

English Section Administration 2018 - 2019

English Section Administrator – Eva Suarato (Eva.Suarato@unil.ch)

Head of English Section – Anita Auer (Anita.Auer@unil.ch)

Office hours:

- responsible for overview and planning for the English Section, recruitment, budget, negotiating contracts, chargé de cours, tutors, student assistants, Section Meetings.

Deputy Head of English – Denis Renevey (Denis.Renevey@unil.ch)

Office hours:

- assists Head of English with overview, planning, recruitment, contracts, assistants.

Head of Modern English Literature –

Kevin Curran (Kevin.Curran@unil.ch)

Office hours:

- responsible for overview and planning for the Modern English Lit domain, + Gender and Comp Lit including timetable planning, balance of courses, recruitment

Head of American Studies – Agnieszka Soltysik (Agnieszka.SoltysikMonnet@unil.ch)

Office hours:

- responsible for overview and planning for the American Lit domain including timetable planning, balance of courses, recruitment;

Head of Medieval Language and Literature – Denis Renevey (Denis.Renevey@unil.ch)

Office hours:

- responsible for overview and planning for the Medieval Lit domain including timetable planning, balance of courses, recruitment

Head of Linguistics – Anita Auer (Anita.Auer@unil.ch)

Office hours:

- responsible for overview and planning for the Linguistics domain, including timetable planning, balance of courses, recruitment

Coordinator of Gender Studies Orientation, MA – Valérie Cossy (Valerie.Cossy@unil.ch)

Office hours:

- responsible for coordinating with the Modern English Lit domain, balance of courses (including joint courses, SPECS and CIEL), recruitment (DA);

Coordinator of Comparative Literature Orientation, MA – Martine Hennard Dutheil

(Martine.HennardDutheil@unil.ch)

Office hours:

- responsible for coordinating with the Modern English Lit domain, balance of courses (including joint courses, SPECS and CIEL), recruitment (DA)

Director of Graduate Studies – Kevin Curran (Kevin.Curran@unil.ch)

Office hours:

- MA Equivalences (Foreign Student Admissions, Lit)
- maintains a cross-domain bird's eye-view of the MA curriculum and provides general mentoring on MA and PhD level scholarship, prospects, and the academic job market as needed

Director of Curriculum (Responsable Plan d'études) –

Autumn Semester: Denis Renevey (Denis.Renevey@unil.ch)

Spring Semester: Kirsten Stirling (KirstenAnne.Stirling@unil.ch)

Office hours:

- check “fiches de renouvellement des cours” at moment of establishment of timetable
- équivalence decisions for students transferring into the BA from other universities

First Year Director of Studies –Autumn Semester: Enit Steiner (Enit.Steiner@unil.ch)Spring Semester: Kirsten Stirling (KirstenAnne.Stirling@unil.ch)**Office hours:**

- in coordination with heads of domain, overviews staffing and timetabling of EC and ILA
- Manages tutoring program for English literature
- Edits SAUTE booklet for Lausanne English Section

Assistant to First Year Director – Cécile Heim (Cecile.Heim@unil.ch)**Office hours:****Associate Coordinator of Linguistics – Jennifer Thorburn (Jennifer.Thorburn@unil.ch)****Office hours:**

- Foreign Student Admissions to MA (Ling) in turn (every 2 years) with Director of Studies
- Manages tutoring program for English linguistics

Associate Coordinator of Medieval Language and Literature – Rory Critten(Rory.Critten@unil.ch)**Office hours:** by appointment

- overview of staffing and timetabling of Discovery workshops
- manages tutoring program for Medieval Language and Literature

Examinations Coordinator – Denis Renevey (Denis.Renevey@unil.ch)**Office hours:**

- organization and distribution of tasks as expert for oral and written exams

Head of Formation Continue - Martine Hennard Dutheil (Martine.HennardDutheil@unil.ch)**Office hours:**

- organises event in September for Highschool teachers: consists of lecture series (3-5 talks) by members of English Dept, and external guest speakers, and workshops/ special events

Head of Préalables – (Spring 2019) Enit Steiner (Enit.Steiner@unil.ch)**Office hours:**

- organises and runs examinations (written and oral) of students without a *maturité* qualification.

Doctoral Assistant for Préalables Examinations – Juliette Loesch (Juliette.Loesch@unil.ch)**Office hours:****Coordinator of SSP, HEC and FTSR Préalables – Benjamin Pickford**(Benjamin.Pickford@unil.ch) and Rachael Stanley (Rachael.Stanley@unil.ch)**Office hours:**

- liaise closely with Head of Préalables. Conduct oral exams and mark written exams of students without a *maturité* qualification.

Responsible for HEP Equivalences - Maria-Rosa Garrido (Ling) + Valerie Cossy (Spring 2019)**Office hours:**

- admissions to HEP for students outside Swiss education system.

Director of UK Study Abroad (“Responsable mobilité”) - Kirsten Stirling(KirstenAnne.Stirling@unil.ch)**Office hours:**

- responsibility for coordinating and selecting students for exchange places where English dept students have priority (beginning of spring semester)

Director of North American Exchange Programs – Agnieszka Soltysik(Agnieszka.SoltysikMonnet@unil.ch)**Office hours:**

- coordinate exchange with Buffalo University: - responsible for recruiting mobility OUT student each year and coordinating IN student who will teach EC, mediating between Lettres mobility

Grants Advisor – Denis Renevey (Denis.Renevey@unil.ch)

Office hours:

- presents Berrow Scholarship, SFNS and other grant information

Coordinators of English Research Seminars – Denis Renevey (Autumn)

(Denis.Renevey@unil.ch) + Valérie Cossy (Spring) (Valerie.Cossy@unil.ch)

Office hours:

BCU Library Representatives – Kevin Curran (Lit) (Kevin.Curran@unil.ch) and Anita Auer (Lang) (Anita.Auer@unil.ch)

Office hours:

English Section Fund Treasurer – Agnieszka Soltysik (Agnieszka.SoltysikMonnet@unil.ch)

Office hours:

- manages the department's internal funds, collect dues, manage bank account

Coordinators of Teaching Timetable – Juliette Vuille (Juliette.Vuille@unil.ch) and Ana Gomes Correia (Ana.GomesCorreia@unil.ch)

- Coordinates with all members of staff and Mme Ponti to organize semesterly timetables

Office hours:

Coordinators of Online Teaching Resources (MOODLE) –

Autumn Semester: Tino Oudesluijs (Tino.Oudesluijs@unil.ch) and Amy Player

(Amy.Player@unil.ch)

Spring Semester: Camille Marshall (Camille.Marshall@unil.ch) and Amy Player

(Amy.Player@unil.ch)

Office hours:

Manager of Advanced Essay Writing Online – Andy Reilly (Andrew.Reilly@unil.ch)

Office hours:

Organisation of Departmental Doctoral Workshops – Maria-Rosa Garrido Sarda

(MariaRosa.GarridoSarda@unil.ch)

Office hours:

MA Mémoire Advisor and Organiser of Cake Tea-Days – Juliette Loesch

(Juliette.Loesch@unil.ch)

Office hours:

Editor of EDGE – Andy Reilly (Andrew.Reilly@unil.ch)

Office hours:

Communications Manager - Juliette Vuille (Juliette.Vuille@unil.ch)

Office hours:

Edits Social Media Using Facebook – Twitter – etc. advertise departmental activity (research, publications, conferences, visiting speakers, articles of interest)

Domain Doodle Organisers – Vincent Laughery (Vincent.Laughery@unil.ch) and Hazel Blair (hazel.blair@unil.ch)

Student Prize Judges: ILA, Linguistics – Martine Hennard Dutheil

(Martine.HennardDutheil@unil.ch), Enit Steiner (Enit.Steiner@unil.ch), Anita Auer

(Anita.Auer@unil.ch)

Office hours:

- committees of 3 people judge submissions from tutors, for the best first year essay, and the best second year Linguistics project.

Study Trip Organisers and Assistants:

- Chaucer in the Alps – Denis Renevey (Denis.Renevey@unil.ch) and Camille Marshall
- Linguistics in the Alps – Anita Auer (Anita.Auer@unil.ch) and Tino Oudeslouijs
- Americans in Paris – Agnieszka Soltysik (Agnieszka.SoltysikMonnet@unil.ch)
- Two-Lakes Romanticism – Enit Steiner (Enit.Steiner@unil.ch) and Amy Player
- Shakespeare at the Globe and Stratford – Kevin Curran (Kevin.Curran@unil.ch) and Andy Reilly
- ATLAS with CTL – Martine Hennard Dutheil (Martine.HennardDutheil@unil.ch) and Juliette Loesch