*Literature Coordinator*

*Duties*

1. Primarily schedules undergraduate courses in the literature concentration (Area F and Major Requirements), and secondarily liaises with both the department chairperson who schedules ENGL 1101, ENGL 1102, GC1Y 1000, GC2Y 2000, and ENGL 2110 (Areas A, B, and C) taught by tenure-line literature faculty and other departments when appropriate or necessary in order to make sure that tenure-line literature faculty have complete schedules.
2. Liaises with
   1. MA Coordinator to schedule 5000-level graduate courses which are cross-listed with 4000-level undergraduate courses,
   2. MFA Coordinator to include creative writing faculty in literature course rotations where appropriate,
   3. Department Chairperson regarding matters pertaining to literature undergraduates.
3. Reviews course offerings and regulates faculty rotations.
4. Promotes curricular development and leads literature faculty.
5. Compiles and presents the Literature Concentration Comprehensive Program Review.
6. Further duties are described in the A&S Dean’s memorandum of understanding.

*Selection Process*

1. The Department Chairperson invites applications from tenured literature faculty. Invitation should list the Literature Coordinator duties and application letters should address candidate’s qualifications for the position.
2. Selection is made by the Department Chairperson and a panel of two literature faculty selected by the Chairperson.
3. The selection meeting should be held within two weeks of the application due date.
4. The selected Literature Coordinator will serve a three year term, renewable for one more three year term, and can serve no more than two consecutive terms.

*Pay*

The method of remuneration will be determined by the Coordinator in consultation with the Dean of Arts & Sciences.

*Revised and Approved by the Literature Faculty on 27 February 2015.*