

Faculty Writing Group: Structure and Guidelines

(we can just use this structure for the group meeting: clarification, positive comment, writer's questions, other comments, questions, and suggestions)

1. The writing group's meeting time and day is scheduled based on the majority of those faculty members who express an interest in joining the writing circle.
2. The writing group meets for one hour per week for the entire semester to keep the meeting time to a minimum.
3. Writing group members select at least one day of the semester to submit their work. The author emails the written draft to the group on the submission date. 15-20 pages is the suggested maximum length. The author includes a cover page with the following information:
 - a. Title
 - b. Purpose (Type of work and audience)
 - c. 3 questions that you want the group to address (e.g. In the literature review, where can I remove less related ideas?, Does the introduction make you want to keep reading? If not, how can I make it more convincing?).
4. The other members of the group read the work submitted, prepare constructive feedback for the writer, and answer the questions that the writer provided. During the meeting, the readers follow the prompts of:
 - a. **clarification round** (Readers may ask questions of the author to clarify),
 - b. **positive comment round** (All readers tell the writer something positive about the work),
 - c. **writer's questions round** (Readers respond to the author's question 1, question 2, and question 3),
 - d. **other comments, questions, suggestions round.**
5. During the meeting, the author is to listen and take notes and to answer questions from readers.
6. The last 5 minutes of the meeting should be used to introduce the work that will be read for the next week.

*If the author will not be able to attend the meeting on the day his/her work is to be reviewed, it is best to exchange days with someone else in the group.

*If a reader cannot attend a meeting, the reader can send comments to the author.

The writing group is structured around Elizabeth Rankin's book, *The Work of Writing: Insights and Strategies for Academics and Professionals* (Jossey-Bass Publishers, 2001).