

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 English 0090 [currently inactive] and the General Education courses in English 1101 and 1102, and English 3307 and 3308. In this role, the Director of Composition acts as chair of the Composition committee, as administrator of English Early College Courses, as coordinator of graduate English teaching assistantships, and as point of contact between the English Department and the Writing Center and programs which draw upon our writing course offerings. The Director has one course release per semester.

Chairing English Composition Committee

- The Director of Composition chairs Composition Committee meetings which are held regularly throughout the semester. The Director organizes the agenda and writes or delegates the writing of the minutes.
- The Director guides the Committee's annual or semi-annual review of textbooks for the Approved Text List and of requests for substituting texts. As needed, the Director guides the Committee's review of guidelines for composition classes. The Director introduces student grade appeals to the Committee.
- The Director reviews and judges all student petitions and challenges involving composition classes, and may consult with the Committee as needed.
- The Director guides the review of syllabi in writing courses, and works with the Composition Committee to address deficiencies.
- The Director organizes or delegates the running of the annual Student Essay Contest and of the annual Outstanding Teaching Award for graduate students, as well as occasional panel discussion on various composition topics.
- The Director and Committee may prepare and update the English department's Student Guide for Composition.

Administering English Early College Courses

- The Director arranges liaison assignments for the Early College Program, and serves as first point of contact for the University's Enrollment Coordinator of the Early College Program, and for individual high school teachers.
- In this role, the Director establishes guidelines for off-campus English writing courses, as well as for the duties of the liaison faculty, and is chiefly responsible for determining whether courses meet English department standards. The Director is also responsible for directing the formal assessment of Early College Program writing classes.
- The Director, in conjunction with the Chair, reviews adjunct applications.

Coordinating English Teaching Assistantships and Adjunct Writing Faculty

- The Director works with the Department Chair and the Director of Graduate Studies in English in awarding teaching assistantships for graduate students and in assigning mentors for these students; the Director also collects and reviews Mentor reports for the assistantships.
- The Director also works with the Department Chair in assessing enrollment needs and course numbers, and in hiring and reviewing adjunct faculty as needed.

Serving as Point of Contact and Advocate for the Composition Program

- The Director remains in contact with the Director of the Writing Center at the Student Success Center and with programs that draw upon English writing courses. With the Department Chair, the Director participates in broader discussions with other Writing Program Directors, in particular meeting annually with chairs and directors of English and writing programs of other state institutions, to address state-wide programmatic issues.
- 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.

Approved: May 6, 2009

