



The Director of First Year Writing oversees the development of curricular materials and standards, faculty resources, and assessment and outreach activities related to the two required composition courses at City Tech, ENG1101 and ENG1121. In this capacity, s/he organizes monthly workshops related to professional development and best practices for first year writing faculty, reviews syllabi, develops and distributes resources related to program standards, coordinates program assessment activities, and liaises with the English Department, WAC, SEEK, and the City Tech Learning Center. Working closely with the Chair of the English Department, who continues to be responsible for hiring and managing First Year Writing faculty, the Director of First Year Writing's duties fall into two major categories:

#### 1. Curricular and Professional Development

- Develop and maintain handbook and guidelines for writing instructors at City Tech
- Compile materials and programs for the advisement and training of new First Year writing faculty
- Review syllabi and assignments
- Manage online repository of assignments and syllabi
- Conduct monthly workshops for First Year Writing faculty on best practices in writing pedagogy, as well as to discuss courses, and share and workshop syllabi and assignments
- Develop and oversee departmental standards and recommendations for traditional, hybrid, and online First Year Writing courses
- Oversee First Year Writing recommended textbooks
- Research best practices in the field

#### 2. Assessment, Planning, and Coordination Initiatives

- Develop and coordinate assessment of the effectiveness of the First Year Writing program at the department level
- Establish annual goals and targets for First Year Writing Program
- Work with Chair of the English Department to oversee and manage part-time faculty teaching in First Year Writing Program
- Coordinate First Year Writing program with other college Departments and Programs involved with writing instruction and support (SEEK/CUE/LC/WAC)
- Assist in the coordination of college-wide assessment activities related to writing

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