PROPOSAL TO RESTRUCTURE A & S ENGLISH COMPOSITION PROGRAM
ADMINISTRATION

We propose to restructure the English Composition Program administration by retaining the position of English Composition Program Director, converting the position of Associate Director of English Composition to Coordinator of First-year Writing and creating positions for Coordinator of Second-year Writing and Online Instruction, and Composition Course Scheduler.

Rationale: To better align the English Composition Program administrative structure with other composition programs of comparable size, update the administrative structure to reflect the change and growth in the program, and better define and distribute administrative workload.

I. Description of Duties for Composition Program Director

Committee Duties and Responsibilities
- Represent A&S composition program at meetings of the University Composition Committee, the cross-campus composition committee
- Conduct meetings of the Composition Advisory Committee
- Represent composition program at the Area and Program Directors meeting
- Serve on the Steering Committee
- Serve on other department, college, or university committees as created or needed

Program Creation and Maintenance
- Set and communicate program goals, initiatives, modifications, and developments to composition faculty, English department, college administrators, advisors, and others
- Set agenda and convene meeting of composition faculty each term (typically two meetings each semester, but can be held as needed)
- Meet regularly with composition program writing coordinators
- Coordinate tutorial support with Academic Writing Center
- Interview and hire graduate assistant and graduate student mentors to the program with input from writing coordinators
- Support program graduate assistant and mentors in developing and conducting annual graduate student event/conference held each spring

Curricular Design and Articulation
- Articulate student learning outcomes and requirements to faculty, college advisors, administrators, and others
- Assess and revise as needed first and second-year writing curriculum and standards
- Respond to questions related to program from faculty, college advisors, and others
• Present English placement and scheduling information to annual meeting of academic advisors

**Faculty Development**
- Plan and conduct Graduate Student Orientation held prior to fall term
- Support writing coordinators in conducting course observations for graduate students
- Support writing coordinators in conducting course observations for adjunct faculty
- Support writing coordinators with workshops related to areas (ie. norming sessions for Engl 1001, instructor training for Engl 2089),
- Plan, conduct, or support other program-wide faculty development workshops or initiatives
- Support composition faculty in their teaching and professional development (can include assisting with RPT documents, conference and workshop proposals, freshman seminar proposals, and so on)
- Invite visiting scholars and practitioners to campus to conduct presentations, workshops, courses, etc., for faculty and graduate students

**Program and Course Assessment and Evaluation**
- Develop assessment measures and conduct course and program assessment as needed
- Assist writing coordinators and course scheduler in determining course and section needs, review adjunct application materials, and conduct hiring process
- Assist writing coordinators with reviewing instructor course evaluations and address concerns with faculty
- Address student and faculty concerns such as grade grievances, plagiarism, classroom behavior and management, etc., and articulate procedures for resolving

**Program-related textual production**
- Oversee editing of English 1001 Student Guide
- Develop resource materials for faculty, advisors, and others; write grant proposals, statements of teaching philosophy, and other related materials
- Oversee maintenance of program’s Blackboard pages
- Write program annual report
- Seek and write grant proposals related to programmatic needs

**Compensation:** Tenure-track position with course release of one course per term and stipend.

**II. Description of Duties for Coordinator of First-year Writing (First-year writing includes English 1000, English 1001, and English 1012)**

**Committee Duties and Responsibilities**
• Attend meetings of the University Composition Committee, the cross-college composition committee (as needed/in place of Composition Program Director)
• Attend/conduct meetings of the Composition Advisory Committee and assist director with determining agenda

Program Creation and Maintenance
• Assist composition program director with program initiatives, modifications, support, and development

Curricular Design and Articulation
• Assist director with articulating first-year writing student learning outcomes and requirements to faculty, college advisors, administrators, and others
• Assist director with changes/revisions to first-year writing curriculum
• Evaluate/review course texts related to first-year writing courses
• Respond to questions related to first-year writing instruction from faculty, college advisors, and others

Faculty Development
• Assist director in planning and conducting Graduate Student Orientation held prior to fall term
• Teach Graduate Student Practicum for English 1001 in fall term
• Coordinate course observations for graduate students
• Coordinate course observations for adjunct faculty teaching first-year writing
• Conduct/coordinate norming sessions for Engl 1001
• Assist in planning/conducting other faculty development workshops

Program and Course Assessment and Evaluation
• Assist director with course and program assessment initiatives
• Assist director with determining course and staffing needs for first-year writing and consult with course scheduler
• Review instructor course evaluations for first-year writing instructors
• Bring to director’s attention and assist director with student and faculty concerns related to first-year writing and instruction such as grade grievances, plagiarism, classroom behavior, classroom management, etc.

Program-related textual production
• Participate in editing English 1001 Student Guide
• Assist director with developing resource materials for faculty, advisors, and others; writing grant proposals, statements of teaching philosophy, and other related materials
• Help maintain and update Blackboard pages for 1000, 1001, and 1012

Compensation: One course release per term
III. Description of Duties for Coordinator of Second-year Writing and Online Instruction (Intermediate Composition Engl 2089, and online and hybrid sections of composition courses)

Committee Duties and Responsibilities
• Attend meetings of the University Composition Committee, the cross-college composition committee (as needed/in place of Director)
• Attend/conduct meetings of the Composition Advisory Committee and assist director with determining agenda
• Support and help promote activities related to the Teaching and Technology Committee

Program Creation and Maintenance
• Assist director with program initiatives, modifications, support, and development

Curricular Design and Articulation
• Assist director with articulating second-year writing student learning outcomes and requirements to faculty, college advisors, administrators, and others
• Assist director with changes/revisions to second-year writing curriculum
• Evaluate/review course materials for Engl 2089 and on-line and hybrid sections
• Respond to questions related to second-year writing and on-line instruction from faculty, college advisors, and others

Faculty Development
• Coordinate initial course observations for graduate students teaching Engl 2089
• Coordinate initial course observations for adjunct faculty teaching Engl 2089
• Conduct/coordinate faculty development workshops for Engl 2089 and on-line instruction
• Assist in planning/conducting other faculty development workshops

Program and Course Assessment and Evaluation
• Assist director with course and program assessment initiatives
• Assist director with determining course and staffing needs for Engl 2089 and on-line and hybrid courses
• Review instructor course evaluations for Engl 2089 and on-line/hybrid courses
• Bring to director’s attention and assist director with student and faculty concerns related to second-year writing and instruction and online writing and instruction such as grade grievances, plagiarism, classroom behavior, classroom management, etc.

Program-related textual production
• Assist director with developing resource materials for faculty, advisors, and others; writing grant proposals, statements of teaching philosophy, and other related materials
• Help maintain, update, develop Blackboard pages for Engl 2089 and on-line/hybrid courses
• Contribute relevant sections to Composition Program Annual Report

**Compensation:** One course release per term

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**IV. Description of Duties for Composition Course Scheduler**

• Develop and distribute online survey through which instructors can identify teaching preferences and availability
• Schedule all composition course sections at the 1000 and 2000 level for the academic school year and staff them with full-time faculty, new and returning graduate teaching assistants, and adjunct faculty
• In spring term, communicate with University Researcher in Provost’s Office and college advisors about composition section needs for Clifton campus during the coming academic year
• Consult with composition program director and coordinators about schedule and staffing needs
• Consult with area directors in CW, PW, and LCS and the English Department scheduler to coordinate graduate student and faculty staffing needs in non-composition courses
• Consult with the Honors program, First-Year Experience/Learning Communities, CECH online program coordinators, Athletics, and other special programs regarding staffing needs and course scheduling
• Communicate schedule to faculty in timely manner and make necessary adjustments
• With director, determine adjunct faculty needs and help review application materials as requested
• With director, conduct emergency staffing or rescheduling as needed, including during breaks, holidays, and throughout the summer (can be completed via email and phone)
• Finalize schedule with director before forwarding sections to be ordered

**Compensation:** One course release per year

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**Submitted for approval by** Interim Director, English Composition Program, Joyce Malek, April 2014
**Approved by** Head, Department of English and Comparative Literature, Jay Twomey, May 2014
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