English Section Administration 2017-18

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

Head of English Section – Rachel Falconer (Rachel.Falconer@unil.ch)
Office hours: Wed 15-16
- 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 – Anita Auer (Anita.Auer@unil.ch)
Office hours: Tue 15-16
- assists Head of English with overview, planning, recruitment, contracts, assistants.

Head of Modern English Literature – Rachel Falconer (Rachel.Falconer@unil.ch)
Office hours: Wed 15-16
- 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: Tue 15-16
- 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: Tue 16-17
- 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: Tue 15-16
- responsible for overview and planning for the Linguistics domain, including timetable planning, balance of courses, recruitment

Coordinator of Gender Studies Orientation, MA – Valerie Cossy (Valerie.Cossy@unil.ch)
Office hours: on leave
- 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: Thu 15-16
- 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: Thu 15-17
- Foreign Student Admissions to MA (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) – Kirsten Stirling (KirstenAnne.Stirling@unil.ch)
Office hours: Tue 15-17 or by appointment
- check “fiches de renouvellement des cours” at moment of establishment of timetable
- equivalence decisions for students transferring into the BA from other universities

First Year Director of Studies – Kirsten Stirling (KirstenAnne.Stirling@unil.ch)
Office hours: Tue 15-17 or by appointment
- in coordination with heads of domain, overviews staffing and timetabling of EC and ILA
- Manages tutoring program for English literature

Assistant to First Year Director – Cécile Heim (Cecile.Heim@unil.ch)
Office hours: Thu 12h30-14

Associate Coordinator of Linguistics – Jennifer Thorburn (Jennifer.Thorburn@unil.ch)
Office hours: Tue 14-15h30
- 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: Tue 16-17
- 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: Thu 15-16
- 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 – Martine Hennard Dutheil (Martine.HennardDutheil@unil.ch)
Office hours: Thu 15-16
- 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: Tue 11-12

Coordinator of SSP, HEC and FTSR Préalables – Isis Giraldo (Isis.Giraldo@unil.ch) + Benjamin Pickford (Benjamin.Pickford@unil.ch)
Office hours: Isis Giraldo: by appointment; Benjamin Pickford: Mon 15h30-16h30
- liaise closely with Head of Préalables. Conduct oral exams and mark written exams of students without a maturité qualification.

Responsible for HEP Equivalences - Boris Vejdovsky (Boris.Vejdovsky@unil.ch) + Maria-Rosa Garrido Sarda (MariaRosa.GarridoSarda@unil.ch)
Office hours: Boris Vejdovsky: Thu 13h50-15 or appointment; Maria-Rosa Garrido Sarda: by appointment
- admissions to HEP for students outside Swiss education system.

Director of UK Study Abroad (“Responsable mobilité”) - Kirsten Stirling (KirstenAnne.Stirling@unil.ch)
Office hours: Tue 15-17 or by appointment
- 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: Tue 15-16
- 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: Tue 16-17
- 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: Denis Renevey: Tue 16-17; Valérie Cossy: Office hours: on leave

BCU Library Representatives – Kevin Curran (Lit) (Kevin.Curran@unil.ch) and Anita Auer (Lang) (Anita.Auer@unil.ch)
Office hours: Kevin Curran: Thu 15-17; Anita Auer: Tue 15-16

English Section Fund Treasurer – Agnieszka Soltysik (Agnieszka.Soltysik@unil.ch)
Office hours: Tue 15-16
- manages the department’s internal funds, collect dues, manage bank account

Coordinators of Teaching Timetable – Enit Steiner (Enit.Steiner@unil.ch) + Juliette Vuille (Juliette.Vuille@unil.ch)
- Coordinates with all members of staff and Mme Ponti to organize semesterly timetables
Office hours: Enit Steiner: Wed 14h30-15h30; Juliette Vuille: Wed 10-11 or appointment

Coordinators of Online Teaching Resources (MOODLE) – Camille Marshall (Camille.Marshall@unil.ch) and Tino Oudesluijs (Tino.Oudesluijs@unil.ch)
Office hours: Camille Marshall: by appointment; Tino Oudesluijs: by appointment

Manager of Advanced Essay Writing Online – Cécile Heim (Cecile.Heim@unil.ch)
Office hours: Thu 12h30-14

Organisation of Departmental Doctoral Workshops – Maria-Rosa Garrido Sarda (MariaRosa.GarridoSarda@unil.ch)
Office hours: by appointment

MA Mémoire Advisor and Organiser of Cake Tea-Days – Juliette Loesch (Juliette.Loesch@unil.ch)
Office hours: Tue 11-12

Editor of EDGE – Roxane Hughes (Roxane.Hughes@unil.ch)
Office hours: Mon 10-12

Communications Manager - Juliette Vuille (Juliette.Vuille@unil.ch)
Office hours: Wed 10-11 or by appointment
- Edits SAUTE booklet for Lausanne English Section
- Edits Social Media Using Facebook – Twitter – etc. advertise departmental activity (research, publications, conferences, visiting speakers, articles of interest

Domain Doodle Organisers – Roxane Hughes (Roxane.Hughes@unil.ch) and Camille Marshall (Camille.Marshall@unil.ch)
Office hours: Roxane Hughes: Mon 10-12; Camille Marshall: by appointment

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: Martine Hennard Dutheil: Thu 15-16; Enit Steiner: Wed 14h30-15h30; Anita Auer: Tue 15-16
- committees of 3 people judge submissions from tutors, for the best first year essay, and the best second year Linguistics project.

Study Trip Organisers:
- Chaucer in the Alps – Denis Renevey (Denis.Renevey@unil.ch) Office hours: Tue 16-17
- Linguistics in the Alps – Anita Auer (Anita.Auer@unil.ch) Office hours: Tue 15-16
- Americans in Paris – Agnieszka Soltyshik (Agnieszka.SoltysikMonnet@unil.ch) Office hours: Tue 15-16 and Cécile Heim (Cecile.Heim@unil.ch) Office hours: Thu 12h30-14
- Two-Lakes Romanticism – Enit Steiner (Enit.Steiner@unil.ch) Office hours: Wed 14h30-15h30
- Shakespeare at the Globe and Stratford – Kevin Curran (Kevin.Curran@unil.ch) Office hours: Thu 15-17
- ATLAS with CTL – Martine Hennard Dutheil (Martine.HennardDutheil@unil.ch) Office hours: Thu 15-16