

## 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). As part of their professional development, **Postdoctoral TFs** also have a small service component to their responsibilities, which may be fulfilled by additional WC tutoring, committee work, or an independent project. Specifics of each postdoc's service component will be determined in conversation with the program director and the teaching fellows program coordinator.

In the **spring semester**, **all TFs** who have successfully completed the TWW and WC training teach *Reintro*. **Graduate student TFs** teach one section, while **new 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.

**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 whenever possible.) **All TFs** are expected to attend TF meetings in both the fall and spring semesters and to regularly check in with their faculty mentor during teaching semesters.

### Postdoc Service Responsibilities

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. 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)
3. Join a committee for a year (e.g., Writing Showcase committee, assessment committee, or curriculum committee)
4. An independent project to be designed in conversation with the program director and teaching fellows program coordinator. Examples of this sort of project include:

- a. Conducting 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.
- b. Documenting 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.

Teaching fellows can expect the following from UWP:

1. Faculty mentorship in pedagogy, including two teaching observations 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 other aspects of professional development

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

		Fall	Spring
Graduate Student	New	<ul style="list-style-type: none"> <li>• Participate in TWW</li> <li>• Tutor 2hrs/week in WC, pending satisfactory completion of writing center training</li> <li>• Attend and participate in TF meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Teach 1 section of <i>Reintro</i>, pending satisfactory performance in the TWW and the WC</li> <li>• Attend and participate in TF meetings</li> <li>• Regularly check in with faculty mentor</li> </ul>
Graduate Student	Returning	<ul style="list-style-type: none"> <li>• <b>One</b> of the following:<sup>1</sup> <ul style="list-style-type: none"> <li>○ Teach one section of <i>Reintro</i> <b>OR</b></li> <li>○ Tutor 8hrs/week in the WC.</li> </ul> </li> <li>• Attend and participate in TF meetings</li> <li>• Regularly check in with faculty mentor if teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Teach one section of <i>Reintro</i></li> <li>• Attend and participate in TF meetings</li> <li>• Regularly check in with faculty mentor</li> </ul>
Postdoc	New	<ul style="list-style-type: none"> <li>• Participate in TWW</li> <li>• Tutor 2hrs/week in WC, pending satisfactory completion of writing center training</li> <li>• Attend and participate in TF meetings</li> <li>• 2hrs/week on UWP service <ul style="list-style-type: none"> <li>○ See “Postdoc Service Responsibilities” above.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Teach three sections of <i>Reintro</i>, pending satisfactory performance in the TWW and the WC.</li> <li>• Attend and participate in TF meetings</li> <li>• Regularly check in with faculty mentor</li> </ul>
Postdoc	Returning	<ul style="list-style-type: none"> <li>• Teach two sections of <i>Reintro</i><sup>2</sup></li> <li>• Attend and participate in TF meetings</li> <li>• 2hrs/week on UWP service <ul style="list-style-type: none"> <li>○ See “Postdoc Service Responsibilities” above.</li> </ul> </li> <li>• Regularly check in with faculty mentor</li> </ul>	<ul style="list-style-type: none"> <li>• Teach two sections of <i>Reintro</i><sup>3</sup></li> <li>• Attend and participate in TF meetings</li> <li>• Regularly check in with faculty mentor</li> </ul>

<sup>1</sup> 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.

<sup>2</sup> 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.)

<sup>3</sup> See previous note.