

## Applying for a Lecturer, Teaching Fellow or Postdoctoral Research Assistant role?

### What will I need for Lecturer, Teaching Fellow and Postdoctoral Research Assistant Roles?

You'll need to submit a CV and covering letter that details your experience, strengths, and potential to meet the requirements of the role you're applying for.

Make sure to check the job description of the role you're applying for carefully in the **What you need to submit" section**. You may need to submit alternative or additional documents (such as extra pieces of work, a personal research plan, or metrics).

### Will I need to submit papers?

Not all our roles ask for these. If the role you're applying for requires papers, this will be outlined in the job description.

Please attach your files in PDF, Word format, or as a Microsoft Word document (.doc/.docx). You can see the full list of file types on the relevant page of the application form.

You should make sure that documents are accessible and not behind a paywall. Each publication you upload must also be smaller than 5MB.

If you need more information on what to submit, please refer to the 'What to Submit' section of the job description or send an email to our HR Recruitment team at [e.recruitment@durham.ac.uk](mailto:e.recruitment@durham.ac.uk).

### What references do I need?

You would normally need to provide 3 academic referees, which should not (if possible) include your PhD supervisor(s). The majority should be from a university other than your own.

Please check the job description carefully for full details of the references you'll need.

Please note, we'll request references if you are offered the post.

### What happens after I submit?

Once you've submitted your application, you won't be able to make any changes. That's why it's very important that you check all the details carefully before submitting. You can always save your application and come back to it later but no later than the closing date.

After you've clicked the submit button, we'll send you an email confirming your application has been received.

You will usually receive an update on your application within two weeks of the advert closing. Please check your spam/junk folder periodically to make sure you receive all emails.

**Circulating applications**

Our departments work together to make sure the best people are able to join us. So, any work you've submitted as part of our application process (such as published papers) may be shared with colleagues across the department. Don't worry - our recruitment process is always confidential.

**What if I run into difficulties?**

If you run into any difficulties submitting your application, please let us know at [e.recruitment@durham.ac.uk](mailto:e.recruitment@durham.ac.uk).