I. Curriculum Committees

**Advanced Studies.** Advises Director of Advanced Studies; makes recommendations to faculty on course/curriculum development and program assessment; supports activities of Major/Minor Committee. Chair: Director of Advanced Studies. Continuing ex officio voting members: directors of departmental minors and emphases.

- **Marilynn Olson, Chair (on leave, fall)**
- Deborah Balzhiser
- Rebecca Bell-Meteorau, ex officio (Media Studies)
- John Blair, ex officio (Creative Writing)
- Mark Busby (interim Chair, fall)
- Elvin Holt
- Rebecca Jackson, ex officio (Writing and Rhetoric)
- Roger Jones
- Katie Kapurch
- Kathleen McClancy
- Stephanie Noll, ex officio (Teacher Preparation)
- Susan Morrison, ex officio (Medieval/Renaissance)
- Daniel Price, ex officio (Internships)
- Victoria Smith
- Graeme Wend-Walker
- Nancy Wilson, ex officio (Writing and Rhetoric)
- Steve Wilson

**Creative Writing.** Advises Advanced Studies Director and Committee on undergraduate creative writing courses and development of undergraduate creative writing emphasis. Chair of committee appoints standing subcommittee to judge best poem and best piece of fiction for *Persona* awards. Ex officio member. Director, Advanced Studies

- **John Blair, Chair**
- Jason Coates
- Doug Dorst
- Jennifer duBois
- Susan Hanson
- Roger Jones
- Twister Marquiss
- Marilynn Olson, ex officio (on leave, fall)
- Kathleen Peirce
- Cecily Parks

**Graduate Studies.** Advises Director of Graduate Studies; makes recommendations to Graduate Faculty on policies and procedures for graduate programs, curriculum, and faculty. Chair: Director of Graduate Studies. Continuing members: Directors of MA/Literature, MA/Technical Communication, MA/Rhetoric and Composition, and MFA programs; student representatives from MA, MA/TC, MA/RC, and MFA programs.

- **Paul Cohen, Chair**
- Doug Dorst
- Rebecca Jackson
- Kathryn Ledbetter
- Teya Rosenberg
- Elizabeth Skerpan-Wheeler (on leave, spring)
- Robert Tally
- Miriam Williams
- Steve Wilson

Graduate students: Thais Rutledge -- MAL; Rachel Berryhill – MA/TC; Emily Rybarski– MA/RC; Caroline DeBruhl – MFA
First-Year English. Advises Director of Lower-Division Studies; makes recommendations to faculty on policies, curricula, and textbooks for first-year English. Chair: Director of Lower-Division Studies

Nancy Wilson, co-Chair
Stephanie Noll, co-Chair
Deborah Balzhiser
Shiloh Booker
Beverley Braud
Jason Coates
Robin Cohen
Ellis-Lai, Laura
Fitzgerald, Keri
Chad Hammett
Susan Hanson
Stephen Harmon
Dickie Heaberlin
Lindy Kosmitis
Christopher Margrave
Tomás Morín
Graeme Mullen
Keith Needham
Amanda North
Mary Perna
Francine Pilkington
Octavio Pimentel
Richard Robertson
Alicia Salzmann
Alan Schaefer
Anne Shepherd
Laura Sims
Jon Marc Smith
Dana Sprayberry-Thompson
Anne Winchell

Sophomore Literature Committee. Advises Director of Lower-Division Studies; makes recommendations to faculty on policies and curricula for sophomore literature courses.

Nancy Wilson, Chair
John Blair
Jason Coates
Paul Cohen
Joe Falocco
Geneva Gano
Nancy Grayson
Chad Hammett
Marilynn Olson (on leave, fall)
Robert Tally
Steve Wilson

Writing and Rhetoric Committee. Advises Advanced Studies Director and Committee about writing and rhetoric courses and the Writing and Rhetoric Emphasis. Advises the Coordinator of the Computer Labs on goals and policies, staffing decisions, and overall direction of the labs. Ex officio members: Director, Advanced Studies, and Lab Coordinator.

Rebecca Jackson, co-Chair
Nancy Wilson, co-Chair
Deborah Balzhiser
Beverley Braud
Matt Greengold, ex officio
Eric Leake
Scott Mogull
Internships. Develops and oversees policies and procedures for internship program. Chair: Internship Coordinator

**Daniel Price, Chair**
Marilynn Olson (on leave, fall)
Sean Rose
Aimee Roundtree
Claire Cremeens, LA advisor, ex officio

Online Courses. Assists with development of new online courses; reviews polices and procedures to achieve best practices.

**Jason Coates, Chair**
Deborah Balzhiser
Eric Blankenburg
Libby Allison
John Blair
Laura Ellis-Lai
Roger Jones
Scott Mogull
Stephanie Noll
Daniel Price
Laura Sims
Anne Winchell
Pinfan Zhu

Teacher Preparation. Advises faculty on policies related to teacher preparation, including curricular requirements for teacher certification. Chair: Department Representative to Teacher Preparation Council. Ex officio member: Director, Advanced Studies.

**Lindy Kosmitis, Chair**
Keith Needham
Stephanie Noll
Laura Sims
Marilynn Olson, ex officio (on leave, fall)

Undergraduate Technical Communication Curriculum (ad hoc). Advises Advanced Studies Committee of regarding needed changes to the curriculum of undergraduate technical communication.

**Scott Mogull**
Eric Blankenburg
Laura Ellis-Lai
Chris Margrave
Allan Schaefer
Sean Rose
Lauren Schiely
Jon Marc Smith
Susan Tilka

II. Faculty Committees

**Faculty Review, Full Professors.** Reviews and evaluates teaching, scholarly/creative activity, and service of full professors; recommends evaluations to the full professors; recommends changes in procedures for annual review. Members serve three years terms, with a new member selected each fall by drawing a name from the roster of eligible full professors.
Faculty Review, Associate/Assistant Professors. Reviews and evaluates teaching, scholarly/creative activity, and service of assistant and associate professors; recommends evaluations to the senior faculty; recommends changes in procedures for annual review.

Marilynn Olson, Chair (on leave, fall)
Susan Morrison
Miriam Williams

Faculty Review, Senior Lecturers. Reviews and evaluates the teaching, scholarly/creative activities (if applicable) and service materials submitted by senior lecturers; recommends evaluations to the senior faculty; recommends changes in procedures for annual review.

Nancy Wilson, Chair
Jason Coates
Elvin Holt

Faculty Review, Lecturers. Reviews and evaluates teaching by lecturers; recommends evaluations to the senior faculty; recommends changes in procedures for annual review.

Nancy Wilson, Chair
Debra Monroe
Jon Marc Smith

Mentoring. Works with tenure-track faculty in preparation for annual review and tenure consideration.

Deborah Balzhiser, Chair
Teya Rosenberg (mentor for Jennifer duBois)
Deborah Balzhiser (mentor for Eric Leake)
John Blair (mentor for Cecily Parks)
Allan Chavkin (mentor for Leah Schwebel)
Rebecca Jackson (mentor for Geneva Gano)
Debra Monroe (mentor for Katie Kapurch)
Octavio Pimentel (mentor for Nancy Wilson)
Victoria Smith (mentor for Kathleen McClancy)
Miriam Williams (mentor for Aimee Roundtree)

Faculty Hiring. Screens applicants for tenure-track and tenured positions and makes hiring recommendations to the senior faculty. The department chair may modify committee membership for the needs of a particular search or may form separate ad hoc committees for multiple searches.

No searches authorized as of 9-12-16; one likely forthcoming this fall

IA/TA Hiring. Advises Chair on policies for screening and hiring Instructional and Teaching Assistants. Screens applicants for these positions and makes hiring recommendations to the Chair. Chair: Director of Lower-Division Studies.

Nancy Wilson, chair
Deb Balzhiser
Paul Cohen
Doug Dorst
Chad Hammett
Rebecca Jackson
Miriam Williams
III. Administrative Support Committees

**English Department Endowment.** Monitors English department endowment accounts and advises chair on building the department’s overall endowment. Also advises chair on the use of funds generated by endowments. In particular, oversees the TKL endowment by approving the annual TKL budget and reviewing expenditures from the preceding year. Chair: English department chair.

Daniel Lochman, Chair  
Rebecca Bell-Metereau  
Cyrus Cassells  
Paul Cohen  
Doug Dorst  
Nancy Grayson  
Tom Grimes  
Dickie Heaberlin

**Library.** Advises faculty of annual allocation figures and other information forwarded by Alkek Library acquisitions staff; authorizes book and periodical orders from faculty.

Teya Rosenberg, Chair  
Suparno Banerjee  
Allan Chavkin  
Robin Cohen  
Alan Schaefer  
Leah Schwebel  
Graeme Wend-Walker  
Pinfan Zhu

**Major/Minor.** Advises Director of Advanced Studies; holds information sessions for majors/ minors; helps publicize undergraduate offerings; represents department in various university activities (e.g., Bobcat Days); selects Outstanding Senior in English. Chair: Director of Advanced Studies. Ex officio member: Sponsor, Sigma Tau Delta

Marilynn Olson, Chair (on leave, fall)  
Rebecca Bell-Metereau  
John Blair, Interim Chair (fall)  
Laura Ellis-Lai, ex officio  
Geneva Gano  
Chad Hammert  
Becky Jackson  
Roger Jones  
Katie Kapurch  
Lindy Kosmitis  
Christopher Margrave, ex officio  
Kathleen McClancy  
Jaime Mejia  
Tomás Morín  
Leah Schwebel  
Victoria Smith  
Steve Wilson

**MA/Literature.** Advises MA/Literature Director; recommends admission standards; screens MA/Lit applications; composes MA/Lit thesis and comprehensive exam requirements; administers comprehensive exams; nominates TKL Visiting Critics and Scholars. Chair: MA/Lit Director. Continuing member: student from MA/Lit program.

Paul Cohen, Chair  
Suparno Banerjee  
Mark Busby
Joe Falocco
Katherine Kapurch
Kathryn Ledbetter
Teya Rosenberg
Robert Tally
Victoria Smith
MA/Literature student: Lance Garza

**MA/Technical Communication.** Advises MA/TC director; recommends standards for admission to the program; screens TC application portfolios; composes TC thesis and comprehensive exam requirements. Chair: MA/TC Director. Continuing member: student from the MA/TC program.

*Miriam Williams, Chair*
Libby Allison
Deb Balzhiser
Aimee Roundtree
Scott Mogull
Pinfan Zhu
MA/TC student: Rachel Berryhill

**MA/Rhetoric and Composition.** Advises MA/RC Director; recommends standards for admission to the program; screens MA/RC applications; composes RC thesis and comprehensive exam requirements. Chair: MA/RC Director. Continuing member: student from the MA/RC program.

*Rebecca Jackson, Chair*
Deborah Balzhiser
Eric Leake
Jaime Mejía
Octavio Pimentel
Elizabeth Skerpan-Wheeler (on leave, spring)
Nancy Wilson
MA/RC student: Emily Rybarski

**MFA.** Advises MFA Director; recommends standards for admission to the program; screens MFA application portfolios; composes MFA thesis and comprehensive exam requirements; recommends MFA Adjunct Faculty. Chair: MFA Director. (Continuing member: student from the MFA program.

*Doug Dorst, Chair*
Cyrus Cassells
Jennifer duBois
Tom Grimes
Roger Jones
Debra Monroe
Cecily Parks
Kathleen Peirce
Steve Wilson
MFA student: Caroline DeBruhl

**Scholarships.** Reviews applications for departmental scholarships; recommends awards; oversees any changes in application forms, criteria, and policies that are mandated by scholarship donors or university decisions.

*Elizabeth Skerpan-Wheeler, Chair (on leave, spring)*
Deb Balzhiser
Cyrus Cassells
Dickie Heaberlin (interim Chair, spring)
Eric Leake
Kathryn Ledbetter
**Outstanding Senior Award.** Receives, reviews, and recommends to faculty nominations for the Outstanding Senior Award.

- **Steve Wilson, Chair**
- Deborah Balzhiser
- Roger Jones
- Laura Ellis-Lai
- Christopher Margrave
- Marilyn Olson (on leave, fall)

**Lindsey Literary.** Advises Chair and Coordinator of the Lindsey Literary Series on the selection of visiting writers and on expenditures associated with the series. Continuing member: graduate students (MA, MFA) recommended by graduate directors, undergraduate English major recommended by Sigma Tau Delta. Chair: Coordinator of the Lindsey Literary Series.

- **Tom Grimes, Chair**
- John Blair
- Eric Blankenburg (ex officio)
- Mark Busby
- Cyrus Cassells
- Paul Cohen
- Doug Dorst
- Jennifer duBois
- Nancy Grayson
- Dickie Heaberlin
- Katherine Kapurch
- Kathleen Peirce
- Rob Tally
- Graduate students: MFA – Ramiro Hinojosa; MAL – Jennifer Cizi-Gorgeny
- Undergraduate student: Devin Baumann (fall); TBN (spring)

**Writing Center.** Advises Director of the Writing Center about Center goals, policies, and overall direction. Chair: Director of Writing Center.

- **Deborah Balzhiser, Chair**
- Keri Fitzgerald
- Rebecca Jackson
- Jaime Mejia
- Lauren Schiely
- Susan Tilka

**College Review Group Representative.** Represents the department at Liberal Arts College Review for tenure and promotion. (Current representatives in 3rd year of 3-year appointment.)

- Representative: Allan Chavkin
- 1st Alternate: Rebecca Jackson
- 2nd Alternate: Elizabeth Skerpan-Wheeler

**Liberal Arts Faculty Advisory Council Member.** Represents the department for curricular issues (programs and courses) and other issues as necessary.

- Representative: Nominee -- Kathryn Ledbetter

**Departmental Representative on Research Enhancement Committee.** Represents the department during the annual review of proposals for research enhancement grants and advises faculty in English who are preparing proposals.

- Representative: Nominee -- John Blair
- Alternate: Nominee -- Deborah Balzhiser

9/12/16