



January 20, 2009

Memorandum

To: Graduate Center Students
From: Acting Associate Provost Jack Jacobs
Subject: CUNY Writing Fellows Application, 2009-2010

The CUNY Writing Fellows program is designed to support the Writing Across the Curriculum initiatives at the CUNY campuses and to provide fellowship support for advanced doctoral students. Writing Fellow positions can only be held by students who are at Level III at the time of application or by no later than June 19, 2009. A Writing Fellow's primary commitments during the appointment period are to his or her duties as a Writing Fellow (approximately 15 hours per week) and to making academic progress. CUNY Writing Fellows are hired under the CUNY-PSC contract in the title of "Graduate Assistant A."

The Writing Fellowship is jointly managed by the Provost's Office at the Graduate Center and the CUNY Office for Undergraduate Education. The Office for Undergraduate Education oversees academic aspects of the program, while the Provost's office oversees the application process, compensation, and workload guidelines. Information about the latter can be found in the accompanying Information Sheet.

This packet contains application forms for CUNY Writing Fellows positions. There are **three** different forms, designed to cover different categories of applicants.

- Form A is designed for Level III students who have never previously worked as Writing Fellows.
- Form B is for Level III students who have been Writing Fellows before. Students are eligible for two annual appointments as Writing Fellows.
- Form C is for applicants who are currently at Level II but who expect to be at Level III by June 19, 2009. Documentation of your status is required, as described on Form C.

Writing Fellowships are offered as one-year appointments. For the 2009-2010 academic year, we expect there will be 108 Writing Fellow positions across CUNY (see Appendix for full list). All of the CUNY undergraduate colleges participate in the program (6 positions each), as does the CUNY Law School at Queens College (3 positions), the Online Baccalaureate of the School of Professional Studies (2 positions), and the Office of Undergraduate Education (1 position).

Please read the application carefully and provide all the information requested. If you have questions, please contact Ms. Anne Ellis, Office of the Provost, at 212-817-7284 or email her at aellis@gc.cuny.edu.

Detailed job descriptions for CUNY Writing Fellow positions at each college will be available on the Provost's Office website at the following web address: <http://web.gc.cuny.edu/provost/index.htm>. Please follow the link to "Doctoral Students," then "Fellowships and Awards," then "CUNY Writing Fellowships," then "Related Links."

Completed application packets should be mailed or delivered to Anne Ellis, Office of the Provost, Room 8113, The CUNY Graduate Center, 365 Fifth Avenue, New York, NY 10016. **The deadline for receipt of applications is Wednesday, March 4, 2009 at 5:00 p.m.**

Writing Fellowships provide a wonderful opportunity for doctoral students at CUNY while also strengthening undergraduate education. If you apply, you will be informed in April 2009 whether you have been selected as a Writing Fellow.

c: Dean Judith Summerfield
Interim University Associate Provost Julia Wrigley

Information on CUNY Writing Fellows Program

Job title

CUNY Writing Fellows are appointed as Graduate Assistant A's as defined in the Professional Staff Congress contract with the CUNY administration. These are non-teaching appointments. Writing Fellows engage in a wide range of academic activities to advance writing pedagogy, support curricular renewal and change, and develop professional education opportunities for faculty, but do not function as solo classroom instructors. The responsibilities of CUNY Writing Fellows differ from campus to campus according to the specific needs of each college as it implements writing initiatives. Job descriptions for CWFs at the different colleges are available on the Provost's Office website: <http://web.gc.cuny.edu/provost/index.htm>

Workload requirements

CUNY Writing Fellows work 450 hours during their annual appointments (225 per semester). The CWF workload is monitored by The Graduate Center's Office of Human Resources.

Generally Writing Fellows have a specific assignment of fifteen hours of work a week, although individual colleges may modify this assignment with the permission of the Office of Human Resources at The Graduate Center so long as they stay within the guidelines of 225 hours per semester.

Appointment period

The appointment period is September 1 of any given year through August 31 of the following year. Appointments are for one year only. Writing Fellows in their first year are allowed to apply and compete for a second one-year appointment.

Compensation

Currently, the compensation is \$29,172 for the yearly appointment. CUNY Writing Fellows are appointed as Graduate Assistant As to The Graduate Center payroll.

Can I hold other employment while being a CUNY Writing Fellow?

The Professional Staff Congress contract with the CUNY administration prohibits those employed in the Graduate Assistant A title (such as CUNY Writing Fellows) from simultaneously accepting any additional teaching or non-teaching instructional assignments within CUNY. This means that Writing Fellows cannot teach as adjuncts within CUNY. If you have questions about whether a CUNY appointment in some other capacity is allowable, please contact Anne Ellis in the Provost's Office.

Writing Fellows are not prohibited by contract from employment outside CUNY. Any such outside employment, however, must be approved by the CUNY Writing Fellow coordinator at

the college where the Writing Fellow is placed and by the Associate Provost at The Graduate Center. The Writing Fellow assignment must be the Fellow's primary commitment, along with his or her own academic progress.

How are Writing Fellows chosen?

Candidates submit their applications to the Provost's Office at The Graduate Center. That office then distributes them to the Writing Across the Curriculum program coordinators at each of the colleges, the Law School, the Online Baccalaureate for the School of Professional Studies, and the Office of Undergraduate Education. Applicants may apply for Writing Fellow positions at up to seven sites, ranked in order of applicant preference (see Appendix for full list). Selection committees then choose and conduct interviews with candidates on their short lists. The selection process is expected to be completed by the end of April 2009. If you have been selected as a Writing Fellow, you will be contacted by Anne Ellis.

January 5, 2009

Memorandum

To: Writing Fellow Applicants

From: Judith Summerfield, University Dean for Undergraduate Education

Subject: CUNY Writing Fellowship Information, 2009-2010

The CUNY Writing Across the Curriculum/Writing in the Disciplines (WAC/WID) program is at the forefront of the University's efforts to strengthen undergraduate education, to integrate the teaching of writing into the curriculum, and to provide professional development for faculty and graduate students. While WAC/WID programs are a staple at many American colleges and universities, CUNY is unique in employing advanced doctoral students as Writing Fellows in a program that combines professional development with University service. Please read over the following information and feel free to call my office if you have any additional questions.

WAC/WID Program Background

On January 25, 1999, the CUNY Board of Trustees passed a resolution designed to enhance students' writing abilities, an act that derived from the recognition that writing is an essential component of the college degree. The Board mandate called for Writing Across the Curriculum/Writing In the Disciplines to be a CUNY-wide responsibility—shared among colleges, disciplines, departments, and programs—and for writing proficiency to become nothing less than “a focus of the entire undergraduate curriculum.”

To support this mandate, the University earmarked funding for faculty development and CUNY Writing Fellows—advanced doctoral candidates selected to assist and implement WAC/WID programs under the supervision of a faculty coordinator. Since 1999, hundreds of CUNY Writing Fellows have participated in this remarkable University-wide project.

The CUNY Writing Fellowship is a collaborative initiative, relying on the administrative and academic cooperation of the entire University. At the Graduate Center, the Office of the Provost and the Office of Human Resources jointly manage the Fellowship application process, Fellows' compensation, and workload regulations. The academic components of the WAC/WID program, including the year-long professional development series for Fellows and Coordinators, are organized by a planning committee of Coordinators and staff in my Office, with my oversight. At the Colleges, Coordinators work with Writing Fellows to develop and implement the WAC/WID program locally.

CUNY Writing Fellows Professional Education Series

There are two complementary components of this prestigious Fellowship: First, Fellows work at their assigned campuses to advance writing pedagogy, support curricular renewal and change, and develop professional education events for faculty. Second, Fellows participate in a professional education series that periodically draws all Fellows and Coordinators together for conferences, workshops, panel discussions, and special presentations. This series is intended to contribute to the preparation of doctoral candidates, as the future professoriate, by providing a forum for the exploration of teaching and learning in the academy. Recent events have focused on the implications of new media for writing and teaching, the evaluation of writing programs, and the diversity of WAC/WID program activities at CUNY. During this next year, the WAC/WID program will continue to be linked to CUNY's participation in a Carnegie Foundation project (CASTL), which seeks to advance the scholarship of teaching and learning at the institutional level.

CUNY Writing Fellows Job Descriptions

Each Fellow's work on campus is determined by the distinctive context of the individual college's WAC/WID program. For example, Fellows may partner with faculty to enhance assignments or curriculum, work with departments to support curricular and pedagogical reform, and conduct research on critical questions about WAC/WID or writing instruction on their campus.

For more detailed descriptions of WAC/WID programs (including Fellows' responsibilities) at each of the participating CUNY campuses, please consult the Office of Undergraduate Education's website (<http://www1.cuny.edu/academics/oa/uei/wac.html>). You will also find a shorter job description from each college on The Graduate Center Provost's Office website at <http://web.gc.cuny.edu/provost/index.htm> to help you decide which colleges you wish to indicate as choices on your application.

Further Information

For more information about the academic or programmatic aspects of the WAC/WID project, please contact Dr. Erin Martineau at CUNY's Office of Undergraduate Education: (212) 794-5337, or erin.martineau@mail.cuny.edu.

FOR APPLICANTS AT LEVEL III WITH NO PRIOR EXPERIENCE AS A CUNY WRITING FELLOW

CUNY Writing Fellows Program Application 2009-2010

Submission Instructions: Applications are due to Anne Ellis, Office of the Provost (Room 8113) at the Graduate Center, by 5:00 p.m. on Wednesday, March 4, 2009.

Instructions:

Please complete and return the **ORIGINAL** and **SEVEN** collated sets of the materials. Each packet should be **stapled** and must include the following: 1) this form; 2) a 2-3 page double-spaced statement of interest (see below for topic); and 3) your C.V. including a list of 3 academic references with appropriate contact information.

Name:

Address:

Level:

Phone:

Banner ID:

Program:

E-mail:

Dissertation Topic/Academic Specialization:

Teaching Experience (subject and number of years):

Technological Skills/Experience:

Previous Graduate Assistant appointments (GAA, GAB, GAC—Please note title and dates of service):

WAC/WID sites where you wish your application to be considered, two of which must be at community colleges (See Appendix for full list). List your 7 choices in preference order with your first choice designated number One.

1.

5.

2.

6.

3.

7.

4.

_____ In special cases, colleges ask to expand their applicant pool to include additional candidates from specific disciplines. Check here if you agree to have your application forwarded to colleges you have not listed above.

**FOR APPLICANTS AT LEVEL III WITH NO PRIOR EXPERIENCE AS A
CUNY WRITING FELLOW**

Page 2.

Statement of Interest: The topic that you should address in this 2-3 page statement is as follows: The central responsibility of a CWF is to support the development of Writing Across the Curriculum. How can you contribute to this program? In what ways has your work within the academy prepared you to take part in a University-wide program that supports writing across the disciplines?

Applicant's Signed Certification

"I certify that I have read and fully understand the information concerning the program and that the facts in this application and in any other materials I submit in support of my candidacy are accurate. Any misrepresentation of written materials submitted or in any oral statements I may make during the selection process shall be sufficient cause for immediate rescission of my appointment in the event that I am hired. I also understand that: (1) an offer of employment is contingent upon successful completion of the entire employment selection process and that no manager or representative of CUNY has the authority to make an offer of employment or to represent a condition of employment which is in violation of the Bylaws, rules, regulations or collective bargaining agreements governing the University; (2) any representations which are contrary to these policies, even when made in writing, are unenforceable; and (3) under Federal law, CUNY is required to verify my employment eligibility and I must present original documents within three days of my reporting to work."

Applicant's Signature _____ Date _____

Executive Officer Certification

I certify that this candidate is *currently* at Level III, is making normal progress towards the degree, and will be registered each semester of his or her CWF tenure.

Executive Officer

Program

Date

FOR APPLICANTS AT LEVEL III WITH A MAXIMUM OF
1 YEAR PRIOR SERVICE AS A CUNY WRITING FELLOW
CUNY WRITING FELLOWS PROGRAM APPLICATION 2009-2010

Submission Instructions: Applications are due to Anne Ellis, Office of the Provost (Room 8113) at the Graduate Center, by 5:00 p.m. on Wednesday, March 4, 2009.

Instructions:

Please submit the **ORIGINAL** and **THREE** collated sets of materials. Each packet must be **stapled** and include: 1) this form; 2) a 2-3 page double-spaced statement of interest (see below for topic); and 3) your C.V. including a list of 3 academic references with appropriate contact information.

Name:

Address:

Level:

Phone:

Banner ID:

Program:

E-mail:

Dissertation Topic/Academic Specialization:

Teaching Experience (subject and number of years):

Previous Graduate Assistant appointments (GAA, GAB, GAC—Please note title and dates of service):

College where you currently serve as a Writing Fellow:

WAC/WID sites where you wish your application to be considered. (See Appendix for full list.) Please list your **THREE** choices in preference order with your first choice designated number One.

- 1.
- 2.
- 3.

In special cases, colleges ask to expand their applicant pool to include additional candidates from specific disciplines. Check here if you agree to have your application forwarded to colleges you have not listed above.

FOR ADVANCED LEVEL II APPLICANTS WHO WILL BE LEVEL III BY
JUNE 19, 2009
CUNY WRITING FELLOWS PROGRAM APPLICATION 2009-2010

Submission Information: Applications must be returned to Anne Ellis at the Provost's Office (Room 8113) of the Graduate Center by 5:00 p.m. on Wednesday, March 4, 2009.

Important Note:

Advanced Level II applicants must supply documentation attesting that they will reach Level III by June 19, 2009.

See Page 2 which specifies the supporting documents that must be submitted with this application.

Writing Fellow Application materials:

Return ORIGINAL and SEVEN collated and stapled sets of the following materials: 1) this form; 2) a 2-3 page double-spaced statement of interest (see below for topic); and 3) your C.V. including a list of 3 academic references with appropriate contact information.

Name:

Address:

Level:

Phone:

Banner ID:

Program:

E-mail:

Dissertation Topic/Academic Specialization:

Teaching Experience (subject and number of years):

Technological Skills/Experience:

Previous Graduate Assistant appointments (GAA, GAB, GAC—Please note title and dates of service):

WAC/WID sites where you wish your application to be considered, two of which must be at community colleges. (See Appendix for full list.) List your 7 choices in preference order with your first choice designated number One.

1.

5.

2.

6.

3.

7.

4.

_____ In special cases, colleges ask to expand their applicant pool to include additional candidates from specific disciplines. Check here if you agree to have your application forwarded to colleges you have not listed above.

Appendix.

List of WAC/WID Fellowship Sites

Baruch College
Borough of Manhattan Community College
Brooklyn College
Bronx Community College
City College
CUNY Online Baccalaureate
CUNY School of Law
Hostos Community College
Hunter College
John Jay College of Criminal Justice
Kingsborough Community College
LaGuardia Community College
Lehman College
Medgar Evers College
New York City College of Technology
Office of Undergraduate Education
Queens College
Queensborough Community College
College of Staten Island
York College