

Duties of the Director of First-Year Writing
Revised and approved: Fall 2016

The primary responsibilities of the Director of First-Year Writing (FYW) are:

1. To manage all FYW courses offered in the foundational level of *Eloquentia Perfecta*. This involves
 - defining curricular goals and objectives for FYW courses, and in conversation with the Department of English & Theatre, presenting these to the appropriate Faculty Senate and University curricular committees;
 - providing periodic updates and recommendations about the FYW curriculum to the Department of English & Theatre as a whole and annual reports to the chair to be included in the department annual report to the Dean;
 - establishing and maintaining good working relationships with the First-Year Writing Committee, the information literacy librarians, the Center for Teaching and Learning Excellence, the Academic Development Program, and any department across campus that offers an FYW-designated course;
 - developing and implementing strategies for the appropriate placement of university students into FYW courses; and
 - providing the first level of mediation in disputes between students and instructors in the FYW courses.
2. To assist the chair of the Department of English & Theatre in his/her responsibilities for staffing and scheduling courses. This involves
 - collaborating to recruit new part-time faculty and make appropriate hiring recommendations to the Dean of the College of Arts and Sciences;
 - advising on matters related to the staffing and scheduling of the FYW courses offered by the department;
 - serving on search committees for the hiring of full-time faculty who will be teaching in the FYW Program; and
 - participating in the evaluations of Faculty Specialists and part-time instructors who teach FYW courses.
3. To oversee faculty development for all faculty who participate in the FYW program. This involves
 - reviewing the course syllabi of all FYW courses;
 - conducting classroom observations of those who are teaching FYW courses;
 - holding occasional meetings for those who are teaching FYW courses;
 - developing training for instructors in the practical and theoretical research in the field of rhetoric & composition.
4. To develop and implement strategies for the assessment of courses fulfilling the FYW designation in *Eloquentia Perfecta*.
5. In the case of disagreement between the Director of First-Year Writing and the Chair of the Department of English & Theatre or faculty in other departments teaching FYW-designated courses, the matter(s) will go to the full department and, if unresolved on that level, to the Dean of the College of Arts and Sciences.