

Scheduling

I. Course Assignments

Very early each semester faculty and adjuncts receive a course assignment form on which they can indicate their course preferences for the following semester. English graduate faculty also submit (or update) the list of graduate seminars that they are qualified to teach and interested in teaching.

The Graduate Committee recommends seminars to the Chair. The Department Chair, in consultation with the directors of English Undergraduate Studies, English Graduate Studies, and Composition, uses responses to the course assignment forms and the Graduate Committee's seminar recommendations to shape the English course schedule. The Director of Philosophy prepares the Philosophy course schedule.

While the department attempts to meet faculty needs and interests, many factors govern course scheduling. A general principle honored for many years has been to attempt to schedule the tenured/tenure-track faculty to teach courses at all levels of the curriculum.

II. Graduate Seminar Teaching Rotations and Assignments

Teaching assignments for 6600-level seminars are determined by a rotation system, in which the English Graduate Committee recommends graduate faculty members for specific courses depending on a variety of factors. The Committee strives for variety in course offerings to ensure that students are exposed to as many national and cultural traditions as possible (i.e., recommending, in successive semesters, literature offerings in American, British, and world literatures in English, being careful not to feature some traditions much more frequently than others, when possible). Most importantly, to ensure equity in course distribution, the Committee strives to ensure that teaching assignments are spread evenly depending on faculty expertise, and strongly considers the time elapsed since a faculty member last taught a 6600-level course in making recommendations. Consequently, members of the English Graduate Faculty can expect to teach a 6600-level seminar approximately every 3-4 years, though that time might be shorter for faculty who regularly teach "service" courses in our graduate programs (e.g., ENGL 6612, ENGL 6631 and 7731, and core courses in the TESOL Certificate program).

The English Graduate Office will ask English graduate faculty members for a list of all courses they are qualified to teach and are interested in teaching, and that list will be updated every semester. Recommendations for seminar teaching will be made using this list. Faculty who are interested in teaching a pre- or post-1800 literature seminar, or a pedagogy seminar (e.g., ENGL 6630, 6632, 6633, or 6635) should provide a brief indication of the topic of that seminar (a proposed course title is sufficient). Please note that the Graduate Committee no longer accepts full-length course proposals.

While the rotation system is designed to create a more equitable graduate teaching schedule for all faculty, and while the Graduate Committee strives for consistency in ensuring that graduate faculty members are able to teach at the 6600-level every 3-4 years, the rotation may need to be adapted in specific semesters due to sabbaticals, course releases, departmental curricular needs, and other scheduling factors.

[Note: The information in Section I has been in the department's *Faculty Handbook* since at least 2012. It is a description of long-standing departmental practice. In May 2023, two sentences in Section I were updated to reflect the Graduate Committee's current approach to recommending graduate seminars. At the same time, Section II, which was written and approved by the Graduate Committee in April 2023, was also added to clarify this approach.]