

## Duties of the Director of Composition

The central role of the Director of Composition is to serve as the primary advocate and coordinator for the department's writing programs and courses, chiefly the General Education courses English 1101 and 1102, and English 3307 and 3308. In this role, the Director of Composition has these central responsibilities:

- Acts as chair of the Composition committee
- Administers writing courses taught through the Early College Program, in coordination with the Department Chair and Director of Undergraduate
- Contributes to the development of graduate teaching assistants in collaboration with the Director of Graduate Studies
- Serves as a point of contact between the English Department and the Writing Center and programs that draw upon our writing course offerings
- Represents ISU on the Idaho State Board of Education's Written Communication Disciplinary Group

The Director receives one course release per semester.

## Chairing English Composition Committee

The Director of Composition chairs Composition Committee meetings which are held regularly throughout the year.

- The Director prepares the agenda and writes or delegates the writing of the minutes.
- The Director guides the Committee's regular review of textbooks for the Approved Text List and the review of requests to use alternate texts.
- As needed, the Director guides the Committee's review of guidelines for composition classes.
- Upon delegation from the department chair, the Director introduces student grade appeals to the Committee.
- The Director reviews student petitions involving composition courses and makes recommendations to the department chair, consulting with the Committee as needed.
- The Director guides the review of syllabi in writing courses and works with the Composition Committee to address concerns
- The Director organizes or delegates the running of the annual Student Essay Contest
- The Director organizes or delegates the creation of composition-related professional development workshops, panels, presentations, and discussions for the department.
- The Director guides the Committee in the annual assessment of first-year writing courses.
- The Director prepares the annual assessment report for the General Education Requirements Committee (GERC) and presents the report to the Committee for feedback and revision. Every five years, the same process is used for a comprehensive assessment report.

- The Director works with the Committee to prepare challenge exams for first-year writing courses. Members of the Committee may also be asked by the Director to evaluate completed challenge exams.
- The Director solicits feedback on any changes to the state-wide general education written communication competencies that are being proposed by the Statewide Disciplinary Group.

### Administering English Early College Courses

- The Director consults with the Department Chair and Director of Undergraduate Studies on liaison assignments for the Early College Program and serves as point of contact regarding writing courses offered through the Early College Program
- The Director collaborates on the development of guidelines for off-campus English writing courses, as well as for the duties of the liaison faculty, and is chiefly responsible for determining whether writing courses meet English department standards.
- The Director, in conjunction with the Chair, reviews adjunct applications.
- The Director organizes and conducts an annual meeting and continuing education opportunity for Early College Program faculty who teach first-year writing courses

### Coordinating English Teaching Assistantships and Adjunct Writing Faculty

- The Director serves on the Graduate Admissions Committee, working with members of the Graduate Committee and the Department Chair to admit students into our graduate program and to award teaching assistantships and fellowships.
- The Director collaborates with the Department Chair to provide guidance for part-time faculty who teach writing courses.
- The Director serves as a resource for teaching assistants in developing their courses.
- The Director also works with the Department Chair in hiring and reviewing adjunct faculty to teach writing, as needed.

### Serving as Point of Contact and Advocate for the Composition Program

- The Director remains in contact with the Director of University Tutoring, making recommendations for possible tutors and communicating needs of the Composition Program.
- The Director collaborates with programs that draw upon English writing courses (such as the College of Business, whose students take ENGL 3307 and 3308), providing guidance and training as needed.
- The Director participates in discussions with Writing Program Directors at other Idaho colleges and universities, meeting on a regular basis. These meetings may be in connection with the Idaho State Board of Education's annual General Education Summit.

- The Director is responsible for reviewing and establishing policy for English writing courses that do not fall strictly within the English major. The Director coordinates assessment of these courses.
- More generally, the Director keeps abreast of recent developments in composition theory and, using the resources available (such as the Composition Committee, panel discussions, campus contacts, and the assistantship program) works to institute the best practices in English writing courses.
- The Director oversees the first-year-writing placement process, in consultation with the Department Chair, and serves as reviewer for accelerated placement requests.

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