

## Composition Committee

The Composition Committee acts on behalf of the English faculty on all matters relating to the composition programs. The Policy and Personnel Committee appoints three English faculty members who serve indeterminate terms. All non-tenure track faculty teaching a full-time load within the Department will annually elect one of their number to serve as a representative to the committee. The non-tenure track representative will be invited to Composition Committee meetings to discuss issues that directly affect non-tenure track faculty; he or she will also bring to Composition Committee concerns from this group. A graduate student representative, nominated by the faculty members on the committee, participates in policy-making decisions but may not vote on individual student programs.

The Director of Composition, who serves a three-year renewable term, chairs the committee. The senior member of the committee serves as chair when the Director of Composition is absent. All members may vote.

The committee meets regularly as necessary during the academic year.

## Responsibilities

### Policy Making and Implementation

- The committee develops and recommends guidelines or changes to guidelines for composition courses to the English faculty.
- The committee develops and recommends changes in the structure of the composition program to the English faculty.
- The committee coordinates with the Undergraduate English Committee in proposing changes in composition courses for undergraduate majors and minors.
- The committee oversees departmental Goal One assessment.
- The committee oversees professional writing courses, specifically English 3307 and 3308.
- The Director of Composition coordinates with the Director of Graduate Studies in English in all matters relating to teaching assistants, particularly the mentor program. The Director of Composition also participates in the awarding of teaching assistantships and fellowships with the Graduate Committee.

### Textbook Selection and Development

- The committee evaluates and selects texts used by temporary faculty and teaching assistants for English 0090 [currently inactive], 1101, and 1102.
- The committee develops an annual text for model student essays each year.

- The committee reviews proposals for alternative choices of texts used in writing courses at the first-year level.

### Testing

- The committee designs the tests and the testing procedures for challenge exams for writing courses except for English 3301. In cases that involve 3301, the Director of Composition will work with the Undergraduate Committee.
- The Director of Composition appoints two faculty members to grade composition challenge exams. A third faculty member will be appointed to resolve any grading conflict.

### Grading Procedures

- The committee develops procedures for grade appeals in composition courses.
- The committee judges grade appeals in composition courses.
- The committee develops policy for plagiarism cases in composition courses.
- The Director of Composition negotiates with individual instructors appropriate measures for plagiarism.

### Student Development

- The committee organizes and judges an annual essay contest for English 0090 [currently inactive], 1101, and 1102.
- The committee organizes and judges an annual graduate student teaching award.
- The committee gathers exemplary essays for the annual text of model essays.

### Faculty Development

- The committee develops and coordinates as necessary panel discussions on issues in rhetoric and composition.

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