

Department administration (2018/19)

Head of Department - [Professor Janet Floyd](#)

Deputy Head of Department - [Professor Mark Turner](#) (Sem1) / [Dr Lucy Munro](#) (Sem2 & Sem3)

Committee Chairs

- Co-ordination Committee Chair - [Professor Janet Floyd](#)
- Creative & External Relations Committee Chair - [Dr Kelina Gotman](#) (Sem1&3) / [Professor Alan Read](#) (Sem2)
- Department Education Committee Chair - Professor [Professor Mark Turner](#) (Sem1) / [Dr Lucy Munro](#) (Sem2&3)
- Department Research Committee Chair - [Dr Neil Vickers](#)
- Director of PGR - [Mr Benjamin Wood](#) (Sem1&3) / [Dr Lara Shalson](#) (Sem2)
- Undergraduate Staff Student Liaison Committee (SSLC) Academic Representative - [Dr Clare Birchall](#)
- Postgraduate Taught Staff Student Liaison Committee (SSLC) Academic Representative - [Dr John Connor](#)
- Department Research Students Chair - [Mr Benjamin Wood](#) (Sem1&3) / [Dr Lara Shalson](#) (Sem2)

Undergraduate administration

- Undergraduate admissions - [Professor Sonia Massai](#)
- Undergraduate open day coordinator - [Dr Ian Henderson](#) (Sem1) / [Dr Jon Day](#) (Sem2&3)
- Undergraduate senior tutor - [Dr Clare Birchall](#)
- Combined studies tutor - TBC
- Undergraduate 1st year tutor - [Dr Luke Roberts](#)
- Undergraduate 2nd year tutor - [Dr Victoria Carroll](#)
- Undergraduate 3rd year tutor - [Dr Ed Sugden](#)
- Undergraduate dissertation tutor - [Dr Sita Balani](#)
- Undergraduate study abroad tutor - [Dr Hannah Murray](#)

Postgraduate administration

- Postgraduate research admissions - [Dr Ed Sugden](#) (Sem1) / [Dr Rowan Boyson](#) (Sem2)
- Postgraduate research professionalism tutor - [Dr Seb Franklin](#)
- Postgraduate taught senior tutor - [Dr John Connor](#)
- MA Contemporary Literature convenor and admissions - [Dr Seb Franklin](#)
- MA Early Modern English Literature convenor and admissions - [Dr Daniel Smith](#)
- MA Eighteenth Century Studies convenor and admissions - [Dr Emrys Jones](#)
- MA Modern Literature & Culture/MA English 1850-Present convenor and admissions - [Dr Brian Murray](#) and [Dr Clara Jones](#) (Sem1&3) / [Dr Jon Day](#) and [Dr Adelene Buckland](#) (Sem2)
- MA Medieval Studies convenor and admissions - [Dr Sarah Salih](#)
- MA Shakespeare Studies convenor and admissions - [Dr John Lavagnino](#)
- MA Theatre & Performance Studies convenor and admissions - [Dr Kelina Gotman](#) (Sem1&3) / [Dr Lara Shalson](#) (Sem2)
- MSc Medical Humanities and admissions - [Professor Brian Hurwitz](#)

Assessment Sub-Board Chairs

- Undergraduate Assessment Sub Board Chair - [Dr Sarah Salih](#)
- Undergraduate Assessment Sub Board Deputy Chair - [Dr Brian Murray](#) (Sem1&3) / [Dr Sarah Lewis](#) (Sem2)

- Postgraduate Assessment Sub Board Chair - [Professor Rivkah Zim](#)
- Postgraduate Assessment Sub Board Deputy Chair - TBC

Departmental Administration

- Careers and alumni - [Dr Carl Kears](#), [Dr Jemima Matthews](#), [Dr James Grande](#) (Sem 2&3)
- Library liaison and IT - [Dr Lawrence Warner](#)
- Graduate Teaching Scheme programme convenor - [Dr Josh Davies](#)

Committees

The Department is governed through a number of committees whose membership is composed of both academic staff and student representatives.

The Department Teaching Committee advises the Head of Department on teaching strategy and practice within the department while the Postgraduate and Research Committee advises the Head of Department on all matters relating to research, including the monitoring of postgraduate research students. The Staff Student Liaison Committee, for undergraduates and taught postgraduates, consists of a selection of staff and student representatives from each year group. Discussions in the meeting focus primarily on issues raised by the student representatives on behalf of fellow students.

Members of staff also carry out a number of administrative support roles within the department. If you are unsure who to contact about a problem, the [department office](#) will put you in touch with the right person.

Departmental meetings

Postgraduate and undergraduate student reps attend the unreserved section of these meetings. Meetings are held approximately six times a year.

If you have any suggestions to make regarding the Department - teaching, facilities, student support - please speak to a student representative.

Department Education Committee

The Department Education Committee (DEC) is comprised of staff and student representatives and meets on average once a term. Its aim is to ensure best practice in teaching, learning and assessment. It is the place where all matters relating to the undergraduate and taught postgraduate curriculum (eg new modules proposals, assessment methods, feedback systems, library resources, programme review) are discussed and developed. The Committee reports to the Department meeting, and also receives reports from the Staff-Student Liaison Committee and the MA Committee.

MA Committee

The MA Committee is responsible for postgraduate taught business. Its remit includes strategic planning and implementation of modules and programmes, MA studentship administration, pastoral issues, the PTES survey, quality assurance and the encouragement and monitoring of the throughput of MA students to the department's PhD programme.

Postgraduate and Research Committee

Postgraduate and Research Committee (PARC) oversees the department's research strategy, academic research and PGR students; monitors research grant applications and the progress of postgraduate research students and Graduate Teaching Assistants; liaises with the School Graduate Studies and Research Committees; and advises the Head of Department on REF submissions, on research initiatives from external bodies, and on the department's creative activities.

Staff Student Liaison Committee

The Staff Student Liaison Committee (SSLC), both undergraduates and postgraduate taught students, meets each semester and is designed to facilitate communication between staff and students. Students can raise issues from most of the areas which affect their time in the department including: academic, social, administrative, usually on behalf of other students. Minutes of the discussions are posted on the website and discussed at departmental meetings.

Undergraduate SSLC Meeting dates (2018/19):

21 November 2018 - [Student Voice Form](#)

27 February 2019

8 May 2019

Postgraduate SSLC Meeting dates (2018/19):

14 November 2018 – [Student Voice Form](#)

13 March 2019

5 June 2019

Undergraduate SSLC Membership (2018/19):

Academic Co-Chair: [Dr Clare Birchall](#)

SSLC Student Chair: [Fatimah Ahmed](#)

Student Representatives

1st Year Representatives

[Emily Dentler](#)

[Josephine Houman](#)

[Henry Kombert](#)

[Samuel Newman](#)

[Bathsheba Wignall](#)

[Yana Yadav](#)

2nd Year Representatives

[Rufeida Alhatimy](#)

[Casey Ansara](#)

[Nikita Biswal](#)

[Iris Duong](#)

[Andrew Gillon](#)

[Jasmine Mahjoubi](#)

[Karen Stewart](#)

Final Year Representatives

[Aishah Ahmed](#)

[Mary Elizabeth Gearen](#)

[Elana Hershman](#)

[Adam Huber](#)

[Anwar Malik](#)

[Vanessa Polke](#)

Postgraduate Taught/Research SSLC Membership (2018/19):

Academic Co-Chair: [Dr John Connor](#)

SSLC Student Chair: TBC

Postgraduate Taught Representatives

MA Contemporary Literature, Culture and Theory Representative

Stephanie Nankivell

MA Early Modern English Literature Representative

Naomi Smart

MA Eighteenth-Century Studies Representative

Emma Jones

MA English: 1850 to the Present/MA Modern Literature and Culture Representative

Hayley Bassett

MSc Medical Humanities Representative

Elise Eivers

MA Medieval Studies Representative

Matthew Sutton

MA Shakespeare Studies Representative

James McGeown

MA Theatre and Performance Studies Representative

William Nelson

Postgraduate Taught Programme Board of Examiners

The Postgraduate Taught Programme Board of Examiners is responsible for ensuring that the examination and assessment procedures for which it is responsible are carried out in accordance with the regulations governing the programmes and awards concerned, and other relevant College regulations, in a fair and impartial manner.

Undergraduate Programme Board of Examiners

The Undergraduate Programme Board of Examiners is responsible for ensuring that the examination and assessment procedures for which it is responsible are carried out in accordance with the regulations governing the programmes and awards concerned, and other relevant College regulations, in a fair and impartial manner.