

### **Summary of Administration**

A Director of Writing, appointed by the Dean of Liberal Arts, administers all undergraduate writing courses in the Department of English. The Director of Writing is assisted by a Coordinator of Lower-Division Writing and a Coordinator of Upper-Division Writing. The Director and two course Coordinators make up the Writing Committee responsible for course content and policy in undergraduate writing classes.

The Director of Writing, in cooperation with the Associate Chair of the English Department, schedules and staffs writing courses and supervises the hiring of writing instructors. When appropriate, the Director makes hiring recommendations to the Dean of Liberal Arts and Executive Committee of the English Department. The Director and the Writing Committee coordinate writing courses; approve syllabi and course variants; select course texts; maintain TA/AI orientation and supervision programs; coordinate testing, placement and evaluation in the writing courses; and train faculty.

The Coordinator of Lower-Division Writing supervises E 306, E 310, and E 317 (if offered). The Lower-Division Coordinator is assisted by a Writing Lab Director and a graduate student who serves as Assistant Director of Lower-Division Writing. The Writing Lab, though supervised by the Lower-Division Coordinator, supports all writing courses in the English Department.

The Coordinator of Upper-Division Writing supervises E 325M, E 346K, E 360M, and E 379C and provides training and support for the substantial writing component courses.

The writing program office is staffed by one senior secretary and one secretary. (See diagram below.)

### **Explanation of the Administrative Structure**

The administrative structure diagrammed below for the UT undergraduate writing program will, within the existing budget, provide for effective and efficient management of the writing courses.

#### **[Writing Program Schema]**

The plan allows for the development of a coherent writing program coordinated at every level by a single body (the Writing Committee) responsible for offering a comprehensive, consistently designed, and non-overlapping selection of writing courses. To assure the efficiency and stability of the program, the Writing Director is appointed by and reports to the Dean of Liberal Arts, and, in turn, appoints the two program Coordinators (Lower/Upper Division). This configuration places the responsibility for designing, offering, and administering successful English courses in the hands of appropriate disciplinary experts and removes some of the current sources of friction within the English department. The elective design of the suggested English program shifts the focus within the Department from questions of logistics to matters of quality. The administrators of the literature and writing programs will share a similar, but non-competitive responsibility, to offer effective, well-designed courses in the areas of their specific expertise and within the constraints of staffing and budget. The Writing Director will work closely with the Associate Chair of the English Department in determining course offerings according to student demand and staffing capability.

A single Director of Writing will allow for a more efficient management of those components and

activities of a writing program now handled unevenly or redundantly across the English curriculum: syllabus design, course sequencing, faculty training, AI supervision, placement and testing of students, course and faculty evaluation, text selection, staffing, and support services (typing, duplicating, etc.). The Lower and Upper Division Coordinators will be responsible for day-to-day matters in their separate courses (staff meetings and faculty counseling, student advising, student complaints, registration, rosters, book orders, etc.).

The Lower-Division Coordinator will have the additional job of overseeing the Writing/Personal Computer Lab. While this facility has, for the past fourteen months, been officially limited to assisting students in freshman courses only, students in all departmental writing courses (and many literature classes) have continued to request and use the many services it provides. Within the limits of its current resources and budget, the lab would again officially accommodate students taking any courses in the English Department. Similarly, the PC component of the lab, equipped by computers provided by Project Quest, would continue to serve any appropriate classes in the English department.

The Upper-Division Coordinator will be responsible for developing and offering services in support of the Writing Component Courses, offering the writing expertise within the English Department to faculty in other disciplines. The Upper-Division Coordinator will also solicit the support and expertise of local business and professional writers in developing writing programs to serve the needs of the community and the State of Texas.

The Writing Program would require the same staff required by the pre-1984 Freshman English office: one Senior Secretary and one secretary. The Writing Program would be located in the offices currently housing the Freshman English Office and duplicating room: Parlin 14, 16, 18, and 19. One additional room might be necessary to provide a separate offices for each of the three faculty administrators and the two members of the classified staff.

The graduate-student office of Assistant Director of Freshman English would be retained, renamed as Assistant Director of Lower-Division Writing. The Assistant Director would be selected annually after a review of appropriate credentials by the Writing Committee. The position provides important experience for graduate students interested in pursuing careers in rhetoric and writing program administration.

Assuming a two-course load reduction for the Director of Writing and single-course reductions for the Lower and Upper-Division Coordinators, the new program would require no increase in faculty support over the current program (assuming a one-course reduction for the Director of E 346K under the current program). The new Writing Program Office would use the personnel now employed in the Freshman English Office (Parlin 16) and the Duplicating Room (Parlin 14). The department already has the Writing Lab Director and an Assistant Director positions. The new program would eliminate the current Freshman English Policy Committee, the E 346K Committee, and the upper division writing Committee. The additional office would be required.

**Administrative Structure: UT Undergraduate Writing Program**

