

Service Statement (2012 – 2017)

On pages 5-6, the [Indiana University Kokomo School of Humanities and Social Sciences Promotion and Tenure Criteria](#) state the following guidelines concerning research for promotion from Assistant Professor to Associate Professor if an evaluation of satisfactory is being sought in the category of service. They are defined as follows:

d. Minimum accepted standards in service for purposes of Tenure and Promotion require the candidate's service contributions to reflect a consistent pattern of service activity at least at the departmental and campus levels. Note, service is judged by its quality; whether a faculty member received release time or possessed an administrative appointment for such service is not relevant when judging the quality of service. Specifically, administrative service is vital to the function of the department, campus, and university, and its function should be judged by its impact just as any other service: administrative service should neither be privileged nor discounted because of its nature. ([See section 3.1.2 of the Department of Humanities Annual Evaluation and Promotion and Tenure Guidelines](#) for the types of evidence to use to support satisfactory in service.)

My record of service exceeds these minimum standards through a variety of service accomplishments to my department, my school, my campus, the IU system, and my profession/discipline. My service activities have mainly been focused on service to my department and campus, though I have also performed significant system-wide service for IU and service to my profession through a variety of professional organizations. Finally, I am active in several non-academic recreational/community organizations in Indiana, including the Club Kokomo Roadrunners, Indy Runners, IndyCOG, and the Hoosier Canoe and Kayak Club. I have also assisted Jason VanAlstine with his duties as cross-country team head coach at IU Kokomo. I get a great deal of satisfaction from pursuing various service opportunities on campus, and I look forward to continuing my strong record of service to IU Kokomo as an Associate Professor of English.

Service to the University, School, and Department

Director of Writing (Campus-wide and IU system-wide service)

My duties and responsibilities as Director of Writing tend to fall into two broad categories: teaching-related and service-related. I have already addressed the teaching-related aspects of this position in the Teaching Section of this dossier, so here I will briefly discuss the service-related activities this position entails. As far as service duties, I am responsible for

- staffing and scheduling all sections of ENG-W 131 and 132 (between 25 and 30 sections per semester on average—30 total in Fall 2017), which includes recruiting, interviewing, and training new adjuncts each year to meet the growth the writing program (and the campus) have experienced in the last five years;
- handling student complaints and plagiarism cases;

- meeting several times per semester via conference call/Skype with other writing directors within the IU system and spearheading various initiatives;
- serving on subcommittees composed of other IU system writing directors, and making sure that IU Kokomo's writing program is in accordance with statewide mandates and goals;
- frequently contacting instructors with updates regarding Canvas, Turnitin.com, workshops, textbook issues, teaching ideas, and other issues;
- choosing appropriate textbooks for first-year writing and working with textbook publishers and the Barnes and Noble bookstore at IU Kokomo to coordinate textbook adoptions each year;
- developing assessment surveys to receive feedback from writing faculty;
- coordinating assessment measures for first-year writing courses; and
- providing leadership, direction, and a coherent pedagogical vision for the writing program.

As Director of Writing, I am also a regular attendee at Administrative Council meetings at IU Kokomo, and my position frequently includes me in campus-wide discussions of retention, student success, technology requirements (e.g., laptops, computer lab space, etc.), and the coordination of [Freshman Learning Community \(FLCs\)](#) sections of ENG-W 131. I volunteer to teach ENG-W 131 in an FLC nearly every fall—and I often teach ENG-W 132 in the Spring or Summer—so that I can continue to work with our first-year students and enrich my professional understanding of how to help this population of students achieve success.

In Fall 2017, I began my fourth year as Director of Writing at IU Kokomo, and this year I will continue to focus on some of the strategic priorities I pursued in 2016:

1. **Further training and developing our core adjunct faculty**, which includes hosting our annual summer workshop, working one-on-one with adjunct faculty via email and face-to-face interactions, conducting classroom observations of teaching and writing up teaching observations, researching best practices for the teaching of writing, distributing announcements and teaching resources via Canvas, and developing a series of Brown Bag workshops on various elements related to the teaching of writing and the writing process (e.g., responding to student writing and using Canvas);
2. **spearheading system-wide initiatives** such as the Writing Pathways to Disciplinary Learning Conference I helped to organize in September 2016 at IUPUI (*10 IU Kokomo faculty, including several of our adjunct writing faculty, attended this interdisciplinary writing conference);
3. **developing appropriate assessment measures to evaluate program-wide student learning**, including an ongoing collaborative research project on information literacy assessment with Communication Arts and the Library—this ongoing assessment and research project serves the entire English and Language Studies department and its assessment of its General Education and Program-wide learning outcomes;
4. **and serving on campus-wide academic ad hoc committees**, such as the Laptop Initiative and the REAL Criteria subcommittee of the KEY Taskforce.

Secretary of Faculty Senate (Campus-wide Service)

My role as Secretary of Faculty Senate, a position I held for two years from May 2014 to May 2016, requires a full accounting of the business of the Senate body, as well as regular email announcements to faculty regarding meetings, documents, updates to the Canvas site, etc. Since I was Secretary during the shift from [Oncourse](#) to [Canvas](#), I also had the opportunity to migrate all of the files and materials into the new learning management suite (LMS), using a new file organizational system. I have attended all meetings of the Faculty Senate since taking office as secretary in 2014, and I attended each meeting with the Chancellor and various off-campus dignitaries, such as IU's Executive Vice Chancellor John Applegate.

[English Program Review Committee Member \(Departmental Service\)](#)

In 2015, I served as a member of the English Program Review Committee along with two other colleagues in the English Program. This was a large-scale task that required a great deal of research and data-gathering, as well as meetings, multiple drafts, revisions, and rewrites of the Self-Study and other documents. The Review was a crucial step in our growth from an academic Program to an academic Department in 2016. Each member of the committee shared equal responsibility for research, drafting, and revising of the Self-Study. I attended all meetings of the Review Committee and participated in the on-campus portion of the Review, which included the entire English program. (Click the heading above for a link to the complete Review document.)

KEY Taskforce Committee Member (Campus-wide service)

Since its inception, I have been an active participant in the KEY Taskforce Committee. I have drafted and designed documents, crafted unique travel experiences for students (such as the Senior Sojourn to Bradford Woods in November 2017), and incorporated experiential learning opportunities and activities into my courses. Currently I am drafting the English and Language Studies Department's KEY brochure for prospective students.

REAL (Record of Experiential and Applied Learning) Criteria Committee Member (Campus-wide service)

The REAL Criteria Taskforce Committee has been instrumental in developing the process and the criteria by which individual academic units can propose an experiential learning activity to be included on their students' official academic transcripts. In addition to meeting several times each semester since early 2017, this committee has also drafted and developed numerous documents, one of which can be accessed by clicking [here](#).

Search Committees (School and departmental service)

In the last five years, I have served on five successful search committees at IU Kokomo—in the case of our Department's hire in American Literature, we were successful in hiring our first choice out of nearly 300 candidates—and I recently completed my service as the chair of the search committee for a new Visiting Lecturer in English Composition/ESL with the successful hire of Lori Bruns.

- Chair, Visiting Lecturer in English (first-year writing and ESL/L2, 2017)

- Assistant Professor of English (American Literature, 2014)
- Visiting Lecturer in English (first-year writing, 2013)
- Assistant Professor in Communication Arts (Journalism and Social Media, 2013)
- Visiting Assistant Professor in Communication Arts (Journalism and Social Media, 2013)

Other Committees and Service Activities (Department, Campus, and School)

Secretary of the IU Kokomo Chapter of AAUP (American Association of University Professors)

“Cream & Crimson” Scholarship Day Interviewer

Online Course Reviewer for Advanced Technical Writing (ENG-W 321)

“7 for 70” Anniversary committee member

Field Review Board member

From the Well House Review Board member

Student Research Symposium developer, facilitator, and judge

Institutional Review Board (IRB) member

Committee on Evaluating Teaching member

[Website liaison/content developer for English program](#)

Adjunct Faculty Curriculum Developer and Summer Training leader

Annual attendee of Adjunct Appreciation Night Dinner and Teaching Workshop

Writing Awards Judge for the ELS Department’s High School Writing Awards

Other Statewide- and System-wide Service (Indiana University)

IU Directors of Writing System-wide Committee

Second-level Writing Course Competency System-wide Subcommittee (IU Directors of Writing)

Juror for Scholastic Art & Writing Awards (central and southern Indiana region)

Conference Organizer and Facilitator at IUPUI’s Writing Pathways to Disciplinary Learning

Conference (statewide conference)

Advance College Project (ACP) Site Visitor for 15 sites

Core Transfer Library (CTL) Reviewer for Creative Writing and Technical Writing

Service to the Profession

Professional & Editorial Service (Journals)

Reviewer for *The SoJo Journal: Educational Foundations and Social Justice Education*

External Reviewer for *Composition Studies*

Editorial Board Member, *Burningword*

Book Review Editor, *Itineration: Cross-Disciplinary Studies in Rhetoric, Media, and Culture*
(journal now defunct)

Service to the Community

I am active in several non-academic recreational/community organizations in Indiana, including the Club Kokomo Roadrunners, Indy Runners, IndyCOG, and the Hoosier Canoe and Kayak Club. I have also assisted Jason VanAlstine with his duties as cross-country team head coach at IU

Kokomo, and I have participated on the IU Kokomo team each year since 2014 at the annual “Runnin’ the Shores” 5K fundraiser hosted by St. Vincent’s Hospital in Kokomo, Indiana. I am a regular attendee and supporter of IU Kokomo athletic events, and in Fall 2016, I acted alongside IU Kokomo students in a stage production of the play *You Can’t Take It with You*. In short, I get a great deal of satisfaction from pursuing various service opportunities both on and off campus, and I look forward to continuing my strong record of service to IU Kokomo as an Associate Professor of English.