

Job Description

First-Year English Director

The director develops and coordinates all aspects of the First-Year English program.

Please note: This position holds a 10-month contract. The Director may continue projects on weekends, during breaks, and in the summer months.

Teaching and Advising

- Teach a 2/2 course load.
- Advise a number of students per semester.
- Hold weekly office hours for students.
- Demonstrate professional commitment to the Department, College, and University mission.
- Assess and maintain student performance records.
- Develop, distribute and adhere to current course outlines and/or syllabi.

Program Development and Coordination

Work closely with the Program Assistant, FYE committee, and other departmental and campus stakeholders to provide leadership in curriculum development, PTL-training, student writing assessment and other institutional issues related to first-year student writers.

- Meet with department chair and dean of college upon request.
- Observation and Annual Review of PTLs:
 - Oversee and conduct primary observations of PTLs, typically, 1/3 (or more) of total primary observations.
 - Coordinate and conduct secondary observations of PTLs
 - Complete annual review and annual renewal processes for PTLs.
 - Provide documentation of meetings and interactions with PTLs as necessary.
 - Follow all union guidelines and university policies regarding PTL employment.
 - Foster collaborative and best practices in curriculum design and teaching among PTLs.
- Chair the First-Year English committee.
- Design and facilitate fall and spring orientation sessions and/or meetings for PTLs.
- Design, facilitate, and/or coordinate professional development opportunities for PTLs.
- Design assessment processes for FYE courses with the department Assessment committee, clearly outlining processes to be followed and providing necessary training.
- Design and facilitate portions of the First Year Book project in collaboration with cross-campus stakeholders.
- Other administrative duties, project management and special projects as necessary.