

Director of Composition

The Director of Composition oversees the staffing of all undergraduate courses in rhetoric and composition. These courses include:

- English 110: Critical Reading and Writing
- English 225: Introduction to Rhetoric and Writing Studies
- English 301: Expository Writing
- English 312: Written Communication in Business
- English 397: Writing the New Media
- English 410: Technical Writing

The Director is responsible for assessing the quality and coherence of instruction in composition courses. In particular, he or she is charged with mentoring and evaluating the work of graduate students as teachers of writing. He or she typically teaches English 688, Introduction to Composition Theory and the Teaching of Writing, and advises on other graduate offerings in rhetoric and composition. The Director interviews, hires, supervises, and evaluates the work of supplemental faculty teaching courses in composition. He or she also conducts regular in-service sessions for all faculty teaching composition.

The Director liaises with other university programs (Writing Center, CTAL, Library) to help support the teaching of writing across the curriculum. He or she also oversees articulation agreements with other programs and institutions—including transfer credits, Dual Enrollment 110, Honors 110, and other writing courses targeted at specific groups.

The Director reports to the Chair of the English Department. He or she attends regular meetings of the Directors and Executive Committees, and reports as needed to the department faculty on issues concerning the composition program. He or she works closely with the Associate Chair and Director of Graduate Studies on matters related to the staffing of courses in composition and writing. He or she is supported by a faculty member who serves, with appropriate course release, as Associate Director of Composition, by an advanced graduate student who serves as Assistant Director of Composition, and by a designated member of the English department office staff.

The Director typically teaches a 1-1 course load, and is appointed for a three-year, renewable term by the Chair of the English Department.

Associate Director of Composition

The Associate Director of Composition assists the Director in all aspects of running the Composition Program. While specific duties may change from year to year, they typically include:

- Coordinate classroom observations of graduate student teachers of composition courses;
- Help coordinate the Peer2Peer observation program
- Help to liaise with area high schools and teachers participating in Dual Enrollment English 110;
- Support 110 faculty in teaching, problems, or classroom concerns
- Oversee the transfer of credit for ENGL110 equivalents taken at other institutions;
- Coordinate efforts to promote undergraduate writing supported by funds from the Arak grant;
- Edit and coordinate Arak Journal contest and publication
- Assist with retreats and meetings for composition faculty;
- Assist with WAC outreach efforts.

The Associate Director may also be delegated by the Director to represent the Composition Program as needed at meetings or on committees. His or her work is supported by an advanced graduate student who serves as Assistant Director of Composition, and by a designated member of the English department office staff.

The Associate Director typically teaches a 2-2 course load, and is appointed by the Chair of the English Department, with the advice of the Director of Composition.