

# MEMO

## DEPARTMENT OF WRITING, LITERATURE, AND LANGUAGE

**To:** Provost Amy Gort, Interim Dean Michael Anderson

**From:** Julie Kae, Chair, Writing Literature and Language  
Suzanne Nielsen, Coordinator for Creative Writing

**CC:**

**Date:** 4/11/2024

**Re:** Creative Writing coordinator duties

**COMMENTS:** The following coordinator duties have been discussed and agreed upon for Creative Writing coordination for AY 2024-25. The recommended duties for coordinators include:

### Program Development support

- Coordinator will maintain bi-weekly communication with program faculty about HR deadlines, professional development and grant opportunities, and department events to support the Creative Writing program
- Coordinator will provide one-on-one mentorship to Creative Writing faculty to support their work in the classroom, including in-class visits if agreed to by the faculty instructor
- Coordinator will identify and support faculty within their respective program with the development of new courses; communicate with the rest of the department as these courses enter formal review and approval (Departmental review, Curriculum Committee, Academic Affairs, GELS and RIGR review if appropriate)
- Coordinator will develop publicity (flyers, D2L announcements) for Creative writing courses and programming.
- Coordinator will support the chair in professional development events for program faculty
- Coordinator will provide timely mentorship and training to the next curriculum coordinator to ensure a smooth transition

### Other:

- Coordinators will complete annual program reflection when required
- Coordinators will contribute and support program review when required

### Scheduling

- Coordinator will carefully plan Creative Writing courses every semester, considering enrollment trends and assigning quality instructors for our students. They will submit the recommended schedule to the chair as requested.
- Coordinator will assign courses within the program to resident faculty members and community faculty members with attention to faculty

expertise and teaching experience in Creative Writing, workload needs and limitations

- Coordinator will provide timely communication to chair when course enrollment and potential cancellations arise. They will provide recommendations for faculty reassignment due to cancellations.

#### **Hiring/ Onboarding**

- Coordinator will Interview qualified candidates for Creative Writing community faculty positions to help strengthen the program and build our pool of instructors. The coordinator will recommend qualified candidates to the dean for consideration and work with the office manager to begin necessary paperwork.
- After new community faculty members are hired, coordinator will immediately convey the job expectations to them, including (but not restricted to) the obligation to attend mandatory New Faculty Orientations/Workshops, an informal introduction of the university-level instructional support systems, the format and minimum content required for course syllabi, and professional norms of college teaching

#### **Service to students**

- Coordinator will review and submit relevant course exemption paperwork
- Coordinator will review and submit course equivalency paperwork
- Coordinator will submit overrides related to relevant course pre-reqs
- Coordinator will mediate grade appeals between students and Creative Writing program faculty
- Coordinator will respond to complaints about faculty instruction in a timely and constructive manner

Please let us know if you approve of these recommendations or will amending these duties. We are open to further discussion.

JK & SN