

Faculty

CHAIR

Executive Committee

Considers and votes on policy, curriculum, budget, and other departmental matters before they go to the whole department for consideration.

Associate Chair Graduate Study

- Scheduling
- Advising
- Curriculum
- Student Complaints
- Scholarships
- RT Grants
- Orientation
- Admissions
- Supervise
- Exams/Defenses
- Assessment
- Job Search Workshops

Associate Chair Undergraduate Study

- Scheduling
- Honors
- Sigma Tau
- Scholarships
- Policy
- Assessment
- Institute new curriculum
- Collect/Supervise making of group brochures

Associate Chair Core Writing

- Scheduling
- Advising
- Supervise TAs
- Curriculum
- Orientation TAs
- 101/102
- 219/220
- Assessment
- Portfolio
- Policy

Associate Chair Tenure and Promotion

- Prep TP/MP
- Meet with Junior Professors
- Write Evaluations of Junior Professors
- Letters from Arts & Sciences Tenure and Promotion Committee
- Set up talks for Junior Professors

Assistant Directors

- Supervise 219/220
- Evaluate Teachers
- Assessment
- Visit Classes
- Call Meetings

Assistant Director
Assist Associate Chair of
Core Writing

Assistant Director
Assist Associate Chair of
Core Writing

TA Coordinators
See attached

Directors of Literature, Creative Writing, Rhetoric and Writing/Professional Writing

- Scheduling of classes (Work with Chair, ACs Grad and UG)
- Advocate for section needs
- Lead meetings of sections twice per semester
- Articulate section hiring needs
- Consider reconfiguration of curriculum and programmatic changes

Coordinator ALS / Coordinator BILS

- Coordinate regular meetings of sub-groups
- Coordinate meetings, articulate hiring needs
- Scheduling of classes (Work with Director of Literature)
- Consider curriculum/programmatic needs
- Advise students

Coordinator Professional Writing

- Coordinate meetings of Professional Writing
- Assess constituency
- Prepare for future hiring and curriculum goals
- Coordinate schedule with Director of RWPW

Director Medieval Studies (MEDS)

- Scheduling of classes (Work with Chair, ACs Grad and UG)
- Advocate for section needs
- Lead meetings of section twice per semester
- Articulate section hiring needs
- Consider reconfiguration of curriculum and programmatic changes
- Student advisement
- Student Activities
- Liaise with Medieval institute

Staff

Department Administrator

Each employee works approximately .5 in specific duties and up to .5 helping with Department tasks; Taos and new administrative assistant are .5

Graduate Advisor

- Admissions
- Prod/Edit
- TA Contracts
- Maintenance
- TA Overrides
- Front Desk
- Networking
- 2nd Grad Studies Budget
- 2nd Front Desk
- Grad Advisement

Program Coordinator

- Advisement
- Overrides
- Scheduling
- Budget
- Front Desk
- IDEA Faculty/TA
- 2nd Core Writing OR
- 2nd Transfer Equivalents
- 1st Front Desk
- 1st Catalog Coordinator
- Originator faculty/staff hires
- 1st Transfer Equivalent
- 1st Manage Room Calendar
- 1st Copier Management
- Graduation
- Assist PTI/ITA Budget
- Backup CW
- Supervise Work Study

Program Coordinator

- 1st Core Overrides
- 2nd Assist Supervisors
- 2nd Front Desk
- Writing Proficiency Coordinator
- 2nd Catalog Coordinator
- Originator Faculty/Staff Hires
- 2nd Manage Room Calendar
- Tech Issues
- Core Grade Analysis
- 2nd IDEA/TA
- 2nd Copier Management
- 2nd TA Contracts
- 1st Grad Studies Budget Tracking
- Backup for UG

Taos

- Web
- Conference
- Budget
- Fundraising

Senior Fiscal Tech

- Budget
- Reimbursements
- Purchase Orders
- Inventory
- Reconciliations
- Purchasing
- Payroll

Administrative Assistant

- Greet
- Phones
- Filing
- Misc. as needed

Graduate Assistants

Departmental

Graduate/Undergraduate/Chair GA

- Assist with graduate handbook production
- Update graduate student deadline document
- Collect information for and handle updates for new grad student directory page
- Collect all English department GA position job descriptions
- Attend Graduate Committee Meetings
- Take minutes at Graduate Committee Meetings
- Oversee new grad student mentor and mentee program
- Collect electronic course descriptions for online course files
- Collect syllabi electronically for archiving
- Research graduate policies from other institutions
- Assist in website representation of the grad program
- Assist with research, copying as needed (especially in admissions season)
- Assist with duties arising from new initiatives as needed
- Assist Chair and Chair for Undergraduates with office tasks as needed

Creative Writing

Taos GA

- Phones
- Correspondence
- Registration
- Blog
- Update Mailing List
- Compile Evaluations of Conference
- Newsletter
- Course descriptions
- Recruit interns
- Media
- Assist with Processing Payments
- Cancellations
- Intern Training Development
- Publishing Consultation Schedule

Blue Mesa Review Editor

- Editor-in-Chief
- Content Selection
- Layout
- Production
- Promotion
- Distribution

Works in Progress Coordinator

- Oversees all aspects of reading series
- Communicating with visiting writers
- Making hospitality arrangements
- Scheduling events at Winnings Coffeehouse/other venues
- Introducing writers, and emceeing events

American Literary Studies

American Literary Realism GA

- Assist editor in all duties related to editing the journal
- Correspondence
- Paste-up
- Calls for Papers
- Editing

Medieval Studies

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graph TD; MS[Medieval Studies] --> MOGA[Medieval Outreach GA]; MS --> VSGA[Viking Scholar GA]; CW[Core Writing] --> TAC[TA Coordinator (2) See attached];
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Medieval Outreach GA

- Curriculum development
- Meets with local high school teachers
- Teaches units on Medieval topics for high schools classes
- Mentors high school students in Medieval topics
- May include coordinating Albuquerque Academy's Medieval Day
- May schedule Albuquerque Academy's Summer Camp
- May work with high school students on National History Day projects

Viking Scholar GA

- Attends class
- Maintains record of attendance
- Holds review hours / study sessions
- Copies class materials
- Grades papers and exams
- Sets up e-reserves and list of regular reserve books
- May teach the class from time to time

Core Writing

TA Coordinator (2)
See attached

Faculty

Chair

Gail Houston

Executive Committee

Luci Tapahonso, Kathryn Wichelns, Luci Tapahonso, Gary Harrison, Finnie Coleman, Steve Benz, Kyle Fiore, Annie D’Orazio

Associate Chairs

Graduate: Anita Obermeier—on sabbatical fall 2014, returns spring 2015; Gail Houston and Jonathan Davis-Secord are acting ACGS for fall 2014

Undergraduate: Sharon Warner

Core Writing: Chuck Paine

T/P: Carmen Nocentelli

Core Writing

Associate Chair: Chuck Paine

Assist Director 219/220: Kyle Fiore

Assist Director: Steve Benz

Assist Director: Bethany Davilla

TA Coordinators: TBA

Directors

Literature: Gail Houston

Creative Writing: Dan Mueller

RW/PW: Chuck Paine

Medieval Studies: Anita Obermeier

Internships: Joe Bartolotta

Coordinators of Subgroups

ALS: Finnie Coleman

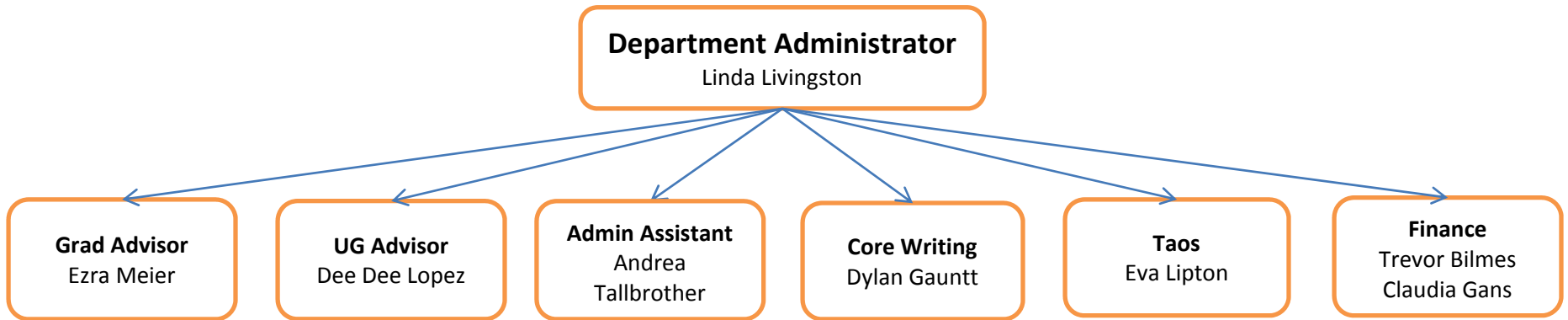
BILS: Gary Harrison

Creative Writing: Dan Mueller

Rhetoric & Writing: Chuck Paine

Professional Writing: Steve Benz

Staff



Graduate Assistants

