

The Director of the Writing Center will recruit, hire, train, and supervise Writing Center staff. This person will collaborate with faculty and academic staff across the University to support writing instruction at the University. This person also will consult with the Directors of First-Year Writing and Connect in order to coordinate programming. This person will serve as an ex-officio member of the First-Year Writing and Connect Committees and a member of the English Department Administration Committee.

The Director of First-Year Writing will oversee all 100-level composition courses, including WBIS 188 and its equivalents and prerequisites. This person will be responsible for continued evaluation and shaping of the first-year writing program and will maintain the program's connection and integration with the University Studies Program. This person will consult with the Director of Advanced Writing and the Director of the Writing Center to coordinate programming and will advise the English Department Chair on administrative decisions affecting first-year writing. This person is an ex-officio member of the First-Year Writing Committee and a member of the English Department Administration Committee.

The Director of Advanced Writing will oversee and support the curriculum and implementation of the University Studies Program (USP) Connect course. This person will communicate with faculty, academic staff, USP leaders, and students to address questions about this course, help create program coherence, and help assess this course. This person will also consult with the Director of First-Year Writing and the Director of the Writing Center to coordinate programming and serve as an ex-officio member of the Connect Committee and member of the English Department Administration Committee.