

CUNY WRITING FELLOWS PROGRAM 2002-2003

DEADLINE FOR SUBMISSION OF APPLICATION: FRIDAY, MARCH 15, 2002.

December 26, 2001

Dear CUNY Graduate Center Student:

Attached is the application for the 2002-2003 CUNY Writing Fellows (CWF) Program. Currently, 104 of your peers are working as CUNY Writing Fellows at the 17 CUNY undergraduate colleges and the CUNY School of Law at Queens College.

This year, as always, we expect the selection process to be highly competitive. Approximately 30 CUNY Writing Fellow positions will be available to be filled for Fall 2002. CUNY Writing Fellowships are **one-year appointments** with the possibility of the offer of renewal for a second year contingent on financial ability, the needs of the college of assignment, the CWF's performance evaluation, and his/her appropriate progress towards the degree. (CWFs are appointed occasionally in the spring semester but only to replace CWFs who have resigned mid-year. These Spring CWF appointees also are eligible for only ONE additional annual appointment.)

The CUNY Writing Fellows Program was designed to provide solid support to full-time registered students **currently at level II and III** while they complete the dissertation. Your **primary commitments** during the period of the fellowship are to your duties as a CWF and to completing your academic work. While you are not prevented contractually from securing other work assignments **outside CUNY**, in the spirit of the award we ask that you refrain from doing so. If it is financially essential for you to accept additional employment, you must obtain written approvals from the CWF coordinator at The Graduate Center and at your college of placement **before accepting any other employment.**

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

Completed application packets should be mailed or delivered to Ms. Ellis, Office of the Provost, Room 8113, The Graduate School and University Center, 365 Fifth Avenue, New York, NY 10016. All applications must be received by Friday, March 15, 2002.

Sincerely,

Linda N. Edwards
Associate Provost and Dean for Academic Affairs

CUNY WRITING FELLOWS PROGRAM APPLICATION 2002-2003
DUE: FRIDAY, MARCH 15, 2002 in the Office of the Provost, Room 8113

Note: only CUNY doctoral students who are *currently* level II or III are eligible to apply for the CUNY Writing Fellows Program. (You must be level II or III by March 15, 2002.) Students must also be registered FULL TIME each semester during their CWF tenure.

Instructions:

Return EIGHT copies of 1) this form; 2) a 2-3 page statement of interest highlighting your relevant experience and skills; and 3) your c.v. including a list of 3 academic references with contact information; to Ms. Anne Ellis, Office of the Provost (Room 8113), The Graduate School and University Center, 365 Fifth Avenue, New York, NY 10016.

Name:

Address:

Phone:

Soc. Sec#:

Program:

e-mail:

Dissertation Topic/Academic Specialization:

Teaching Experience (subject and number of years):

Technological Skills/Experience:

Colleges where you wish your application to be considered, two of which must be community colleges. List in preference order (1-7):

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 not listed.

Executive Officer Certification

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

Executive Officer

Program

Date

THE GRADUATE SCHOOL AND UNIVERSITY CENTER
THE CITY UNIVERSITY OF NEW YORK

CUNY WRITING FELLOWS (CWF) PROGRAM

Background Information

At the January 25, 1999, meeting of The City University Board of Trustees, a resolution was adopted regarding the enhancement of student writing skills. One component of the enhanced commitment to this important University-wide issue was the formal launching of the CUNY Writing Fellows initiative.

Currently, there are 104 CWFs working at the 17 undergraduate CUNY colleges and the School of Law at Queens College. CWF positions are intended for CUNY doctoral students currently at Level II or III who hold full-time registered status. A competitive application process will be held during the months of March through May 2002 to identify CWFs to begin the approximately 30 open fellowships in Fall 2002. Applications are being sent electronically and as hard copy to the 31 Ph.D. programs for distribution to students. They also are being sent to the Doctoral Students Council and will be available in the Provost's Office (Room 8113). After the closing date of March 15, 2002, the applications will be forwarded to the applicants' individual college choices for review by the Writing Across the Curriculum (WAC) committees on the college campuses. The selection phase is expected to be completed by early June 2002.

The CUNY Writing Fellows Program is a unique collaborative initiative relying on the administrative cooperation of the Office of Academic Affairs at 80th Street, the Office of the Provost and the Office of Human Resources at The Graduate Center, and the faculty who serve as CWF coordinators on the college campuses. The day-to-day administration of the CUNY Writing Fellows Program is coordinated jointly by staff from the Office of the Provost and the Office of Human Resources at The Graduate Center. The academic and programmatic aspects of the program are coordinated centrally by Dean Dolores Straker in the Office of Academic Affairs at the University's Central Office and locally on the college campuses by designated CWF coordinators as well as faculty who are involved in the broader WAC initiative.

Information Regarding Compensation and Workload Guidelines

All CWFs are hired as Graduate Assistant As in a **nonteaching capacity** and are placed on the Graduate Center payroll. The appointment period is September 1 of any given year through August 31 of the following year. Compensation is \$22,118 for this period. CWFs are under contract to work a total of 450 nonteaching hours per annual appointment (225 hours per semester). **While employed in the Graduate Assistant A title, CWFs cannot hold any other teaching or nonteaching instructional title within CUNY.**

The CWF workload is monitored by The Graduate Center's Office of Human Resources. The specific assignment has been set at 15 hours per 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. The duties being performed by CWFs differ from campus to campus according to the specific needs of each college as it implements the WAC initiative. The assignments range from tutoring, to developing curriculum related to enhancing writing skills across the disciplines, to gathering data germane to related aspects of the WAC initiative such as researching the ethnographic profile of an individual college.

For further information, please contact Ms. Anne Ellis, CWF Program Coordinator, Office of the Provost, Room 8113, The CUNY Graduate Center, 365 Fifth Avenue, NY, NY 10016, 212-817-7284 (e-mail aellis@gc.cuny.edu)

Office of the Provost/December 2002