

## **WRITING ACROSS THE CURRICULUM: SPRING 2007**

### **The Rewards:**

- One-time stipend of \$1,000 for attending WAC training.
- \$1,500 in Research Funds (*or* Course Release Time, if approved by your Department Chairperson, for teaching fully-enrolled Writing Workshop section. See details below.

### **The Responsibilities:**

- Your class or section must meet for an additional 50 minutes each week;
- That extra class time must be writing-related;
- You must attend the monthly meetings;
- You must submit a self-evaluation at the end of the semester, considering how you think your course went this semester and recording thoughts about what you might do differently the next time around;
- You must ask your ww students to fill out separate WAC course evaluations at the end of the semester and forward them to the WAC office in 720 Dowling Hall.

## **WAC policy updates and clarifications for Spring 2007**

### **New Enrollment Policy for Writing Workshop Sections**

Beginning Fall Semester 2007, Writing Workshop sections will conform to Arts and Sciences policy on low enrollments. The Writing Workshop section must have at least six students enrolled by the "Add" deadline. Workshops with fewer than six students may continue, but the instructor's compensation will be pro-rated at \$250 per student, and no workshop with fewer than six students may be counted toward release time. Instructors who teach fully enrolled workshops will be compensated as usual according to WAC guidelines.

### **Forms of Remuneration for Teaching a Writing Workshop**

These policies on remuneration are effective immediately and apply to faculty who have amassed funds from previous workshops, as well as to those who will teach WW sections in the future.

## **I. One-time stipend for attending WAC training**

You are eligible to receive a one-time stipend of \$1000 for attending the training workshop for the Writing Across the Curriculum Program. The training usually includes two sessions held after classes end in May and at the end of August. The WAC Program Assistant will prepare the stipend in the form of a summer supplemental. (*Please note:* There are limits on the amount a faculty member can earn during the summer from all Tufts sources, generally 3/9 of the academic year salary. If you are receiving summer money from other sources at Tufts that could put you over this limit, please check with Joanne Ferguson, 627-4239.)

## **II. Research Funds or Course Release Time**

In addition to the one-time training stipend, for each semester that you teach a fully-enrolled WW section and attend the monthly WAC follow-up meetings, you are eligible for \$1500 in research funds. Alternatively, after you teach three WW sections, you may opt, if approved by your Department Chairperson, to take a “course release” instead of taking the accrued research funds. For details on the research fund, see section III below. For details on the course release option, see section IV below.

## **III. WAC Research Funds**

For each semester that you teach a Writing Workshop, \$1500 in funds will be set aside for you to draw upon for research-related expenses. These funds will be available to you after the semester ends, providing that you teach the fully-enrolled WW section and attend the monthly follow-up meetings for the WAC Program.

*How to use your research funds:*

- Research funds may be used for valid research-related purposes such as journal subscriptions, membership dues, attending conferences, hiring student help, buying books, buying research equipment, and purchasing special library privileges. Most computer software will be approved as a valid research-related expense, but some computer hardware (such as printers) may not. If you have a question about whether or not an item or expense will qualify for reimbursement through the WAC research fund, please contact Joanne Ferguson, 627-4239.
- You may use your WAC research fund to purchase a computer or other piece of equipment, but it will technically be owned by Tufts (though you will have exclusive use of it). Before buying a computer, speak with Peter Van Tilborg (x75439) in order to arrange your purchase at the lowest price. Please do not make a purchase without first consulting the Purchasing Office.
- Research funds may NOT be used to cover the expenses of family vacations or personal travel, interior decoration of office (rugs, curtains, artwork, etc), alcoholic beverages, air conditioners, or other items and expenses not related to your research or teaching at Tufts.

*Research fund limits:*

- If you regularly teach a Writing Workshop, your research funds may accrue over the years.
- Faculty may spend no more than \$2,500 of their accumulated WAC research funds per fiscal year (July to June) without the prior approval of the Dean of Undergraduate Education.
- If you leave the university, your research fund will be eliminated upon the conclusion of your teaching duties or at the end of that fiscal year in June.
- You may not “give” or “donate” your research funds to another professor or use them for departmental events.

*How to process the paperwork to be reimbursed through your research fund:*

- All WAC Research Funds are recorded, managed, and dispensed by Joanne Ferguson, Administrative Coordinator for the Dean of Undergraduate Education. All requests for reimbursement through the WAC Research Fund are subject to approval by the Dean.
- To be reimbursed for an expense: Fill out a request for reimbursement (Business Expense Reimbursement Form, Travel Expense Form, etc) and submit it with your original receipt(s) to Joanne Ferguson in Dowling Hall. Attach a note stating that you would like these funds to be taken from your Writing Workshop account. In some cases, it would be helpful to explain briefly how the expense is related to your research.
- Travel and Purchase Orders: You can also request funds for something that has yet to occur, such as travel to a conference or the purchase of equipment. Fill out the appropriate form (Travel Expense Form, Purchase Order, etc) and forward it to Joanne Ferguson in Dowling Hall. Attach a note stating that you would like these funds to be taken from your Writing Workshop account. In some cases, it would be helpful to explain briefly how the expense is related to your research.

*Contact information for Joanne Ferguson:*

**Joanne Ferguson**  
**Undergraduate Education**  
**Dowling Hall**  
**Medford Campus**  
**(617) 627-4239**  
**Joanne.Ferguson@tufts.edu**

**IV. Course “Released” Time as alternative to Research Fund**

After teaching three fully-enrolled Writing Workshops, you may be eligible to take one course release, if approved by your Department Chairperson. The WAC funds for those three courses (in the amount of \$4500) will go to your department for course replacement costs and will not be available to you for research expenses. If you intend to take a

course release instead of the WAC Research Fund, please contact Joanne Ferguson (627-4239) to let her know to reserve your WAC funds for this purpose.

- The course release option is available at the discretion of your department chair. You will need to arrange the course release with your department, and you will need to schedule it two full semesters in advance.
- Part-time lecturers are NOT eligible to take course release time through WAC.
- “Course release” means that a faculty member may be relieved from teaching one course per semester.
- WAC release time may not be combined with course releases earned in another way to excuse faculty from all teaching responsibilities during a given semester.
- Faculty may take one WAC course release per academic year.
- During the semester in which you take your one course release, your non-teaching duties (advising, committee work, etc) will remain the same.

*How to Arrange a WAC Course Release*

- First, gain the permission of your department chair, then contact Joanne Ferguson well in advance to verify that you are eligible.
- Your department will receive \$4500 from WAC toward replacement costs. Any discrepancy between this amount and the cost of course replacement must be funded from other sources.

*Contact information for Joanne Ferguson:*

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