applications.
<b>E6</b>	Excellent communication and interpersonal skills.	<b>D6</b>	Evidence of potential for academic leadership and management.
<b>E7</b>	Interest in engaging effectively with the wider academic and/or professional community.		
<b>E8</b>	Ability to work in a team to deliver teaching and learning objectives.		
<b>E9</b>	Ability to lead, motivate, and support others, with a particular focus on students and teaching teams.		

**Knowledge, Skills and Experience**  
**Additionally needed for the role of Senior Lecturer**

In addition the successful applicant should have:-

	<b>Essential</b>		<b>Desirable</b>
<b>E10</b>	Evidence of international recognition in research leadership including a proven record of research and publication activities in Linguistics, meeting standards of world-leading excellence.	<b>D7</b>	Demonstrable success in winning research funding from external sources.
<b>E11</b>	Evidence of commitment to pursuing research funding from external sources.	<b>D8</b>	Evidence of experience of academic leadership and management.
<b>E12</b>	A proven track record in teaching leadership, in curriculum development, indicative of excellence in undergraduate and postgraduate teaching, and in the development of new courses/programmes at postgraduate and undergraduate levels.	<b>D9</b>	Evidence of experience of knowledge exchange and/or engagement with public bodies and stakeholders and the wider public.
<b>E13</b>	Evidence of the ability to supervise throughout the curricula from undergraduate dissertations to PhD dissertations inclusive.		

# The Department



Edinburgh has a lively department of Linguistics and English Language with world-leading research and an enthusiastic and supportive teaching culture. We house 33 academic staff who cover a wide range of topics from the early history of English to speech synthesis. Linguistics at Edinburgh ranks 5th in the world and 2nd in the UK (QS World University Rankings by Subject 2017).

Our research is placed first for Modern Languages and Linguistics in the Times Higher Education rankings of the Research Excellence Framework 2014.

We have two research centres: the Angus McIntosh Centre for Historical Linguistics, and the Centre for Language Evolution. We are also the founders of Bilingualism Matters, a centre for public engagement, which has 16 branches across Europe and the US. Along with Informatics, Linguistics and English Language is a founder member of the University's Centre for Speech Technology Research.

Our research specialisms range from syntax, semantics, pragmatics, morphology, phonetics, and phonology to language and identity, variationist sociolinguistics, the linguistics of English, language evolution, language acquisition and development, and language change

We have a well-established and large PhD programme, with many of our PhD graduates going on to successful academic careers. We also offer eight taught MSc programmes and an MSc by Research. Each year, our graduate students organise the Linguistics and English Language Postgraduate Conference, an international event which has run for over 20 years. The department has access to fully-equipped facilities for EEG/ERP and eye-tracking research, and a state-of-the-art recording studio.

Undergraduate teaching, which draws on our well-established research strengths, ranges from first year classes of around 290 students (including a first year intake onto Linguistics or English Language single and joint honours degree programmes of around 150 students) to some 60 students who choose to write their undergraduate dissertations with us. The Linguistics and English Language student society, LangSoc, runs a lively programme of talks and events and is the host of the 2018 conference for Undergraduate Linguistics Association of Britain (ULAB). As well as our single honours degrees, we offer a wide range of joint honours degrees with subjects including English Literature, Philosophy, Psychology, Social Anthropology and Modern Languages. Our teaching is well-regarded by students and external examiners, and we score highly in the National Student Survey (NSS 2017).

Linguistics and English Language has close ties with Psychology and Philosophy, the other two areas within its home School; beyond the School, the department has links with Edinburgh's renowned Schools of Education and Informatics.

For further information please visit our departmental web page : [www.lel.ed.ac.uk](http://www.lel.ed.ac.uk)

# The School

The School comprises Philosophy, Psychology, and Language Sciences (Linguistics and English Language). We offer a rich and diverse learning and research environment for our staff and students, with close links between our three subject areas, alongside other world-class research areas within the University and beyond.

In all subject areas the School is recognised as world-leading, as shown in its excellent output across all areas in the 2014 Research Excellence Framework. In the latest Research Excellence Framework (REF 2014), our research environment is rated as 100% conducive to internationally excellent research across all subject areas.

All of the School's subject areas consistently rank in the top 50 in the world.

- Linguistics ranks 5th in the world and 2nd in the UK (QS World University Rankings by Subject 2017).
- English Language is grouped with Literature in the QS World University Rankings by Subject 2017, where the University ranks 11th in the world and 3rd in the UK.
- Psychology ranks 20th in the world, and 2nd in the UK in the Times Higher Education World University Rankings 2018 by subject.
- Philosophy was covered in the Times Higher Education World University Rankings 2018 subject grouping 'history, philosophy and theology' where the University ranks 27th in the world and 5th in the UK.

The School is unique in offering outstanding opportunities for interdisciplinary teaching and in pioneering novel forms of research that reach across traditional boundaries. In 2016/17, the School welcomed nearly 2000 undergraduate and postgraduate students from around the world onto our diverse range of programmes.

The School has well established links with other areas of the University such Clinical Neuroscience, Medicine, Informatics and Edinburgh College of Art.

This large and diverse teaching portfolio is augmented by the breadth of our research portfolio, whereby we are able to secure large volumes and value of externally funded research grants. Our core income budget is circa £23m per annum.





# The School cont.

There are over 150 academic staff within the School, and the breadth of expertise ranges from analytic philosophy and the study of English language, through theoretical and applied linguistics, philosophy of science and epistemology and experimental psychology, to cognitive neurosciences and genetic influences on human behaviour.

Alongside this, we have six research centres which further drive our research and help put our research into practice, connecting academia with industry, policy and the general public.

- Alzheimer Scotland Dementia Research Centre – dementia research centre in collaboration with Alzheimer Scotland.
- Angus McIntosh Centre for Historical Linguistics – research centre focused on historical linguistics and language change, centred on the history of English and Scots.
- Bilingualism Matters – a centre promoting bilingualism and language learning to the general public.
- The Centre for Cognitive Ageing and Cognitive Epidemiology (CCACE) – famous for its intelligence studies with the Lothian Birth Cohort.
- The Centre for Language Evolution – interdisciplinary centre focused on understanding the origins and evolution of language.
- EIDYN – Philosophy research centre focusing on epistemology, mind and normativity.



The School offers extensive professional service support for academics across a wider range of administrative operations, including:

- Dedicated undergraduate and postgraduate teaching offices.
- Research and knowledge exchange support team.
- A highly skilled and specialised IT team who provide support relating to learning technology, and extensive support and facilities for data collection and experimentation across cognitive science.

We are fully committed to recognising and supporting equality and diversity amongst our staff and students. In 2017 we were awarded an Athena SWAN Bronze award by the Equality Challenge Unit's Athena SWAN charter in recognition of our efforts to promote a School culture of equality.

## Who's Who

### In The Department of Linguistics and English Language



**Professor Nikolas Gisborne**  
Head of Linguistics and English Language

Prof Nik Gisborne was educated at University College London, in the English Department and the Linguistics Department. He joined the University of Edinburgh in 2002, becoming Professor of Linguistics in 2012 and Head of Subject in 2017. Nik specialises in theoretical linguistics, especially dependency theory and Word Grammar; syntax and lexical semantics; and syntactic change. He has worked extensively on argument linking and predication. More recently, he has become interested in problems of long diachrony in language change, and the role of contact in linguistic change.



**Dr Hannah Rohde**  
Research Director

Hannah Rohde works in experimental pragmatics, using psycholinguistic techniques to investigate questions on the interpretation of ambiguity and the establishment of discourse coherence. She came to Edinburgh in 2011, after an undergraduate degree in Computer Science and Linguistics (Brown University), a PhD in Linguistics (UC San Diego), and Mellon postdoctoral fellowships (Northwestern and Stanford). She has helped organise the EU-wide "TextLink: Structuring discourse in multilingual Europe" COST Action network and is a recipient of the Philip Leverhulme Prize in Languages and Literatures.



**Professor Graeme Trousdale**  
Teaching Director

Prof Graeme Trousdale is the department's Teaching Director with responsibility for the undergraduate curriculum. He is a cognitive linguist with special interests in Construction Grammar and language change, in particular the history of English. Together with Elizabeth Traugott of Stanford University, he is the author of the recent book *Constructionalization and Constructional Changes*.

## Who's Who

### in The School of PPLS

**Prof Holly Branigan**  
Interim Head of School

Professor Branigan joined the Psychology department at the University in 1999 after a BA in Language and Linguistic Science (York), an MSc and PhD in Cognitive Science (Edinburgh), and a British Academy Fellowship (Glasgow/Edinburgh). She has held a Personal Chair in Psychology of Language and Cognition since 2011. Her main areas of interest are language production and dialogue in monolingual and bilingual adults. More recently, she has also begun to carry out related research with typically and atypically developing.

**Prof Alice Turk**  
Deputy Head of School

Alice Turk joined the University in 1995 and was made a Professor in Linguistic Phonetics in 2009. Her main interests in terms of research concern; the phonetics and phonology of speech timing, prosody in speech production and perception, and developmental speech perception. She has held several academic leadership roles within in the School Management Committee since 2007, most recently acting as the School's Director of Undergraduate Studies. Professor Turk will take up the role of Deputy Head of School from semester one 2019.

**Michael Murray**  
Director of Professional Services

Michael Murray joined the School of PPLS from the University of Glasgow in June 2015 and has worked in higher education for over a decade. As Director of Professional Services, Michael leads the organisation, planning and management of the comprehensive range of support services within the School, and works closely with senior academic managers to support School planning, strategy and financial management.

# The University

For more than four centuries, our people and their achievements have rewritten history time and again. They've explored space, revolutionised surgery, published era-defining books, paved the way for life-saving medical breakthroughs and introduced to the world many inventions, discoveries and ideas from penicillin to Dolly the sheep. We have believed that anything is possible, we still do.

The latest Research Excellence Framework highlighted our place at the forefront of international research. This adds to our international reputation for the quality of our teaching and our student experience excellence. The University is proud of its success with online teaching initiatives, with 2550 students currently studying its online distance learning postgraduate programmes, and a total to date of more than 2 million enrolments for Edinburgh Massive Open Online Courses (MOOCs).

As a member of staff, you will be part of one of the world's leading universities, with 20 Schools spread over 3 Colleges that offer more than 1600 undergraduate and 600 postgraduate programmes to over 35,000 students each year. Professional services are critical to this success as well as our world-class teaching, research and student facilities. In fact, we are one of the top employers in Edinburgh, with over 13,000 people spread across a wide range of academic and supporting roles.

As a world-changing, world-leading university, we offer an exciting, positive, creative, challenging and rewarding place to work.

We give you support, nurture your talent, develop and reward success and integrate academic, professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation.



## Pay, Benefits and Conditions

In addition to a competitive salary, our employees benefit from a competitive reward package and a wide range of staff benefits, which include:

- generous annual leave allowance
- defined benefits [pension scheme](#) which offers a guaranteed retirement income based on your salary. The University currently pays a monthly contribution equal to 19.5% of your salary, while you pay 8.8%.
- staff discounts on a range of services
- on-campus nurseries
- The University also offers a generous suite of policies around family leave. Examples of our policies can be viewed [here](#).

**Access our [staff benefits page](#) for further information and use our [reward calculator](#) to find out the total value of pay and benefits provided.**



# Relocation

Edinburgh is one of the most diverse Universities in the UK, with staff and students from over 160 countries.

Our Relocation Support [website](#) has been created to assist you, and your family, with settling into life in Edinburgh.

## Relocation Polices

Relocation support can be provided to both domestic and international appointees in line with the University [relocation policy](#).

The University is also able to provide support to partners of new appointees wishing to transition career (more information can be found [here](#))

## International Relocation Support

Once you have a job offer from the University, you may need to apply for a visa to work in the UK.

If you are applying for a highly skilled role or are a sponsored researcher the University may be able to sponsor you through a tier 2 (skilled worker) visa route, or help you in applying for a tier 1 (exceptional talent) visa.

An overview of the visa processes can be found [here](#).



The University currently has a dedicated International Staff Advisor, who is able to assist with each stage of any visa process, both before and after arriving in the UK.

Along with PPLS HR, they will be able to assist with the following areas:

- Initial advice with relation to suitable visa routes
- Free and impartial specialist advice on UK immigration matters for prospective and current staff, visitors and their accompanying dependants
- Advice on how to complete the applications required
- Guidance on the UK immigration rules and regulations
- Support in relation to understanding of university policy with relation to visa fees and reimbursement
- Further advice and guidance when dealing with Indefinite Leave to Remain

## Immigration Fees

There are two types of support currently in place, the [Interest Free Loan](#) and [Visa Fee Reimbursement](#).

The University offers assistance for fees you incur in relation to your Tier 1, Tier 2 or UK Residency applications and associated UK legal fees. In respect of Tier 1 and Tier 2, this includes payments for immigration healthcare surcharge fees (NHS) and National Academic Recognition Information Centre (NARIC) fees. PPLS HR will advise on this process in full at the time of offer.



# The City of Edinburgh

Edinburgh is a beautiful city that has something to offer everyone. Whether you prefer a quiet restaurant, a lively night out or something in between, you are bound to find it in Edinburgh. Regularly ranked as one of the “Best Places to Live in the UK”, Edinburgh has many strings to its bow.

## Culture and Entertainment

Home to the largest arts festival in the world, The Edinburgh International Festival brings the month of August alive in the city where residents are spoilt with first class theatre, music, performance art and comedy all on their doorstep.

The abundance of galleries and museums such as The Museum of Scotland, Scottish National Gallery and Scottish National Portrait Gallery to name but a few, means that there is always opportunity to soak up some culture all year round.



For those who wish to feed their bellies as well as their minds, Edinburgh boasts the highest number of Michelin starred restaurants in the Scotland, and has more restaurants per head of population than any other UK city outside of London.

The historic appeal of the Athens of the North has led it to become renowned for its monuments and attractions including the Scott Monument, National Monument on Calton Hill and of course the Edinburgh Castle itself; which dominates the city skyline, no more so than on Hogmanay with the world's biggest street party and fireworks extravaganza to match!

## Transport and Districts

**Air Links** - Several airlines fly to the Edinburgh from the principal European cities, and there are very frequent services from London. If booked well in advance, travel to Edinburgh by air can be cheap, particularly from London. For more information check the Edinburgh Airport website. Bus and tram connections operate 24/7 and with an average journey time of 25-30mins from the city centre.

**Rail Links** - Travelling to Edinburgh from other parts of the UK is generally easy by train and both Waverly and Haymarket train stations are centrally located, with support routes provided by the bus and tram networks.

**Transport Around Edinburgh** – Edinburgh has an excellent level of public transport provision compared to many cities in the UK. We have our own Transport and Parking Department here in the University of Edinburgh. They provide lots of advice on getting around the city plus details on staff parking facilities on campus.

## Edinburgh Districts

Edinburgh is a highly sought after place to live. Its beautiful city centre covers the Georgian splendour of the New Town, with its grand terraces, crescents, gardens, and upmarket shopping boutiques and bars, and the narrow closes, winding stairways, and historic charms of the Old Town. Nearby communities such as Morningside, Bruntsfield, Stockbridge and Newington remain in easy reach of the city centre as well provide a local community feel.

Explore all of Edinburgh's districts on our [website](#).

## Nurseries and Schools

Based at King's Buildings, The University's Arcadia Nursery, designed around the concept of 'free play' by award winning architect Malcolm Fraser, provides the perfect environment for children to blossom.

There is however, no obligation to place your child in University's nursery. There are many other childcare options in Edinburgh. The Edinburgh council website provides information about childcare across the City.

There are two main types of school in the UK, state and independent schools. State Schools make up the majority of schools and are funded by the government. There is no fee for your children to attend these schools. Independent schools require a fee for your child to study there, although there are bursaries available. The school your child can attend is usually dictated by the area in which you live. You cannot apply for a school place until you have an address in the area (this is not the case for fee paying/independent schools). The council has 'catchment areas' for each school and have a duty to provide schooling for your child, but if your first choice school has no places left, they may have to recommend a school further away. As Edinburgh is our capital city, many of the schools fill up quickly. Some families consider living a commutable distance from the city in order to have a larger choice of schools. East Lothian and West Lothian Councils cover school areas a commutable distance from Edinburgh

## How to Apply



Apply online via our University of Edinburgh Vacancy pages

- <https://www.vacancies.ed.ac.uk>
- Find this job using Reference 049462
- Complete the online application form as set out
- There is also space to upload a CV and another supporting document that you may wish the panel to consider
- Full instructions for using the Recruitment Portal are given below

### Any questions?

Informal inquiries should be directed to  
[hod.l@ed.ac.uk](mailto:hod.l@ed.ac.uk)

If you have any questions about your application or the recruitment process please contact  
[ppls.hr@ed.ac.uk](mailto:ppls.hr@ed.ac.uk)

# Recruitment Portal Guidance

This document aims to provide help and guidance for applicants applying for lecturer/senior lecturer posts within the school.

This will include guidance on how to apply using the online recruitment system, what to include in your application and what should be excluded.

Any questions on the application process should be directed to [ppls.hr@ed.ac.uk](mailto:ppls.hr@ed.ac.uk) in the first instance.

## Submitting an application

Applications for all posts in the school must be made using the online recruitment system by the **5pm (BST or GMT) deadline** stated on the job advert.

PPLS HR are unable to accept applications submitted in any other form or past the deadline. Applications for all posts in the school can be made via the online recruitment system following the [link](#) and searching the relevant vacancy number.

## Completing the application online

The online recruitment systems application is split in to 11 different sections which each must be completed before an application can be submitted for consideration. Please see below a summary of each section and how it should be completed:

**1. Personal Details (Mandatory)**- This section will ask you to complete the relevant personal data required for your application. All sections with a **\* must be filled out** before you can proceed with the application. Once the personal details section is complete you can complete the various section of the application in any order. You can save your application at any time by clicking the **'save for later'** button.

**2. Qualifications (Mandatory)**- Applicants can either manually enter all of their qualifications to date or if this information will be included in a CV attachment applicants should select the **'section not applicable'** before saving this section.

**3. Relevant Training (Optional)**- Applicants can chose to manually enter details of any relevant training for the post.

**4. Employment History (Mandatory)**- Applicants can either manually enter all of their employment history or if this information will be included in a CV attachment applicants should select the **'section not applicable'** before saving this section.

**5. Membership of Professional Bodies (Optional)**- Applicants can chose to manually enter details of any relevant professional membership for the post.

**6. Reference Details (Mandatory)**- Applications should upload the details of **3 referees**, one of which should be your current/most recent employer and indicate if HR have permission to obtain these. Please note that **only the referees of candidates who are successful at the shortlisting** stage of the recruitment process will be contacted.

**7. Additional Questions (Mandatory)**- All sections with a **\* must be filled out** with the relevant details.

**8. Equal Opportunities Monitoring-** All sections with **a \* must be filled out** with the relevant details.

**9. Upload Documents (Optional)-** In this section applicants can upload any additional supporting documentations to include as part of their application (e.g. CV/Covering Letter). Applicants should **ONLY upload the documents request in the job advert**, and single documents for upload should not exceed more than **2MB**.

Applicants should refer to the specific guidance on supporting documents for more information what to include and exclude from your application.

**10. Supporting Statement (Mandatory)-** Applicants are required to provide a supporting statement as part of their application. Any candidates that have **provided a cover letter** as part of their application in the supporting documents section should write **"see Cover letter for further details"** in this section. Otherwise applicants should write a short supporting statement (Max 2000 Characters, including spaces) in this section.

**11. Rehabilitation of Offenders (Mandatory)-** Applicants are required to provide the required details **where appropriate** otherwise the **"section not applicable"** should be selected.

### Supporting Documentation

The recruitment team will specify in the job advert text any additional documentation in which they require to be submitted as part of an application. These documents should be individually uploaded and **should not exceed** more than **2MB** in size.

The following documents can be uploaded as part of an application:

- CV
- Covering Letter
- Any other statements as requested in the job advert text (Max 2 pages)

The following documents **should not be** uploaded as part of an application:

- Reference Letters
- Sample Writing
- Student Lecture Survey Feedback
- Teaching Portfolio



# List of Links and Webpages

The list below provides a full breakdown of web pages used as links in this pack should you wish to visit these sources directly.

Should you not be able to find the information you need from the below, please feel free to contact PPLS HR for assistance on [ppls.hr@ed.ac.uk](mailto:ppls.hr@ed.ac.uk)

- The University vacancy web-page (recruitment portal) - <https://www.ed.ac.uk/human-resources/jobs>
- The University of Edinburgh HR web-page (family friendly policies) - <https://www.ed.ac.uk/human-resources/policies-guidance>
- Departmental web-pages -
  - <https://www.ed.ac.uk/ppls/philosophy>
  - <https://www.ed.ac.uk/ppls/linguistics-and-english-language>
  - <https://www.ed.ac.uk/ppls/psychology>
- USS Pension Scheme web-page - <https://www.uss.co.uk/members/members-home/the-uss-scheme>
- The University of Edinburgh pay and benefits web-page - <https://www.ed.ac.uk/human-resources/jobs/working-with-us/pay-benefits-conditions>
- The University of Edinburgh Relocation web-page - <https://www.ed.ac.uk/human-resources/jobs/working-with-us/relocation-support>
- The University of Edinburgh policy relating to partner career transition - [https://www.ed.ac.uk/files/atoms/files/partner\\_career\\_transition\\_policy\\_golden\\_copy.pdf](https://www.ed.ac.uk/files/atoms/files/partner_career_transition_policy_golden_copy.pdf)
- The University of Edinburgh staff visa web-page - <https://www.ed.ac.uk/global/staff-visas>
- The University of Edinburgh visa reimbursement web-page - <https://www.ed.ac.uk/human-resources/international-staff/international-staff/immigration-fee-assistance>
- The University of Edinburgh relocation support web-page (districts of Edinburgh) - <https://www.ed.ac.uk/human-resources/jobs/working-with-us/relocation-support/living-edinburgh/districts-of-edinburgh>



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