

3 Duties & Responsibilities

3.1 Department Chair

The Department Chair of the Department of English is an elected position. Only tenured faculty of the department are eligible for the position, and the elected Chair must be approved by the Administration (Dean of Arts and Sciences and VPAA). The Chair is elected by a majority vote of the fulltime faculty.

The Chair oversees the entire department and acts as a communicator between the faculty and the administration. The Chair is responsible for hiring new faculty and overseeing the mentoring of faculty. He/she monitors and assesses the professional progress of the faculty and counsels faculty on such progress as needed.

The Chair is also responsible for investigating student complaints concerning instructors and grade appeals, after the student has met with the instructor.

For more information on duties and responsibilities of the Chair which do not relate directly to instruction, see the Xavier University *Faculty Handbook*, section II, pages 34-37.

3.2 Director of Freshman Composition

The primary responsibilities of the Director of Freshman Composition are to supervise final placement of all freshmen in composition courses; oversee textbook adoptions for freshman composition courses; monitor student performance in composition courses; assist the Department Chair in the hiring and orientation of part-time instructors; chair the Composition Committee; and carry-out the wishes of the committee.

As part of supervising the final placement of freshman in composition courses, the Director

- a) Prepares copies of final English placement essay topics for each class.
- b) Reads and makes recommendations regarding any marginal placement essays.
- c) Arranges all rescheduling of misplaced students.
- d) Informs English faculty of which students have been placed in their courses.
- e) Reports to the Registrar's Office (with Department Chair) the names of freshmen whose English courses must be rescheduled.
- f) Ensures security of placement essay topics by maintaining rotation schedule of the common essay topics.

As chair of the Composition Committee, the Director

- a) Provides an agenda for each meeting of the Committee.
- b) Takes minutes of the meeting.
- c) Suggests goals for the academic year.
- d) Carries-out the decisions of the Committee.
- e) Creates subcommittees as needed with the consensus of the Committee.

In order to assist the Department Chair in hiring and orientation of part-time instructors, the Director

- a) Aids the department secretary in preparing folders and gathering employment materials.
- b) Interviews perspective instructors.
- c) Provides desk copies of textbooks.
- d) Provides a copy of *Resources for Teaching English Core Curriculum Courses* for instructors.
- e) Acts as a mentor and resource for new instructors.

The Director also acts as the departmental resource person regarding all composition matters.

3.3 Chair, World Literature Teaching Circle

The Chair of the World Literature Teaching Circle leads the discussions and acts on the wishes of the Circle. The Chair arranges for meetings of the Circle, insures minutes of meetings are taken, and reports to the Department and the Center for the Advancement of Teaching (if the Circle is funded). The Chair can also act as a resource person for instructors of English 2010/2011H – Introduction to World Literature.

3.4 Course Instructor

Course instructors are responsible for carrying out departmental policy in teaching, conducting classes, and assigning grades. Instructors should follow the General Course Syllabus for the courses they are teaching, and their supplemental syllabi should not conflict with the General Course Syllabus. Instructors are responsible for the content that they teach.

Instructors should meet classes regularly and promptly. They should notify the Department Chair, the secretary, and/or the Director of Composition if they are going to be absent. It is preferred that the instructor arrange for the class to be covered by another member of the English faculty, if at all possible.

Instructors are required to provide students with a syllabus that lists specific course requirements, grading standards, workload, required texts, make-up/deadline policy, plagiarism policy, and other necessary information during the first class meeting (see the course chapters for sample syllabi and the Syllabus Checklist in the Appendix). Instructors should also supply students with the General Syllabus for the course.

Fulltime instructors should keep a minimum of six (6) office hours a week. Part-time instructors should keep a minimum of one half hour per course hour taught per week (e.g., 3 office hours per week for six course hours). All faculty members are required to post office hours on their doors, with the department secretary, and on their syllabi. Instructors are expected to keep these office hours throughout the semester (except during finals). It is recommended that instructors indicate whether they are willing to make appointments with students outside of office hours.

Instructors should assess and return assignments as promptly as possible, preferably before the next assignment. Instructors should clearly explain their grading criteria to students, whether objective or subjective.