

First-Year Writing (FYW) Program Coordinator Duties

- Insure uniformity and coherence in FYW and University Core writing curriculum, with respect to course and program outcomes.
 - Mentoring and working with writing instructors in new preps for 300-level writing courses.
- Develop, implement, and oversee system for student placement and referral in FYW.
 - Including responding to student issues and queries regarding placement, transfer equivalencies, advising, waivers, portfolio evaluation, and working with multilingual learners transitioning from the ESL Institute to the FYWP.
- Oversee ongoing curricular and programmatic assessment in FYW and advanced University Core writing curriculum, including ongoing development of assessment tools and methods for evaluating assessment results.
 - Serving as a member of the Department Curriculum and Assessment Committee and the Rhetoric and Writing Committee, including developing General Education assessment tools, conducting training on using GE assessment tools, analyzing assessment data, and reporting out results.
- Provide leadership and direction for curricular and programmatic change in response to assessment and other evaluations of writing curriculum needs.
- Advise and assist with extra-departmental writing initiatives, including writing emphasis, the Writing in the Major Program, ESL, and similar activities and curricula.
 - Ongoing research projects with the University Writing Coordinator (assessment) and the WC Coordinator (placement and multilingual learners), serving as a member of the Writing Advisory Board (WAB), coordinating with librarians in information literacy for FYW.
- Provide leadership, direction, and coordination of development and implementation of electronic curricular resources, including supplementary online modules for developmental writing, writing research, advanced writing, ESL instruction, and other writing resources for the university community.
 - Maintenance and ongoing development of teaching resources and artifacts on the Composition Committee D2L site, workshops and mentoring on best practices in teaching FYW in a digital environment, mentoring IAS in the use of multimodal pedagogical practices.
- Oversee development of web-based writing resources especially through English Department website.
- Coordinate with Writing Center Director in developing and maintaining tutorial and other support activities for FYC and University Core writing curriculum.

- Ongoing workshops with the WC and in CATL, working with WC tutors both in the WC practicum and in the WC.
- Advise and assist English Department Chair in the hiring of adjunct writing instructors and the maintenance of a qualified pool of potential adjunct writing instructors.
- Oversee mentoring, training, and evaluation of adjunct writing instructors.
 - Composition Committee, coordination with the IAS Committee, IAS career progression, observations, Yearly Reviews, working with IAS on issues of retention.
- Provide leadership and coordination of faculty development activities for writing instructors, including workshops, guest speakers, colloquia, and conference opportunities.
 - College Writing I Symposium, attending regional and national conferences on composition and writing program administration, and coordinating ongoing learning communities.