



**SAN FRANCISCO
STATE UNIVERSITY**

COLLEGE OF LIBERAL & CREATIVE ARTS
COMPOSITION FOR MULTILINGUAL STUDENTS
PROGRAM
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OBLIGATIONS AND RESPONSIBILITIES OF FACULTY MEMBERS IN COMPOSITION FOR MULTILINGUAL STUDENTS

TEACHING:

The CMS Program has established goals, objectives, requirements, and text/materials for each course, and faculty are expected to teach in accordance with the set curriculum. Teachers of a particular course meet regularly to discuss course planning, activities, and materials and to norm themselves in the evaluation of student work.

EVALUATION:

Job performance evaluation is based on satisfactory faculty observation reports and satisfactory student evaluation reports. This job evaluation is done by the CMS Committee, which consists of the CMS Coordinator, the CMSPT Coordinator, two full time faculty members and two elected part-time faculty members. During the first year of teaching, the instructor is observed by at least four members of the CMS Committee. Additional observations may be requested by the instructor or by the CMS Coordinator. Student evaluations of each class are submitted at the end of the semester.

TESTING AND ADVISING:

All instructors participate in the administration and evaluation of the CMSPT and the advising of students at the beginning and middle of each semester; they receive minimal compensation from the fees paid by the students for the test. Instructors are expected to be knowledgeable about the university Written English requirements, the G.E. requirements, the CMS Program, and the Composition Program.

OTHER RESPONSIBILITIES:

Instructors are encouraged to work with graduate students who are enrolled in English 653, 726, 732, or 733. No instructor teaching a particular course for the first time will be asked to work with a graduate student in that course.

Because the CMS Program is closely connected with the MA/TESOL program, instructors may be asked to receive observers from the M.A. program as well as outside observers.

Staff meetings will be held at the beginning of the semester and at least one other time during the semester. Course meetings are held during the semester as well. Attendance at all meetings is mandatory.

Although the CMS Coordinator will make every effort to schedule instructors for the classes and times they prefer, it will be impossible to meet everyone's preferences. Because of limited classroom space, the CMS Program has a number of 8 AM classes and late afternoon classes; thus, each instructor must be willing to teach at unpopular times. Also, each instructor must be willing to teach five days a week if necessary.

For other obligations that all faculty are required to meet, see the San Francisco State Faculty Manual.