

Teaching Fellow Position Descriptions

The University Writing Program welcomes two types of Teaching Fellows (TFs): Postdoctoral TFs and graduate student TFs.

All fellowships are awarded for one year, pending satisfactory completion of the Teaching Writing Workshop (TWW) and Writing Center (WC) training in the fall. Fellowships for subsequent years are possible, depending on satisfactory performance and UWP's teaching needs.

Responsibilities of teaching fellows

TFs are responsible for teaching sections of *Reintroduction to Writing (Reintro)*, after successfully completing the *Teaching Writing Workshop (TWW)*.

Fellows who are new to the UWP do not teach in the fall semester; instead, they participate in the TWW and tutor in the Writing Center (WC). **Postdoctoral TFs** may also work on a project for UWP, subject to UWP leadership approval, and participate in a Professional Development Workshop (PDW). (See "Postdoc Projects and the PDW" below for details.)

In the spring semester, **all TFs** who have successfully completed the TWW and WC training teach *Reintro*. **All TFs** are also expected to attend 3 TF meetings and regularly check in with their faculty mentor in the spring. **Graduate student TFs** teach one section, while **postdoctoral TFs** teach three sections.

Returning TFs who have already successfully completed the TWW and WC training may teach *Reintro* and/or tutor in the WC in the fall semester and will teach *Reintro* in the spring semester. **Postdocs** will also tutor in the WC or do service or project work throughout the year. Details are provided in the table at the end of this document.

All TFs are requested to keep Monday and Wednesday mornings from 10am to 11am free for meetings and professional development events. (Not all of these time slots will be used, but meetings and events for TFs will be scheduled within these times if at all possible.)

Postdoc Projects and the PDW

As part of the UWP's support for the professional development of its Postdoctoral TFs, we offer several broad options that are intended both to contribute to each postdoc's particular professional development and to benefit the UWP. Postdocs should spend (on average) two hours per week in the fall on one of the following. Each option is to be determined in consultation with, and subject to approval from UWP leadership.

1. Tutor additional hours per week in the WC
2. Conduct research relevant to the UWP's mission and values. This may take the form of initiating a new research project or joining an existing research project and collaborating with another teaching fellow or faculty member.
3. Document an aspect of your class for public circulation. This would include reading and citing relevant literature on the topic and may include sharing assignment scripts and other resources for UWP instructors.
4. Service. There are two ways this might be done:

- i. Choose an initiative and contribute to it (e.g., assist a faculty member in organizing a speaker series, or assist in organizing a series of workshops)
- ii. Join a committee for a year (e.g., Writing Showcase committee, assessment committee, or curriculum committee)

Regardless of which of the above options is chosen, postdocs are expected to participate in the Professional Development Workshop (PDW), led by the TF Coordinator in the fall. One-hour meetings will be held semi-regularly and will be an opportunity to share updates and receive feedback on various aspects of professional development, including UWP projects and job market matters. Guests will be invited periodically to share insights and/or provide additional feedback. The exact schedule and content of the workshop will be determined by the TF Coordinator in concert with the postdocs.

A subset of PDW meetings will be attended by the UWP Director. Postdocs will share progress reports at these meetings.

Teaching fellows can expect the following from UWP:

1. Faculty mentorship in pedagogy, including two teaching observation and feedback
2. Support in developing at least one new syllabus
3. The opportunity, if desired, to lead another UWP class as a guest (interested TFs should let the TF Coordinator know)
4. When relevant, faculty mentorship in chosen supplemental project or service (postdocs only)

The table on the next page summarizes the duties of teaching fellows by semester.

		Fall	Spring
Graduate Student	New	<ul style="list-style-type: none"> • Participate in TWW • Tutor 2hrs/week in WC, pending satisfactory completion of writing center training 	<ul style="list-style-type: none"> • Teach 1 section of <i>Reintro</i>, pending satisfactory performance in the TWW and the WC • Attend and participate in 3 TF meetings • Regularly check in with faculty mentor
Graduate Student	Returning	One of the following: ¹ <ul style="list-style-type: none"> • Teach one section of <i>Reintro</i> OR • Tutor 8hrs/week in the WC. 	<ul style="list-style-type: none"> • Teach one section of <i>Reintro</i> • Attend and participate in 3 teaching fellows' meetings • Regularly check in with faculty mentor
Postdoc	New	<ul style="list-style-type: none"> • Participate in TWW • Attend PDW • Tutor 2hrs/week in WC, pending satisfactory completion of writing center training • 2hrs/week on one of the following: <ul style="list-style-type: none"> ○ Additional WC tutoring ○ UWP service ○ UWP-approved project (see "Postdoc Projects and the PDW" above.) 	<ul style="list-style-type: none"> • Teach three sections of <i>Reintro</i>, pending satisfactory performance in the TWW and the WC. • Attend and participate in 3 teaching fellows' meetings • Regularly check in with faculty mentor
Postdoc	Returning	<ul style="list-style-type: none"> • Teach two sections of <i>Reintro</i>² • Attend PDW • 2hrs/week on one of the following: <ul style="list-style-type: none"> ○ WC tutoring ○ UWP service ○ UWP-approved project (see "Postdoc Projects and the PDW" above.) 	<ul style="list-style-type: none"> • Teach two sections of <i>Reintro</i>³ • Attend and participate in 3 teaching fellows' meetings • Regularly check in with faculty mentor

¹ While returning TFs' preferences regarding these options will be taken into consideration, the final assignment will be determined by UWP's teaching needs for the relevant semester.

² Depending on UWP's teaching needs, and taking TFs' preferences into consideration, the teaching load may be otherwise distributed (e.g. 1/3 instead of 2/2.)

³ See previous note.