

## Duties of the Director of Undergraduate Studies in English - Inactive position at this time.

The Director of Undergraduate Studies in English is the administrator of the English B.A. program. Administering this program involves working within the Department, working with students, and representing the undergraduate program to the University and beyond. The Director has one course release per semester.

### Responsibilities within the Department

- The Director chairs the English Undergraduate Committee, including preparing agendas and writing minutes.
- The Director oversees the work of office staff on English undergraduate program tasks.
- The Director maintains records of English undergraduate departmental practices and policy.
- The Director identifies short- and long-term goals for the program and helps to implement them.
- The Director works with the Department Chair, Director of Graduate Studies in English, Composition Director, and department Administrative Assistant to schedule English course offerings.
- The Director works with the English Undergraduate Committee to maintain the academic quality of courses and curricula, through assessment and other means.
- The Director works with the English faculty to promote the major and ensure adequate enrollment of courses.
- The Director prepares and updates the English undergraduate catalog copy.

### Responsibilities toward students

- The Director promotes the undergraduate English program by facilitating events for majors and potential majors and by serving, when needed, as a liaison to the Department's clubs or honor societies. The Director fosters opportunities for community among English majors both within and beyond the classroom.
- The Director advises students in their program planning or works with the department Administrative Assistant to assign faculty advisers.
- The Director reviews and approves applications for graduation.
- The Director prepares and updates portions of the Departmental Handbook dealing with the English undergraduate program, including advisory materials.
- The Director assists with graduate job placement.
- The Director works with the departmental Administrative Assistant to maintain student records.
- The Director maintains contact with and solicits feedback from graduates of the programs.

## Responsibilities outside the Department

- The Director works with the Chair and the English Undergraduate Committee to recruit undergraduate English majors.
- The Director establishes contacts with other comparable programs, especially within the region.
- The Director establishes contacts and publicizes programs regionally and nationally.
- The Director prepares periodic self-studies for accreditation and other administrative review.
- The Director maintains communication with relevant campus offices.
- The Director verifies that ISU's English undergraduate program is up to date and in line with the best practices of other programs around the nation.

Approved by Department of English and Philosophy faculty: October 21, 2013