

Writer-In-Residence Program

Purpose

The purpose of this program is to support the College's quest for excellence, its mission to improve life through learning, and its reputation for fostering professional development. Specifically, the program is designed to encourage a culture of intellectual efforts and creativity through the recognition of serious academic and/or creative writers among Isothermal employees. Consideration for this recognition is given to employees who are publishing their work primarily through non-commercial or low-return venues.

Key components of this program include:

The criteria for being named a Writer-in-Residence:

Completion of an application indicating the Writer's interest in the program and evidence that he/she meets the criteria listed below:

- Has established a publication record in national magazines or professional journals and/or has at least one full-length book accepted for publication by a reputable publisher
- Contributes significantly to at least one writing-related activity, program, or publication of the College

Term of Writer-in-Residence Designation:

A Writer-in-Residence shall hold this designation for a term of two years. The two year term will coincide with the College Academic year and will begin on the first day of classes in the fall semester of the initial designation. An individual may serve multiple terms provided that the individual continues to meet the criteria as established for continuation and the criteria for being named. The application for the program will open in May of odd numbered years and be awarded at Convocation the following application period.

Requirements for continuing in the program:

1. Supervisor's review of Writer-in Residence activities as a part of the annual evaluation process
2. Evidence that the Writer is continuing to fulfill requirements and expectations of the program
3. The Writer must submit a budget request to cover expenses as described below by September of each year of their term as Writer-in-Residence. Budget approval must be granted by the employee's supervisor prior to actual expenditures.

Benefits to Writer-in-Residence:

1. A reduction in course load by one course per semester (fall and spring) for faculty members named to this honor. (Non-teaching faculty may be given other considerations.)

2. A stipend not to exceed \$300 (pending availability of funds) to help Writers defray the costs attendant to writing for publication (reading fees/contest entry fees, membership fees, research costs, travel, etc.)
3. Travel cost reimbursement for cost incurred in publicity for publications. All travel must be preapproved. Cost reimbursed will be subject to College travel reimbursement guidelines and will be contingent on available funds.

Expected returns for the College:

1. Writers-in-Residence will be responsible for organizing an annual writers' workshop on campus. This may include arranging to bring other writers to the campus to serve as presenters, readers, workshop leaders, etc. This may also include publicizing the workshop and recruiting attendees.
2. The provisions of this program represent an exception to the Intellectual Property Policy as stated in Policy No: 306-02-09BP in the Learning College Manual. Section 5 states "If an employee is granted full or partial leave, with pay, such as release time or educational leave, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken. Earned annual leave is exempt from this provision."
Although the Writer-in-Residence program includes a reduced course load, the College does not expect to share in any revenues generated from the sale of the Writer's works. The College does reserve the right to publicize the Writer's accomplishments and to include information regarding the College in any publicity sponsored by the College.

Resources for this Program:

1. Budget funds for hiring adjunct instructors for each course from which Writers-in-Residence are released if needed are based on enrollment.
2. Funds to cover honoraria and travel expenses for visiting writers who participate in workshops at Isothermal.
3. A maximum stipend of \$300 per year to cover expenses involved in writing, publication, and promotion. Actual stipend will depend on documentation of actual expenditures.
4. Travel funds to support the Writers-in-Residence's attendance at conferences and workshops for professional development. Actual expenditures based on requested budget as required during year 1 of the Writer's term and on availability of funds. All travel must be approved according to College policy.

Policy Number: 306-02-11BP

Adopted: September 30, 2014

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