

MONICA F. JACOBE

monicafjacobe@gmail.com

202-251-1408

www.monicafjacobe.com

PROFILE & EXPERTISE

Higher education leader with over seventeen years of progressively responsible experience focused on success for diverse students, including curriculum development and assessment, faculty development, advising, recruitment and enrollment management, strategic planning, shared governance, relationship management, and fundraising. Skilled in data-informed decision making and leading cross-functional teams to achieve goals in service of retention and persistence for multicultural and multilingual students.

EDUCATION

PH.D., English Language & Literature, The Catholic University of America, May 2010

M.F.A., Creative Writing, The American University, May 2004

B.A., English and Mass Communications, Emory & Henry College, May 2001

ADMINISTRATIVE EXPERIENCE

DIRECTOR, CENTER FOR AMERICAN LANGUAGE & CULTURE, JULY 2014-PRESENT

ASSOCIATE DIRECTOR, INSTITUTE FOR ESL & AMERICAN STUDIES, JANUARY 2012-JUNE 2014

The College of New Jersey, Ewing, NJ

Major Responsibilities

- Direct recruitment and marketing strategies for ESL students and collaborate on strategy for TCNJ's larger international recruitment effort, resulting in 50-100 enrolled students per year
- Oversee curricular development, design, and deployment for English for Academic Purposes, American Culture coursework, and pre-college programming with a focus on student success, retention, and persistence for undergraduate, graduate, and international high school students
- Advise Cabinet members on internationalization efforts and related strategic planning while serving as Deputy International Officer and Interim Senior International Officer
- Represent the Center and TCNJ with internal and external stakeholders including prospective students, alumni, donors, US and foreign government representatives, NGO partners, and university and school leaders
- Manage relationships with major international education NGOs and sponsoring agencies including IIE, American Councils, World Learning, AIRC, and SACM
- Lead campus internationalization efforts, including professional development for faculty and staff across campus working with multilingual and multicultural students
- Manage related professional staff and office budget off approximately \$500k annually

Major Accomplishments

- Developed the first strategic plan for "Global Engagement at TCNJ"
- Co-led a comprehensive review of internationalization across the campus

- Negotiated and managed TCNJ's first international joint degree program
- Authored successful first-time application for Carnegie Community Engaged Campus designation
- Developed a first series of targeted promotional print and multimedia materials for prospective international undergraduate students and donors
- Established standards for conditional admission for undergraduate and graduate programs
- Developed protocols and contracts for building an international recruitment network
- Established advising standards and procedures to support international and immigrant students
- Created and delivered faculty development opportunities for those working with diverse students
- Expanded a short-term summer program into year-round language teaching and academic support operations for multilingual and multicultural students

ASSISTANT DIRECTOR, RHETORIC & WRITING PROGRAM, MAY 2009-JUNE 2010
Catholic University of America, Washington, DC

Major Responsibilities

- Observed and evaluated the teaching of 40+ graduate student and contingent faculty teaching general education courses in all forms of writing and lower-division literature
- Served as chief mentor for graduate students and new teachers in respect to teaching practices, time management, and student support for a mostly first generation student population
- Planned and conducted program meetings for 30+ graduate teaching assistants/fellows
- Assisted in the training and professional development of new and continuing graduate teachers across disciplines and the campus
- Served as transfer credit evaluator for composition & literature requirements
- Served as primary point of contact for students and faculty advisers for matters relating to humanities general education requirements, including in academic integrity matters

Major Accomplishments

- Served as departmental lead in developing a revised first-year curriculum drawn from three interlocking requirements in English, Theology, and Philosophy
- Designed common course materials for 40+ sections of English course revision
- Designed and delivered multi-disciplinary training program for all teaching faculty for new curriculum
- Developed comprehensive information literacy instruction program with library staff deployed in all general education writing and literature courses
- Co-authored chapter on student learning outcomes for Middle States Commission on Higher Education self-study report

WRITING CENTER COORDINATOR, MAY 2008-MAY 2009
Catholic University of America, Washington, DC

Major Responsibilities

- Coordinated Center staffing needs with Writing Program Director and needs of the Department
- Interviewed, evaluated, and hired additional staff from across the campus as needed
- Promoted the Center to student body, academic departments, and programs across campus
- Maintained website including online scheduling program and user information
- Managed day-to-day operations of Writing Center including faculty relations and budget
- Managed Center staff of 25 tutors, including scheduling, training, and professional development

Major Accomplishments

- Designed training materials and redesigned training program for graduate student tutors to help them better support CUA's first-generation and growing international student population
- Drafted new Center mission statement that actively connects to University's curricular goals and service to its primarily first-generation population
- Redesigned staff evaluation system to reinforce mission and expectations
- Taught approximately two dozen seminars and workshops on writing topics across campus for unique populations, including international teaching assistants and returning degree completers
- Designed and organized yearlong Paper Clinic series with University Libraries
- Developed online and paper-based evaluations for Center services

SLOAN FOUNDATION RESEARCH FELLOW, MARCH-DECEMBER 2006

American Association of University Professors, Washington, DC

Major Responsibilities

- Conducted research and analysis on contingent faculty issues
- Write and publish on issues of faculty rights and security related to contingent faculty
- Collaborate with the Coalition on the Academic Workforce (CAW) on research agenda
- Manage CAW website and sections of AAUP website

Major Accomplishments

- Consulted with approximately 30 higher education institutions seeking clarity on current contingent faculty issues in respect to collective bargaining, promotion procedures, shared governance, and cross-track collaborations and conflicts
- Co-authored the *2006 AAUP Contingent Faculty Index*
- Single-authored news, opinion, and analyses on contingent faculty issues for a variety of higher education stakeholders
- Redesigned CAW web presence
- Restructured and revised AAUP web resources for faculty
- Advised on design for 2006 Gender Equity Indicators survey

DIRECTOR OF PROGRAMS, AUGUST 2005-FEBRUARY 2006

SENIOR PROJECTS COORDINATOR, JULY 2001-AUGUST 2005

Women's Research & Education Institute, Washington, DC

Major Responsibilities

- Planned, executed, and managed fundraising and programmatic events of all kinds
- Managed programmatic budgets and ensured sufficient funding for general operations as well as specific program initiatives
- Served as writer, editor, and designer for organization website and e-newsletter as well as all marketing publications and public communication
- Researched donor and grant prospects and co-wrote foundation and government grants
- Organized interviews and negotiated placement for fellows in Congressional Fellows Program
- Managed graduate and undergraduate interns

Major Accomplishments

- Raised an annual average of \$450k in grant funds from foundations and federal agencies
- Managed 4-5 major events per year, raising \$50k-\$150k per event

- Oversaw the publication of one research-based book from Norton and 15 in-house research publications related to women's issues
- Developed a communication plan for promotion of publications, events, and fundraising drives
- Created a program alumni network, reunion activities, and support for fundraising drives

ASSISTANT TO THE COLLEGE WRITING PROGRAM, AUGUST 2001-AUGUST 2005

American University, Washington, DC

Major Responsibilities

- Organized the functions of a writing program staffed by 15 FT instructors and 30+ adjuncts
- Managed programmatic budgets and ensured sufficient funding for general operations as well as specific program initiatives
- Mentored new full- and part-time faculty in successful pedagogy, the teaching of writing, and course design
- Served as lead trainer in AU's Writing Center, training graduate and undergraduate tutors with specific focus on serving the linguistic and cultural needs of international students
- Organized and presented programs on writing issues for undergraduate and graduate students
- Served as primary point of contact for advising staff on transfer student issues, including equivalency and the program's own required exam

Major Accomplishments

- Organized and designed new faculty training programs including day-long retreats and a brown-bag discussion series on pedagogy and new research on writing instruction
- Worked as member of three-person administrative team to support faculty in the mainstreaming of English language learners and a tripling of international student populations in courses
- Designed a program-wide class visit exchange to enhance teachers' awareness of different teaching styles and class formats
- Redesigned program policies and curriculum statements, including shared grading standards
- Created a program alumni network, reunion activities, and support for fundraising drives
- Redesigned the format and administration of the required English Competency Exam

INTERIM INTERNATIONAL STUDENT COORDINATOR, JANUARY-JUNE 2005

Literature Department, American University, Washington, DC

Major Responsibilities

- Provided one-on-one writing counseling to nonnative speakers of English
- Advised international students on course selection, time management strategies, and other matters pertaining to persistence and academic success
- Advised English faculty in writing and literature courses on matters relating to nonnative speakers of English

Major Accomplishments

- Successfully transitioned 50+ international students to changed support as maternity leave relief for a staff colleague
- Gained thorough knowledge of joint and dual degree programs as well as exchange relationships at the graduate and undergraduate levels
- Streamlined labor-intensive support for faculty with structured mentoring plan for the department

LEADERSHIP

- Committee on Strategic Planning and Priorities, The College of New Jersey, August 2014-present (Vice Chair, August 2015-May 2016)
- President's Leadership Council, The College of New Jersey, June 2014-present
- Academic Leaders Council, The College of New Jersey, January 2014-present
- Vice President, Staff Senate, The College of New Jersey, July 2014-present (reelected 2017)
- Convener, Helen Shaw Staff Excellence & Special Achievement Awards Committee, The College of New Jersey, September 2014-present
- Chair, Campus Climate for Global Students Working Group, The College of New Jersey, November 2017-May 2018
- Campus-wide Governance Steering Committee, The College of New Jersey, January-May 2017
- Co-chair, The Achievement Gap: Creating Access to Success Learning Community, The College of New Jersey, January 2016-May 2017
- Staff Advocate, TCNJ Day of Giving, The Campaign for TCNJ, 2016
- Strategic Planning & Resource Committee, The College of New Jersey, January 2015-May 2016
- Communication Editor, *Kairos: A Journal of Rhetoric Technology, & Pedagogy*, September 2010-June 2014
- Co-chair, Standing Committee on the Status of Graduate Students in the Profession, Modern Language Association, July 2010-July 2012 (Committee member from April 2009)
- Elected Delegate representing Graduate Students, Modern Language Association Assembly, 2009-2012
- Chair, MLA Executive Committee on Part-time Faculty Issues, January 2010-January 2011 (Committee member December 2006-December 2010 and January 2011-January 2012)
- Organizer, Interdisciplinary Faculty Writing Group, Princeton University, August 2011-December 2011
- Faculty Senator, University Senate, University of Maryland, College Park, May 2009-May 2010
- Founder and Organizer, *A Space Inside*, monthly reading series for DC writers, Riverby Books, Washington, DC, 2006-2010
- Adjunct Faculty Representative, College Writing Council, American University, 2004-2005
- Creator and Organizer, Alumni Writer Lecture Series, American University's MFA Program, 2003-2004

AWARDS AND HONORS

- John Eugene and Barbara Hilton Cay Visiting Scholar Grant from the Southern Historical Collection, University of North Carolina at Chapel Hill, 2014
- Outstanding Service to the Staff Senate, The College of New Jersey, 2014
- Best Poster Presentation, Internationalizing the Curriculum and Campus Poster Fair, NAFSA: Association of International Educators, May 2013
- Invited Judge, American Association of University Women Career Development Grants for Arts & Humanities, Award Year 2013-2014
- Invited Affiliate Researcher, Sloan Work & Family Research Network, Boston College, 2007-2014
- Full Doctoral Scholarship and Teaching Fellowship, Catholic University of America, 2005-2010
- Award Reader, Marfield Prize/National Award for Arts Writing, the Arts Club of Washington (DC), 2009

- Honorable Mention Fellowship Winner, Creative Nonfiction, 2008 Writer's @ Work Conference
- Resident Fellow, Virginia Center for the Creative Arts, May 2007
- Northeast Modern Language Association Graduate Conference Fellow, 2007
- Finalist, K. Patricia Cross Award for Future Leaders in Higher Education, American Association of Colleges & Universities, 2006
- Alfred P. Sloan Research Fellowship, American Association of University Professors, 2006
- Jane Stanhope Award for Excellence in Adjunct Teaching, The American University, 2004-2005
- Staff Service Award, The Writing Center, The American University, 2004-2005

PUBLICATIONS

Book in Progress (1)

Southern Sense of Self: Rebuilding Southern Identity in Modern America, scholarly book manuscript in revision

Book (1)

Final Draft: Level 4 (Bridging), with Wendy Asplin and Alan W. Kennedy, Cambridge University Press EAP Division, 2015 (textbook)

Refereed Articles (11)

- “Contextualizing African Legacy: Teaching Alice Walker’s Africa as Southern Women’s Writing,” article requested for an edited collection, *Waging Empathy: Alice Walker, Possessing the Secret of Joy, and the Global Movement to Ban FGM*, edited by Tobe Levin, UnCUT/VOICES Press, 2014, 133-148
- “A Message in Need of Revision: Humanities, the Academy, and ‘Hard Times,’” solicited article in *Western Humanities Review*, a special issue on economics and the humanities edited by Lise Leibacher-Ouvrard and Reginald McGinnis, Fall 2011, 58-65
- “Making It,” solicited article in *Academe: Bulletin of the AAUP*, Volume 96, Issue 5, September/October 2011, 19-23
- “Forum on Identity,” invited article co-authored with Angela Bilia, Chris Dean, Judy Hebb, and Doug Sweet, in *College English*, a special issue on contingent faculty edited by Mike Palmquist and Sue Doe, Vol. 73, no. 4, March 2011
- “The Marked Narrative of Realism: *Madame Bovary* as Case Study,” article in *EAPSU-Online: The Journal of the English Association of Pennsylvania State Universities*, Volume 7, Fall 2010
- “Society Cannot Be Flat: Hierarchy and Power in Gulliver’s Travels,” article in *Nebula: A Journal of Multidisciplinary Scholarship*, Volume 6, Issue 1, March 2009, 122-131
- “Ursa Finds Her Voice: Sex, History, and Self in Gayl Jones’s *Corregidora*,” article in *The Journal of Kentucky Studies*, edited by Gary Walton and Danny L. Miller, Fall 2007, 117-124
- “Consequences: An Increasingly Contingent Faculty,” article co-authored with John W. Curtis, in *AAUP Contingent Faculty Index 2006*, American Association of University Professors, December 2006, 5-18
- “Contingent Faculty Across the Disciplines,” article in *Academe: Bulletin of the AAUP*, Volume 92, Issue 6, November/December 2006, 43-45
- “Transcending a Legacy: Sex, History, and Self in Gayl Jones’s *Corregidora*,” article in *Conflict in Southern Writing*, edited by Ben. P. Robertson, Association for Textual Studies and Production and Troy University, April 2006, 189-195
- “They’re Nice; We Grade: Evaluation as Roadblock in the Journey from Tutor to Teacher,” article in *Dangling Modifier*, Vol. 11, Issue 2, Spring/Summer 2005

Public Commentary and Journalistic Writing

Founder and Blogger, *Strategic Revision: Preparing Today's Higher Education for Tomorrow's Students*, <http://www.monicajacobe.com/>: In this blog, essays on topics in higher education including: campus internationalization, change in higher education, cross-cultural education, diversity, faculty and teaching, planning and assessment, retention and persistence, student support and students of the future.

Monthly Arts and Lifestyle Columnist, *Capital Community News*, Washington, DC, 2004-2009

"An Administrator, Writing," Career Advice Column for Inside Higher Ed published on May 12, 2016, <https://www.insidehighered.com/advice/2016/05/12/phds-administrative-instead-academic-jobs-can-still-pursue-scholarly-writing-essay>

"Think Like an Administrator," Career Advice Column for Inside Higher Ed published on April 12, 2013, <http://www.insidehighered.com/advice/2013/04/12/essay-what-its-faculty-member-become-administrator>

"There Will Always be Historians, Right?," *Perspectives on Undergraduate Research and Mentoring*, Elon University, October 30, 2012, <https://blogs.elon.edu/purm/2012/10/30/there-will-always-be-historians-right/>

"So, You Think You Want To Be An Administrator?," Career Advice Column for Inside Higher Ed published on August 17, 2012, <http://www.insidehighered.com/advice/2012/08/17/essay-how-academic-professionals-should-apply-administrative-jobs>

"(Role) Modeling Gender Gaps," guest blog for University of Venus, published in Inside Higher Ed on May 13, 2011, http://www.insidehighered.com/blogs/university_of_venus/role_modeling_gender_gaps

"Resetting Priorities," Career Advice Column for Inside Higher Ed published on April 18, 2011, http://www.insidehighered.com/advice/2011/04/18/essay_on_rethinking_priorities_of_an_academic_job_search

"Play Ph.D. Casino!" and "Predatory Employment in Higher," video interview segments published on www.howtheuniversityworks.com by Marc Bousquet, January 18, 2008

"Life in Charge of a Reading Series," guest blog for E-Notes by E. Ethelbert Miller, published on August 2, 2007, <http://eethelbertmiller1.blogspot.com/>

"Consultant Spotlight," interview in *Praxis: A Writing Center Journal*, Vol 1., Issue 1, Fall 2003

Scholarly Editing

Assistant Editor for Topoi, *Kairos: A Journal of Rhetoric Technology, and Pedagogy*, Issues 12.3-15.1 (January 2008-August 2010)

Feature editor, Issues in Part-time and Adjunct Teaching, *Academic Exchange Quarterly*, Volume 11, Issue 2, Summer 2007

Additional Publications

- 4 book reviews in national American Studies journals, 2006-2007
- 7 academic encyclopedia entries on 19th- and 20th-century literary topics, 2005-2007
- 12 creative publications in a variety of journals, 2000-2014

SELECTED PRESENTATIONS

Invited Talks

- “Notes from the Dark Side: An Adjunct Activist Administrator,” a session sponsored by the Committee on Contingent Faculty in the Profession, 2016 Modern Language Association Annual Convention, Austin, TX, January 2016
- “Considering Non-Faculty Work in Higher Education,” presentation for the School of Arts and Sciences and the Department of English, The Catholic University of America, October 1, 2013
- “From Emory to a Career in the World—Using That Liberal Arts Degree,” lecture and discussion sponsored by the Department of English and the Lyceum Program, Emory & Henry College, September 17, 2013
- *Redefining Mentorship, Redefining the Profession*, a roundtable session sponsored by the Committee on the Status of Graduate Students in the Profession, 2013 Modern Language Association Annual Convention, Boston, MA, January 2013
- “Seeing 9/11 through from Beyond the US: Wim Wenders’s *Land of Plenty*,” film screening and discussion for Envisioning Europe, a series sponsored by the New Jersey Council on the Humanities, The College of New Jersey, September 18, 2012
- “Labor Issues in Higher Education,” Seminar on Higher Education in the United States (for international faculty), The College of New Jersey, July 9, 2012
- “Changing Faculty Work in a Changing University,” *Elements of the University: Change and Continuity*, Washington, Race, and Higher Education, The University of the District of Columbia, December 9, 2011
- “Strategies for the Academic Job Search,” presentation for the Department of English, The Catholic University of America, November 2, 2011
- “Ranking and Evaluating Student Writing,” presentation/discussion as part of New Faculty Training, Writing Program, Princeton University, May 25, 2011
- “MFAs: A Roundtable Discussion” at The Writer’s Studio, Princeton University, March 8, 2011
- “What is This Thing Called a Love Story?: Jeffrey Eugenides’s *My Mistress’s Sparrow is Dead*,” presentation/discussion at The Writer’s Studio, Princeton University, February 11, 2011
- “Revising the Academy in the Kairotic Moment of Hard Times,” presented at *The Academy in Hard Times* opening forum, 2011 Modern Language Association Annual Convention, Los Angeles, CA, January 6, 2011
- *Deprofessionalized?*, a roundtable session sponsored by the Division on Teaching as a Profession, 2011 Modern Language Association Annual Convention, Los Angeles, CA, January 2011
- “Wikis in the Classroom: Policies, Procedures, and Promise,” presented at the *Teaching with New(er) Technologies Workshop*, Center for Teaching Excellence, University of Maryland, College Park, May 2010

Conference Presentations

- “Public Selves and Political Commentary: Digital Danger and Identity,” *66 States of Insecurity: Digital Writing in the Post–2016 Election Era*, 2018 Modern Language Association Annual Convention, New York, NY, January 2018
- Roundtable participant, “Graduate Student Futures,” 2018 Modern Language Association Annual Convention, New York, NY, January 2018
- “Mobile Students, Mobile Minds: Beyond Study Abroad or Immersion toward Understanding,” *Social Pedagogies in the L2 Classroom*, 2017 Modern Language Association Annual Convention, Philadelphia, PA, January 2017

- “There is No Professor in This Class: The Dangers of the Seminar Table for Women Faculty,” *The Physicality of Teaching*, 2017 Modern Language Association Annual Convention, Philadelphia, PA, January 2017
- “Language Scaffolding, Cultural Learning: Content Teaching in EAP Classrooms,” American Council on the Teaching of Foreign Languages Annual Convention, Boston, MA, November 2016
- “Revisionist Girlhoods of the Civil War,” Society for the Study of Southern Literature Conference, Arlington, VA, March 2014
- “How American Studies Helps Internationalize a US Campus,” NAFSA: Association of International Educators Annual Conference and Expo, St. Louis, MO, May 2013
- “Who Speaks for the Academy?: Perceived Privilege and the Public Conversation,” *Communicating Contingent Realities*, 2012 Modern Language Association Annual Convention, Seattle, WA, January 2012
- “‘Ethos is Which One Again?’: The Rhetoric of Writing Center Translation at CUA”; Praxis, Pedagogy, People: Writing Studies in the DC Metropolitan Area; George Washington University, Washington, DC; January 9, 2009
- “Telling a New Tale: Ursa’s Journey to Her Own Story in *Corregidora*,” *Folklore and Gayl Jones’s Corregidora*, 2008 Modern Language Association Annual Convention, San Francisco, CA, December 2008
- “Web 2.0 and the Adjunct: Breaking Stereotypes in the Blogosphere,” *Stereotypes of Contingent Faculty Members: Humor and Social Commentary*, 2008 Modern Language Association Annual Convention, San Francisco, CA, December 2008
- “Migrating Realism: The Narratology of *Madame Bovary*,” College English Association Mid-Atlantic Group Conference, March 2008
- Roundtable participant, “The New Majority Faculty: A Kinetic Workforce,” 2007 Modern Language Association Annual Convention, Chicago, IL, December 2007
- “The Water That Connects Us: Redefining Home in the Poetry of Maggie Anderson,” *Appalachian Writers and Home*, Southern Women Writers Conference at Berry College, GA, September 2007
- Reader and Creative Session Panelist, *Breaking the Line: The Art of the Lyric Essay*, 2007 Northeast Modern Language Association Conference, Baltimore, MD, March 2007
- “Education on Contingency: General Education and the Liberal Arts without Academic Freedom,” 2006 Modern Language Association Annual Convention, Philadelphia, PA, December 2006
- “Rewriting Southern Womanhood in Appalachia: Denise Giardina’s *Storming Heaven*,” National Popular Culture Association Conference, Atlanta, GA, April 2006
- “Death in the Family: Oral Storytelling as Mourning in Fred Chappell’s Kirkman Tetralogy,” Society for the Study of Southern Literature Conference, Birmingham, AL, March 2006
- “They’re Nice; We Grade: Evaluation as Roadblock in the Journey from Tutor to Teacher,” Mid-Atlantic Writing Centers Association, Frederick Community College, MD, April 2005
- “Mapping History with Narrative Structure in Gloria Naylor’s *Mama Day*,” Literature and Culture of the Modern South, Clark Atlanta University, GA, April 2005
- “Blood Lust: The Intimacies of Vampirism,” One Day-One Book Colloquium, American University, Washington, DC, March 2005
- “Transcending a Legacy: Sex, History, and Self in Gayl Jones’s *Corregidora*,” Conflict in Southern Writing, Troy State University, Montgomery, AL, September 2004
- “The Search for Something: Legacy in Rushdie’s *Midnight’s Children*,” One Day-One Book Colloquium, American University, Washington, DC, April 2004
- “Herman Melville’s *The Confidence-Man*: Allegory for a New Age,” Identity Politics and the Politics of Identity in 19th Century Literature, University of South Carolina-Columbia, March 2004

SELECT TEACHING EXPERIENCE

AFFILIATED FACULTY, DEPARTMENT OF ENGLISH, JUNE 2012-PRESENT

The College of New Jersey, Ewing, NJ

COURSES TAUGHT:

ESL 099: Academic Success for English Language Learners (Fall 2016-17, Spring 2015-18)
ESL 201-70: Intermediate English Language Workshop (Spring 2014)
ENGL 597: Global Narratives (Spring 2017)
ESLM 545: English Structure & Proficiency Assessment (Fall 2012)
LIT 201: Approaches to Literature (Spring 2015 & 2016)
LIT 280: Literature, Film, and Art of American Politics (Fall 2012)
LIT 373: American Drama (Fall 2014)
LIT 370: Southern Women Writers (Spring 2013)
USA 270: Intermediate Topics—Global Culture and America (Fall 2013)
USA 370: Special Topics Seminar in USA Studies—Global America (Summer 2012, Fall 2018)

LECTURER, SEPTEMBER 2010-JANUARY 2012

Writing Program, Princeton University, Princeton, NJ

COURSES TAUGHT:

Writing Seminar: Imagining America (Fall 2010 & 2011, Spring 2011)

Freshmen Scholars Institute, Princeton University, Princeton, NJ

COURSES TAUGHT:

Humanities 250: Ways of Knowing (Summer 2011)

ADJUNCT PROFESSOR, JANUARY 2007-JULY 2010

Department of English, University of Maryland, College Park, MD

COURSES TAUGHT:

ENGL 391: Advanced Composition (Fall 2007 & 2008, Spring 2009)
ENGL 391H: Honors Advanced Composition (Fall 2008 & 2009, Spring 2009 & 2010)
ENGL 394: Business Writing (Spring 2007-Summer 2008, Summer 2010)
ENGL 398N: Writing for Nonprofits (Spring 2010)

TEACHING FELLOW & LECTURER, AUGUST 2005-JUNE 2010

Department of English, The Catholic University of America, Washington, DC

COURSES TAUGHT:

ENG 101: Rhetoric & Composition (Fall 2005, Fall 2006, Summer 2008, Fall 2008)
ENG 102: Composition & Literature (Summer 2009)
ENG 105: Honors Composition Seminar (Spring & Fall 2009)
ENG 209: Studies in Short Fiction-The American Short Story (Fall 2007, Summer 2010)
ENG 301: Creative Writing-Fiction (Spring 2008)
ENG 326: Writing Improvement Workshop (Spring 2006)
ENG 327: Argumentative Writing (Spring 2007)
ENG 595: Independent Study--Intensive Readings: Drama (Summer 2010)

ADJUNCT PROFESSOR, AUGUST 2002-AUGUST 2005

Department of Literature, The American University, Washington, DC

COURSES TAUGHT:

LIT 100: College Writing (Fall Semesters 2002-2004)

LIT 101: College Writing Seminar (Spring Semesters 2003-2005)

LIT 526: Graduate Advanced Composition (Summer 2005)

SELECTED SERVICE

National

Conference Committee, AIEA: Association of International Education Administrators, 2018-2019

Conference Proposal Reviewer, EnglishUSA Professional Development Conference, 2016-present

Manuscript Reviewer, *Queen City Writers*, a journal for undergraduate writing on rhetoric & composition, May 2012-present

Conference Proposal Reviewer, The SoTL Commons: A Conference for the Scholarship of Teaching & Learning, Center for Excellence in Teaching, Georgia Southern University, 2010-present

Conference Proposal Reviewer, International Society for the Scholarship of Teaching and Learning, 2009-present

Conference Proposal Reviewer, TESOL International Convention, March 2013

Award Reader (2010, 2013) and Judging Section Chair (2011, 2012), NCTE Norman Mailer Writing Awards for Creative Nonfiction and Fiction

Conference Proposal Reviewer, Professional and Organizational Development Network in Higher Education, October 2012

AP Exam Reader, English Language & Composition, Educational Testing Services, 2007, 2009 & 2011

Manuscript Reviewer, *Writing Lab Newsletter*, April 2008-August 2010

Textbook Reviewer, W.W. Norton, June 2008-July 2010

Bibliography Committee member and contributor, Society for the Study of Southern Literature, Spring 2006-2009

Pilot Instructor, *The Norton Field Guide to Writing* by Richard Bullock, Spring 2006

Pilot Instructor, "Understanding Debate" chapter to be added to *The St. Martin's Guide to Teaching Writing*, eighth edition, by Rise B. Axelrod and Charles R. Cooper, Fall 2005

Campus

The College of New Jersey:

Global Graduate Programs Assessment Committee, School of Education, September 2014-June 2017

Senior Leadership Search Committees: Associate Provost for Curriculum & Liberal Learning (2014),

Director of International Recruitment (2015), Executive Director for Global Engagement (2016)

Working Group on Assessment, Campus Self Study for the Decennial Review of the Middle States

Commission on Higher Education, 2013-2015

Staff Senator, May 2013-August 2014 (Associate Senator April 2012-2013)

Diversity Advisory Council, School of Humanities & Social Sciences, December 2012-May 2014

Advising & Student Support Program Council, September 2012-May 2014

Strategic Planning Task Force: Excellence & Signature Programs, 2012-2014

Global Citizenship Learning Community, Center for Excellent in Teaching & Learning, Spring 2013

Princeton University:

Lead Teacher, Academic Integrity Refresher Program, Fall 2011
New Faculty Teaching Mentor, Princeton Writing Program, Fall 2011
Quin Morton Fellow Selection Committee, Writing Program, Spring 2011
Lecturer Search Committee, Writing Program, Spring 2011

The Catholic University of America:

Webmaster, Department of English, April 2009-July 2010
Writing Across the Curriculum Task Force, Metropolitan College, June 2008-August 2009
Working Group on Freshmen Philosophy Courses, September 2008-January 2009

University of Maryland, College Park:

Faculty Advisor, Tau Epsilon Phi Social Fraternity, 2008-2010
CORE Curriculum Committee, University of Maryland, College Park, August 2009-May 2010

The American University:

Planning Committee Member, Bram Stoker One Day-One Book Colloquium, American University's
Department of Literature, January-March 2005

PROFESSIONAL MEMBERSHIPS

American Association of University Professors (AAUP)
American Council on the Teaching of Foreign Languages (ACTFL)
American International Recruitment Council (AIRC)
Association of International Education Administrators (AIEA)
EnglishUSA
Global Leadership League
International Association for College Admission Counseling (IACAC)
Modern Language Association (MLA)
NAFSA: Association of International Educators (National and Region X)