Dear Colleagues of the Department of Basic English,

If given the opportunity to take up the position of Department Chair, I will be happy to offer the experience I have gained in my twenty-two years in teaching to maintain a convivial and positive working environment in which each and every member of staff will feel valued.

Details of my plans and projects can be summarized as follows:

I. Principles of Management
In my relationships with my co-workers, my supervisors and my students, I will maintain every effort to be

• fair and objective
• approachable
• accountable
• honest
• considerate and sensitive to the feelings of the department members
• interested in your viewpoints
• result-focused in my team building efforts, endeavoring to ‘conduct the orchestra’ rather than merely playing the loudest tune
• clear about the decisions and actions agreed upon, and to share them with the department members
• supportive of the Director of School of Foreign Languages, but resolute when appropriate

II. Plans and Projects
In this section, I provide general information on the strategic plans and projects that I hope to implement in our department in the following sub-categories:

• Curriculum
• Lecturers
• Students
• Physical work environment
1. **Curriculum**
   - Carrying out projects focused on raising awareness of the significance of our department within the university community
   - Ensuring alignment across all levels, and engaging in Common European Framework studies
   - Conducting research projects on NEPE, and putting forward ideas of how to improve the exam to the School Director
   - Revising the curriculum systematically
   - Launching projects aimed at improving the efficacy of the testing unit
   - Allocating more resources, especially for lower level students

2. **Lecturers**
   - Revising job descriptions, especially for those involved in administration
   - Offering more opportunities with fewer active teaching hours at various levels, thereby making the workload of our lecturers more manageable
   - Setting up the “Shadowing Project”
   - Setting up the “Commission Project”
   - Providing opportunities to those with an interest in taking up a role in the testing and administration process
   - Providing opportunities to those with an interest in professional development

3. **Students**
   - Adopting a student-friendly approach, while ensuring that they abuse neither their own rights nor those of their teachers
   - Providing study areas appropriate for both individual and group studies
   - Providing the appropriate conditions and support to the students seeking to take part in extra-curricular activities
   - Setting up the “Learning Center Project”

4. **Physical work environment**
   - Suggesting the following to the School Director to increase productivity and performance by reducing work-related stress
     - classroom improvements (student chairs, technical equipment etc.)
     - alternative solutions to the parking problem
     - improvements to the cafeteria, with healthy food options
     - provision of a lounge area where staff members can unwind a bit between lessons.