Duties of Faculty Coordinator for Teaching Fellows

1. The Faculty Coordinator will conduct orientation and continuous assessment of M.F.A. and M.A. candidates in their roles as classroom teachers. This duty will include regular group meetings (usually monthly), one classroom observation per academic year (in addition to observations connected with ENGL 6012), and one-on-one conferences as needed.
2. The Faculty Coordinator will provide models of best practices. The Faculty Coordinator will also review syllabi of all M.F.A. and M.A. candidates who are teaching each semester. These reviews will be in addition to the reviews done by the chair and, except in cases of emergency, will occur within the first two weeks of each term. Each academic year, the Faculty Coordinator will also review one assignment description and the set of commented, graded papers associated with this assignment.
3. The Faculty Coordinator will continue to monitor grading and grade distribution as well as other features of ENGL 1101 and ENGL 1102 instruction, in accordance with his existing IRB, and will make recommendations based on these assessments.
4. The Faculty Coordinator will participate actively in preparing M.F.A. and M.A. candidates for their role in campus-wide initiatives.
5. The Faculty Coordinator will attach to his IFR a separate report on these duties, and this report will be the basis for renewal of the one-course-per-year release granted for these duties.

*The initial document of five duties were provided by the Chair to the Coordinator on 17 March 2009*.

Duties Added since 2009

1. With the passage of the Aim & Scope Teach Fellows Supplement on 6 April 2009, Coordinator serves as the Chair of the Textbook Adoption Committee of the TFs, composed of a first-year TF and a second-year TF and charged with selecting textbooks for first-time TFs of ENGL 1101 and ENGL 1102 (<http://faculty.gcsu.edu/webdav/alex_blazer/TeachingFellows/AimScopeSupplement.htm>).
2. Beginning Fall 2012, Coordinator trains TFs to conduct GC Cube assessment of their composition classes each semester, collects the assessments, and sends them to the Assessment Czar.

Alex Blazer’s self-defined duties (2008-2013) which may or may not wish to be continued by the next Coordinator

1. In addition to classroom observations, Coordinator trains TFs to conduct GIFTs for other TFs and also obtains TF help to create and revise the common TF SALG. TFs must do a midterm assessment (their choice of GIFT or SALG) during the semester they are not observed by the Coordinator. In addition, TFs teach and grade an assignment in common to learn and practice grading strategies together; and each TF is observed by a peer once per year. The results of the GIFT, SALG, and peer observation are confidentially shared with the TF *only*, not the Coordinator, in order for TFs to obtain development feedback without official evaluation).
2. Coordinator conducts an academic job market workshop in early Fall semester and provides TFs feedback on job application materials upon request.
3. Coordinator maintains a website of policies, procedures, and practices for the TFs as well as a syllabus, assignment, and textbook library: <http://faculty.gcsu.edu/webdav/alex_blazer/TeachingFellows/index.htm>.

*Revised 18 April 2013*