

## HODA GRANT NASHED Ph.D.

---

THE AMERICAN UNIVERSITY IN CAIRO

AUC Avenue P. O. Box 74

New Cairo 11835, Egypt

e-mail:

grant@aucegypt.edu

---

**PROFILE:** Earned a doctorate degree in English Literature from Cairo and Rice universities (1991) and an MA degree (1981) in Teaching English as a Foreign Language (TEFL) from the American University in Cairo (AUC). 24 years of full-time work experience at AUC, Cairo & Rice universities. 12 years of full-time teaching experience at the American University in Cairo, 12 years of administrative work as the associate dean of undergraduate studies and the associate director of the core curriculum at AUC, 11 years of teaching at Cairo University and 2 years teaching in the ESL department at Rice University. Has designed, founded, directed and implemented two new programs at AUC, the First Year Experience (2006-2010) and the Peer Advising Leader Programs (2012-2015). Founded the Academic Advising Center at AUC (2010-2013). A twice recipient of AUC's 2007 & 2012 Excellence in Academic Service Award offered by two different AUC presidents. A recipient of the Distinguished Alumni Service Award and AUC's Provost Award in recognition of outstanding contributions and support of AUC academic programs.

### **Teaching Experience:**

Experience in teaching Rhetoric and Composition, Research Writing, English language and literature, English for Academic Purposes (EAP), English for Special Purposes (ESP), English as a Second Language (ESL). Experienced in test preparation, curriculum planning and material development and test-item writing, teacher training and consultancy. Has presented and organized professional development workshops and academic conferences. Has edited conference papers for local and international conferences. Worked as a material coordinator for interactive video conferencing and teacher training programs. Presented a substantial number of workshops in international, local and regional conferences. Given several lectures at the American University in Cairo to undergraduate students. Published five papers, contributed in the writing, editing of four EAP course books taught at AUC, co-edited three Egyptesol Proceedings and participated in developing the listening component of four language course books. Has teaching experience in the ESL program at Rice University, Houston, Texas.

### **Administrative Experience:**

Has extensive work experience in administrative work, curriculum & program development and academic advising as the associate director of the core curriculum and the associate dean of undergraduate studies at AUC. Is the founding director of two programs and an academic advising center at AUC. Has worked extensively with

administrators, faculty, staff and students through a series of administrative roles held at AUC

**EDUCATION:**

**Ph.D. (Distinction)**, in American Literature: American drama and feminist criticism. Thesis dissertation entitled “*A Feminist Reading of the Plays of Lillian Hellman*” a joint degree from Rice University, Houston, Texas, and Cairo University, 1991.

**MA (Honors)**, in Teaching English as a Foreign Language; thesis entitled “*Teaching English through Drama*” from The American University in Cairo, 1983.

**Diploma** in Translation from the School of Continuing Education, the American University in Cairo, 1999-2001.

**BA (Honors)** in English Language and Literature, English Department, Faculty of Arts, Cairo University, 1978.

**High School**, Port Said Language School, Zamalek, Cairo, 1974.

**WORK EXPERIENCE:**

**2015 – present:**

**The American University in Cairo**

**Senior** Instructor, Department of Rhetoric & Composition

**2012 – 2015:**

**The American University in Cairo**

Associate Dean of Undergraduate Studies

**2004 – 2015:**

**The American University in Cairo**

Associate Director of the Core Curriculum

**2012 – 2015:**

**The American University in Cairo**

Founder and Director of the Peer Advising Leader Program  
Started a student-led program to guide and coach freshman students through peer-to-peer mentorship throughout their freshman year

**2010-2013:**

**The American University in Cairo**

Founder and Administrative Supervisor of the Academic Advising Center

**2009 – 2012:**

**The American University in Cairo**

Facilitator for the Critical Friendship Groups (CFG), Graduate School of Education; CFG forms part of the Supervised Teaching Practice Fieldwork course for the Professional Educator Diploma at AUC

- 2006 – 2010:** **The American University in Cairo**  
Founding Director, First-Year Experience Program  
Put together a university-led program geared to prepare first-year students to academia and life at AUC
- 2006 – 2012:** **The American University in Cairo**  
Chair, Junior Summer Program Advisory Board
- 2004 – 2013:** **The American University in Cairo**  
Supervisor, Freshman Advising Office
- 2004 – 2015:** **The American University in Cairo**  
Part time teaching faculty in the Core Curriculum
- 2003 – 2004:** **The American University in Cairo**  
Worked as a core curriculum intern advisor. Shadowed advising sessions.
- 2002 - 2003:** **The American University in Cairo**  
Full-time seminar professor in the core curriculum.  
Conducted tutorials and attended weekly lectures.
- 1993 - 2004:** **The American University in Cairo, English Language Institute.**  
**Full-time English Language Instructor** in the Academic English for Freshman Program, English Language Institute (ELI, Eng.100). Taught freshman students an integrated skill course: essay writing (rhetorical styles), vocabulary, paraphrasing, summarizing, research, CALL and library skills. Administered exams, developed and assessed materials and tests, trained new instructors, presented workshops, participated in designing tests and stage exams and participated in curriculum planning and development, was an active member in the program's committees such as the material development and counseling committees and represented the unit on departmental (ad hoc committees) and university committees as the Gender Studies Advisory Committee and the Committee on Environment (COEN). Organized students' activities such as writing competitions, group projects, field trips and a reading event.
- 1998-2000:** **The American University in Cairo, English Language Institute.**  
**Full-time English Language Instructor & TEFL Graduate Student Mentor.** Worked as one of the first

instructors to mentor TEFL graduate students as part of their practicum TEFL methodology course.

**1993 - 2003:**

**The American University in Cairo, Special Studies Division, CACE.**

**Junior Summer Program Manager** at AUC. This job entailed training high school and university teachers, designing and developing curricula, conducting workshops and seminars, organizing orientation sessions for teachers and staff, organizing extra curricular activities and holding daily teacher consultancy, interviewing teachers and staff and, in effect, assessing and evaluating a pool of applicants for recruitment.

**1998 - 2000:**

**The American University in Cairo, CACE, English Studies Division.**

Part-time materials coordinator in a training program entitled 'Nationwide Distance Learning Language and Methodology Training via Video-Conferencing for Egyptian Ministry of Education Primary and Preparatory Teachers'. Liaised closely with materials writers and administrators to ensure that content, quality and performance were achieved. The program was granted the prestigious 1999 Award of Excellence by the University Continuing Education Association, U.S.A.

**1991 - 1993:**

**Cairo University, Faculty of Arts, English Department.**

**Assistant Professor in English and American Literature** in the English department, Faculty of Arts. Taught freshman students both English and American poetry, drama, novel, short story, civilization and practical and theoretical criticism. Participated in departmental committees, set, corrected, proctored exams and participated with the testing unit to administer mid-year and final results. Attended departmental symposia and participated in extra curricular activities with the students.

**1992 - 1993:**

**The American University in Cairo, English Studies Division, CACE.**

**Coordinator of English** in the English studies Division (ESD) Heliopolis Branch; administrative work entailed solving teachers' and students' problems, advising administration of needed modifications and improvements, setting up meetings and workshops at the branch, writing reports, counseling teachers, administering exams and

supervising the testing process, endorsing end -of- term results.

**1991 - 1992:**

**The American University in Cairo, English Studies Division, CACE.**

**English Language Teacher** in the English Studies Division (ESD) Heliopolis Branch, CACE; taught TOEFL and intermediate/advanced English classes. Taught English in summer to young learners ages 7-13 at the Special Studies Division. HB, CACE. Taught English for Special Purposes (ESL) tutorials for hotel administrators at the Sonesta Hotel, Contract Programs, CACE. Was also a core teacher teaching English language grammar, reading, writing and study skills during the fall of 92 in the Intensive English Program (IEP), ELI.

**1989 - 1991:**

**Rice University, Intensive English Program, Houston, Texas.**

**Teacher of English as a Second Language** at Rice University's Intensive English Programs (IEP); taught ESL courses at the beginning, intermediate and advanced levels to students of different cultural and language backgrounds; volunteered to help in extra-curricular activities. Examined language acquisition problems of Asian, Arab, Latin American, European and Hispanic students; worked efficiently with American teachers and professors.

**1987 - 1989:**

**Cairo University, Faculty of Arts, English Department.**

**Lecturer in English.** Taught ESP classes to students in the political science, medicine, commerce, history, oriental and Greek language departments; students were taught writing, reading comprehension, grammar, vocabulary. Was responsible of setting final exams, proctoring, correcting and getting out final results.

**1987 -1989:**

**The American University in Cairo, English Studies Division, School of Continuing Education.**

**Teacher of English.** Taught EFL classes at the basic, elementary, intermediate and advanced levels; taught TOEFL, intermediate and advanced EFL classes at the AUC, Heliopolis Branch; taught English to young learners, the age of 7-13.

**1983 - 1987:**

**Cairo University, Faculty of Arts, English Department.**

**Assistant Lecturer in English;** taught English language and phonetics to freshman and sophomore students. This entailed

the teaching of essay writing, reading and listening comprehension, phonetics, grammar and vocabulary; participated in setting mid-year and final exams and in proctoring and administering final results. Participated in committees for curriculum designing and curriculum development and helped in setting entrance exams, evaluating and testing their validity and reliability; participated in proctoring, correcting and administering final results; volunteered in organizing extra-curricular activities for the students.

**1983 - 1987:**

**The American University in Cairo, English Studies Division, School of Continuing Education.**

**Teacher of English as a Foreign Language;** taught a variety of classes ranging from the basic to the advanced level; taught TOEFL, ESP (business and secretarial), conversation classes to non-native speakers of English; assisted in proctoring and correcting exams; taught grammar and study skills during the spring semester of 83 to IEP students in the ELI department.

**1979 - 1983:**

**Cairo University, Faculty of Arts, English Department.**

**Instructor of English;** taught the English department freshman students essay writing, reading and listening comprehension and study skills; participated in setting, correcting and proctoring exams.

**1979 -1983:**

**The American University in Cairo, English Studies Division, School of Continuing Education.**

**Teacher of English as a Foreign Language;** taught basic, pre-intermediate and intermediate classes of EFL; conducted my MA research project on eight EFL classes during the fall and spring semesters of 1981-82; participated in proctoring and correcting exams.

**1978 - 1979:**

**Cairo University, Faculty of Arts, English Department.**

**Instructor of English;** taught ESP to students of the political science, commerce and sociology departments. This entailed the teaching of grammar, vocabulary, reading comprehension and paragraph writing.

**PUBLICATIONS:**

Grant, Hoda and Amani Elshimi (eds.) Proceedings of the Second Annual Convention Egyptesol 2000 (Affiliate of TESOL International): Best Practice in TEFL. Cairo: Longman Publishers, 2002.

- Grant, Hoda. Psychology unit. In Hafez, Mohga (ed.) Interactive Reading: A Discipline-Based Approach. Spring Edition. Cairo: The American University in Cairo Press, 2001 pp. 162-167 & 194-201.
- Grant, Hoda, Amani Elshimi and Salah El Araby (eds.) Proceedings of the First Annual Convention Egyptesol '99 (Affiliate of TESOL International): Best Practice in TEFL. Cairo: Longman Publishers, 2000.
- Compiled and contributed EFL material to two units: *Political Science and Gender* units in Hafez, Mohga (ed.) Interactive Reading: A Discipline-Based Approach. Fall edition. Cairo: The American University in Cairo Press, 2001 pp. 211-297, 2000 pp. 209-312.
- Grant, Hoda & Amani Elshimi; *The Round Table Revisited: Reading and Writing Conferences*. In El-Araby, Salah, Amani Elshimi & Hoda Grant (eds.) Proceedings of the First Annual Convention of Egyptesol '99 (Affiliate of TESOL International): Best Practice in TEFL. Cairo: Longman, 2000, pp. 270-276.
- Grant, Hoda, Moyra, Dale and Mona Ibrahim; *Feminist Perspectives on Literacy Research in Egypt*. In Farag, Mahmoud (ed.) Proceedings of the Seventh AUC Research Conference on Research and Education in Egypt: A Millennial Assessment. Cairo: The American University Press, AUC, 2000, pp.68-84.
- Grant, Hoda. & Amani Elshimi (2000); *Drama ... An EFL Speech Therapy* in Zaher, Christine (ed.) Proceedings of the Fourth EFL Skills Conference 'New Directions in Speaking' December 1997.
- Contributed and co-edited EFL material in Hafez, Mohga. (ed.) (1998); Interactive Reading: A Discipline-Based Approach; Spring Edition. Cairo: The American University Press, 2001, 2000, 1998.
- Contributed and co-edited EFL material in El Shimi, Amany. (ed.) (1997); Interactive Reading: A Discipline-Based Approach. Fall Edition. Cairo: The American University Press, 1997.
- Grant, Hoda. (1996); "*Thematic Reading Units ... Gateways to Synthesis*"; in Zaher, Christine (ed.) Proceedings of the First EFL Skills Conference. Vol.1, 1996, Dar El Kutub, Cairo, Egypt, pp. 123-127.
- Grant, Hoda. (1995) '*Synthesis: A Springboard to Reading for Academic Purposes*'; in Selected Papers, Bank of Ayudhya Public Co., Ltd, Bangkok, Thailand, pp.121-124.
- Douglas, William (ed.). Key to English: Book One; the American University in Cairo Press, Cairo, 1984.

Douglas, William (ed.). Key to English: Book Two; the American University in Cairo Press, Cairo, 1984.

Douglas, William (ed.). Key to English: Book Three; the American University in Cairo Press, Cairo, 1984.

Douglas, William (ed.). Key to English: Book Four; The American University in Cairo Press, Cairo, 1984.

### **CONFERENCE PRESENTATIONS:**

- 2015:** “Inspiring and Engaging Freshman Students: A Success Story”. In the 26<sup>th</sup> International Conference on College Teaching & Learning: Ignite, Inspire and Engage: Powerful Ideas for Today’s Educators, March 30 -April 2, 2015, Jacksonville, Florida, USA. (Co-presented with Nagwa Kassabgy).
- 2015:** “Inspiring and Engaging Students: Making Meaningful connections”. In the Academy of Liberal Arts Symposium. April 21, 2015 (copresented with Nagwa Kassabgy)
- 2013:** “FYEgypt ... Challenges and Successes on the Road to Perfection”. In the 26th International Conference on The First-Year Experience, June 17- 20, 2013, Waikoloa, Hawaii. (Co-presented with Nagwa Kassabgy).
- 2015:** “Modern Egyptian Writers”. A Lecture co-presented with Gretchen Mcclough on contemporary Egyptian writers with a special focus on Salwa Bakr and Naguib Mahfouz as part of the seminar lecture series at AUC
- 2010 – 2015:** “Naguib Mahfouz the Man and the Writer” - a lecture in a series of seminar lectures tackling three of his short stories: “*Zaabalawi*”, “*The Conjurer made off with the Dish*” and “*Half a Day*”
- 2010:** “Short-term and long-term action plan to improve advising at the American University in Cairo”. In the National Academic Advising Association Summer Institute (NACADA), Aug. 1<sup>st</sup> – Aug. 5<sup>th</sup>, 2010, Philadelphia, USA.
- 2009:** “Early Intervention and Support Program for Students on Academic Warning”. In the National Academic Advising Association Summer Institute (NACADA), July 2009, Kansas City, Missouri.
- 2008:** "First-Year Experience ... An Experience of Success and Challenge at the American University in Cairo". In the 28<sup>th</sup> Conference for the Arab Association of Collegiate Registrars and Admissions Officers, April 7-10, 2008, The American University in Cairo, Egypt.



- 2007:** "FYEgypt ... An Experience of Success and Challenge". In the 20<sup>th</sup> International Conference on the First-Year Experience conducted by the National Resource Center for the First-Year Experience & Students in Transition, July 9 -12, 2007, Hawaii Big Island, Hawaii.
- 2004:** "Content-Fortified Content-Based Instruction". In the 38<sup>th</sup> Annual TESOL Convention and Exposition: *Soaring Far, Catching Dreams*, March 30-April3, 2004, Long Beach, California.
- 2004:** Participated in Roundtable Discussions in the Association of American Colleges and Universities Conference: Practicing Liberal Education Deepening Knowledge, Pursuing Justice, Taking Action Jan.21-24, 2004 Washington, DC.
- 2003:** "Tone of Voice: Recognition and Application". In the 4<sup>th</sup> Annual Egyptesol Conference an Affiliate of TESOL International: *Best Practices in TEFL*, December 5-7, 2003 Cairo, Egypt.
- 2002:** "Read Right to Write Right". In the 36<sup>th</sup> Annual TESOL Convention and Exposition: *Language and the Human Spirit*, April 9 – 13, 2002 Salt Lake City, Utah, USA.
- 2002:** "A Reader of Discipline-Based Authentic Materials". In the 3<sup>rd</sup> Annual Egyptesol Conference an Affiliate of TESOL International: *Best Practice in TEFL*, December 13-16, 2002 Cairo, Egypt.
- 2002:** "Reading between the Lines ... Gateway to Inferencing. In the 3<sup>rd</sup> Annual Egyptesol Conference an Affiliate of TESOL International: *Best Practice in TEFL*, December 13 – 16, 2002 Cairo, Egypt.
- 2001:** "Tone of Voice: Recognition and Application". In the Second International Conference on Contrastive Rhetoric, March 23-25, 2001, AUC Cairo, Egypt.
- 2000:** "Interactive EFL Sites". Egyptesol '2000, Second Annual Convention an Affiliate of TESOL International, *Best Practice in TEFL*, Cairo, Egypt.
- 2000:** 'Feminist Perspectives on Literary Research in Egypt'. In the 7<sup>th</sup> AUC Research Conference, *Research and Education in Egypt: A Millennial Assessment*, AUC Cairo, Egypt, April 16-17, 2000.
- 1999:** 'The Roundtable Revisited: Reading and Writing Conferences'. Egyptesol '99, First Annual Convention an Affiliate of TESOL International, *Best Practice in TEFL*, AUC Cairo, Egypt.
- 1998:** "A Bridge to the Mainstream". The Fifth EFL Skills Conference, *Integrating Skills*, AUC Cairo, Egypt.

- 1997:** “Drama ... A Students’ Speech Therapy”; The Fourth EFL Skills Conference, *New Directions in Speaking*, AUC Cairo, Egypt.
- 1997:** “Reading ... a Holistic Experience for Young Learners”. In TESOL International, *Creating Magic with TESOL ’97*, Orlando, Florida, March 11-15.
- 1996:** Participated in a panel discussion at the American Center for Press and Cultural Affairs as a one of the Cairo panelists in a Tele Press conference hosting Dr. Joan Morely, University of Michigan, on “Trends and Development in Teaching Listening”. This program was a pre-conference feature for *The Third EFL Skills Conference* sponsored by the Center for Adult and Continuing Education, AUC.
- 1996:** “Young Ears in Action”; The Third EFL Skills Conference, *New Directions in Listening*, AUC Cairo, Egypt.
- 1995:** “Reading ... A Holistic Experience for Young Learners”; the Second EFL Skills Conference, *New Directions in Reading*, AUC Cairo, Egypt.  
“Making Connections: Integrating Language and Mainstream Courses”; the Second EFL Skills Conference, *New Directions in Reading*, AUC Cairo, Egypt.
- 1994:** “Thematic Reading Units ... Gateways to Synthesis”; the First EFL Skills Conference, *New Directions in Writing*, AUC Cairo, Egypt.

***The following papers were accepted for presentations in TESOL international:***

- 1999:** ‘A Bridge to New Horizons’ TESOL 2000. *Navigating the New Millennium*, Vancouver, B.C. Canada.
- 1999:** ‘The Teacher’s Treasure-Box of Child Activities.’ CDELT, Ain Shams University, Jan’99.
- 1998:** “Drama ... A Students’ Speech Therapy” *TESOL ’98; Connecting Our Global Community*, Seattle, Washington, March 17 - 21.
- 1997:** “Reading ... A Holistic Experience for Young Learners” *TESOL ’97. Creating Magic with TESOL ’97*, Orlando, Florida, March 11 - 15.
- 1996:** “Drama ... an EFL Speech Therapy” *TESOL ’96. The Art of TESOL*, Chicago, Illinois, March 26 – 30; “Synthesis: A Springboard to Reading for Academic Purposes” at *TESOL ’96*; Thematic Reading Units ... Gateways to Synthesis” *IATEFL*.
- 1995:** “Thematic Reading Units ... Gateways to Synthesis” *TESOL ’95; Building Futures Together*, Long Beach, California, March 28 - April 1.

“Synthesis: A Springboard to Reading for Academic Purposes” *CULI’s Third International Conference; Expanding Horizons in English Language Teaching*, Bangkok, Thailand; November 27-29.

### **WORKSHOPS and Other Activities**

- 2015:** Attended a Teaching and Learning Conference at Jacksonville, Florida
- 2014:** Attended Student Success in College & Beyond Symposium in March 28-30, Las Vegas, Nevada. Featured speaker was Joe Cuseo.
- 2014:** Prepared and organized the First Academy of Liberal Arts Symposium on Student Success hosting Professor Emeritus Joseph Cuseo
- 2014:** Prepared and organized the First Peer Advising Leader Symposium
- 2014:** Attended the 34<sup>th</sup> International Conference on Critical Thinking and Educational Reform, Berkeley, California, USA
- 2007-2013:** Attended conferences on First Year Experience in the USA
- 2008-2011:** Attended conferences in the National Academic Advising Association summer institutes and presented project plans
- 2009:** Participated in a panel discussion organized by the school of sciences and engineering on “Communicating Frontiers Science and Technology Inspiring the New Generation of Scientists and Engineers”, December 13<sup>th</sup>, 2009, AUC.
- 2009:** Escorted AUC’s post doctoral fellows to the Library of Alexandria to attend an international conference on Darwin and to meet with Dr. Ismail Serag El Din the director of the library, November 2009.
- 2008:** Participated in a symposium on “The Credit Hour System and Advising at AUC “ at the Quality Control and Accreditation Center, Ain Shams University, November 16<sup>th</sup>, 2008.
- 2008:** Participated in the CBL Institute “Learning through Community Building”, November 8, 2008
- 2006-present:** Conducted and participated in teacher training sessions for new faculty teaching in the first year experience program, AUC.
- 2001:** Participated at the 2<sup>nd</sup> International Conference on Contrastive Rhetoric: Linguistics, Culture, and Teaching, March 23-25, 2001, AUC.
- 1993 – 2004:** Presented in annual professional development workshops for the Eng.100 course (ELI), AUC.
- 1997:** Presented two workshops at the Intensive English Program & the Contract Program at the AUC.

**1996-1998:** Presented workshops in the English Studies Division, HB, CACE, AUC.

**1994 - 2003:** Conducted teacher-training workshops for the Junior Summer Program, SSD, CACE, AUC.

**1991 - 1993:** Organized and presented workshops at the English Studies Division, Heliopolis Branch, CACE, AUC.

For my professional development, I attended numerous conferences and workshops both inside and outside AUC at the American Cultural Center, Cairo, Ain Shams University, TESOL international, IATEFL and TESOL Arabia.

## **I. Academic Committees and Memberships at AUC:**

### **A. Committees Related to the Department of Rhetoric and Composition**

<b>2017 (Fall)</b>	Chair, RHET Promotion Committee
<b>2017</b>	Member, RHET Publicity Committee
<b>2015-2017</b>	Member, RHET Assessment Committee
<b>2015-present</b>	Member, RHET 1020 Coaching & Norming
<b>2015-present</b>	Member, RHET 1010 Coaching & Norming
<b>2015 – present</b>	CLT RHET Faculty Associate
<b>2016-2017</b>	Member, RHET Hiring Committee
<b>2016 (Spring)</b>	Chair, Double Increment Committee
<b>2016 (Fall)</b>	Member, RHET Promotion Committee

### **B. Committees Related to the School (Academy of Liberal Arts – ALA)**

<b>2016 (Fall):</b>	RHET External Reviewer for ELI Faculty Promotion Committee
<b>2013 - 2015:</b>	Chair of the Academy of Liberal Arts Academic Affairs Committee
<b>2014-2017:</b>	Member, The Freshman Program Sub-Committee on Undergraduate Research
<b>2012 – 2014:</b>	Chair of the Freshman Program Sub-Committee on Student Life
<b>2014:</b>	Chair of the Academy of Liberal Arts Symposium on Student Success Planning Committee
<b>2012 – 2013:</b>	Chair of the Freshman Program Taskforce Sub-Committee on Promoting Liberal Arts Education
<b>2014 (Fall):</b>	Chair, Timely Completion of the Freshman Program Committee
<b>2011 – 2013:</b>	Member of the Freshman Program Taskforce Sub-Committee on Logistics
<b>2013 - 2015:</b>	Member of the Academy of Liberal Arts Publicity Committee
<b>2013 – 2015:</b>	Member of the Academy of Liberal Arts Council
<b>2013 – 2015:</b>	Member of the Freshman Program Steering Committee

### **C. Committees Related to the University**

<b>2016 – present:</b>	Member, Life Mentorship Program Advisory Committee
<b>2016 – present:</b>	Member, Life Mentorship Program Steering Committee
<b>2014 - present:</b>	Chair of the Council for Advising, Registration and Enrollment (CARE)
<b>2015 – 2017:</b>	Member, Undergraduate Research Advisory Committee
<b>2014- 2015:</b>	Member, The Academic Community Engagement Board
<b>2013 – 2015:</b>	Chair of the Peer Advising Leader Program Advisory Committee
<b>2013 – 2015:</b>	Member of the University Community Day Planning Committee
<b>2013 – 2014:</b>	Member of the Provost’s Taskforce on Summer & Winter Instruction
<b>2013 - 2015:</b>	Member of the Office of the Dean Unit Head Committee
<b>2013 – 2014:</b>	Member of the Common Read Program Steering Committee
<b>2012 – 2015:</b>	Member, Provost’s Excellence in Service Award Selection Committee
<b>2012-2013:</b>	Member, CBL Advisory & Steering Committee
<b>2011 – 2012:</b>	Co-chair of the Provost’s task force committee on improving Advising, Registration and Mentoring at AUC
<b>2011 – 2013:</b>	Member of the Provost’s task force on the Freshman Year and the Core Curriculum
<b>2011 – 2015:</b>	Member of the University Undergraduate Council
<b>2011 – 2012:</b>	Co-chair of the New Alumni Interest Chapter – Alumni Working at AUC
<b>2011 – 2015:</b>	Member of the First-Year Experience Advisory Committee, AUC
<b>2010 – 2015:</b>	Member of the First-Year Experience Faculty Advisory Committee
<b>2003 - 2015:</b>	Member of the Core Curriculum Advisory Committee, AUC
<b>2003 – 2015:</b>	Regular attendee of senate meetings and faculty forums, AUC
<b>2006 – 2010:</b>	Chair of the First-Year Experience Faculty Advisory Committee
<b>2006 – 2009:</b>	Faculty Advisor of the First-Year Experience Program
<b>2006 – 2007:</b>	Member of the Mellon Project Committee for the Core Curriculum, AUC
<b>2007 – 2008:</b>	Member of the Middle States Taskforce F: Institutional and Student Learning Assessment
<b>2003 – 2015:</b>	Regular participant in the parents association orientations as a representative of the core curriculum program at AUC
<b>2003 – 2013:</b>	Chair of the university committee on Late Drop/Withdrawal Petitions of Students with Undeclared Majors, AUC
<b>2003 – 2015:</b>	Member of the Committee for Readmission, AUC
<b>2010:</b>	Served on the selection committee of the Excellence in Academic Service Award, AUC.
<b>2009:</b>	Member of the LEAD selection panel, AUC.
<b>2008 – 2011:</b>	Member of the New Student Orientation Steering Committee
<b>2006 – 2011:</b>	Chair, the First-Year Experience Faculty Advisory Board, AUC
<b>2006 – 2009:</b>	Chair, the First-Year Experience Student Advisory Board, AUC

- 2006 – 2007:** Chair of the First Year Experience Steering Committee  
**2005:** Member of the organizing committee of AUC conference on writing across the curriculum: On the Road to Sustainable Excellence: Communication across the Curriculum Symposium, November 11-15, 2005.  
**2005 – 2007:** Member of the Debate Society, AUC.  
**2005 – 2009:** Member of the Library Collection Committee, AUC

**D. Committees in the English Language Institute (ELI) & the School of Continuing Education (SCE)**

- 2002 - 2003:** Chair of the Distinguished Visiting Professor Committee Arrangements at the ELI, AUC  
**1999:** Member of the Distinguished Visiting Professor Program Committee, ELI, AUC  
**1998 – 1999:** Member of the Liaison Academic Committee of English (ACE), ELI & RHET Programs at AUC  
**1994 – 2001:** Member of the Material Development Committee Eng.100, ELI, AUC  
**1999:** Member of the Testing Committee, Eng.111, ELI, AUC  
**1999:** Member of the Ad Hoc Educational Assessment Testing, AUC Committee for the New English Proficiency Test, CACE, AUC  
**1996 –2001:** Member of the Women/Gender Studies Advisory Committee chaired by Dean Cynthia Nelson, AUC

**E. Other University Committees:**

- 2015:** Faculty panelist, MEPI – LEAD Program  
**2010 – 2013:** Faculty services Committee  
**2009 – present:** Member of AUC’s Loyal for Life  
**2001-2006:** Member of Century Club at AUC  
**2006 – 2011:** Member of the President’s Club, AUC (Public School Student Scholarships)  
**2006 – 2010:** Chair, Junior Summer Program Advisory Board, SCE, AUC  
**1996 – 1997:** member on Committee on Environment (COEN), AUC  
**1996 –2001:** Member of the Women/Gender Studies Advisory Committee chaired by Dean Cynthia Nelson, AUC

**II. Committees Outside AUC:**

- 2015-present:** Fulbright Alumna, participated in events & Fulbright panel interviews  
**2014:** Member, The National Academic Advising Association (NACADA) Middle East  
**2009–present:** Member of the Board of Directors of the Evangelical Theology Seminary of Cairo (ETSC)  
**2013-present:** Member of the Student Affairs Committee, ETSC

- 2013-present:** Member of the Financial Affairs Committee, ETSC
- 2009-2013:** Member of the Academic Affairs Committee, ETSC
- 2009-2013:** Member of the Graduate Studies Committee, ETSC
- 2009 – 2012:** Member of the Synod of the Nile Women Union
- 2009 – 2010:** Member of the Egyptesol Board of Directors
- 2005 – 2009:** Member of the Board of Directors of the Evangelical Synod of the Nile Schools in Egypt
- 2004 – 2015:** Member of the Association of American Colleges and Universities, Washington, USA
- 2001:** Participated as a judge in the Fifth Poetry Festival for Language Schools of Cairo, in the New Cairo International School on the 23<sup>rd</sup> and 24<sup>th</sup> of March, 2001.
- 2001-2002:** Member of Teachers of English to Speakers of other Languages (TESOL) Conference
- 2000:** Member of the International Who's Who of Professionals
- 1999- 2009** Member of Egyptesol Convention Committee
- 1999-2002** Member of Egyptesol Convention Proceedings Committee

**Event Planner and Organizer:**

- 2014:** Organized the First Academy of Liberal Arts Symposium on Student Success
- 2013:** Organized First Academy of Liberal Arts Retreat
- 2006 – 2009:** Organized opening and closing ceremonies and convocations in the First Year Experience program as well as out door social events for AUC's new freshman classes. Edited films used in the first year experience program and participated in compiling faculty and student manuals.
- 2004 - 2013:** Organized orientation events for the core curriculum

**AWARDS, Certificates & Scholarships:**

- 2016:** Certificate of Appreciation as the CLT Faculty Associate
- 2016 (Feb.):** CLT Teaching Enhancement Certificate 1
- 2016 (Feb.):** CLT Assessment for Learning Track Certificate
- 2016 (May):** CLT Blended Learning Certificate
- 2016 (March):**CLT Course Design Track
- 2016 (March):** CLT Digital Pedagogy Lab
- 2015:** Certificate of Recognition from the Ministry of Education for teaching Public School Teachers of English of Maasarra School in Helwan
- 2015:** Received a token of recognition from the office of the dean of undergraduate studies
- 2015:** Peer Advising Leader Program Award
- 2013:** Received an honorary award from the office of the dean of undergraduate studies

- 2012:** Recipient of AUC's Distinguished Alumni Service Award on May 5<sup>th</sup>, 2012
- 2012:** Recipient of AUC's provost award in recognition of outstanding contributions and support of AUC academic programs, April 18<sup>th</sup>, 2012
- 2012:** Recipient of AUC's 2012 Excellence in Academic Service Award on February 18<sup>th</sup>, 2012
- 2007:** Recipient of the President's Award for Distinguished Service from AUC's President David Arnold on February 19<sup>th</sup> 2007, AUC
- 2001:** Recipient of an award of recognition from AUC President John Gerhart and the Office of Equal Opportunity and Affirmative Action at AUC, February 19<sup>th</sup>, 2001
- 2001:** Was selected as a qualified candidate for inclusion in the Millennium edition of the International Who's Who of Professional for the year 2000
- 2000:** Recipient of an International Award of Excellence from the University Continuing Education Association, U.S.A as one of a team members who worked on a training program.
- 1989 -1991:** Received a joint supervision scholarship from Cairo University and Rice University, Houston, Texas, for the doctorate degree
- 1987:** Received a grant from the Fulbright Commission for data collecting at the American Center of Hyderabad, India
- 1981:** Received a grant from the Fulbright Commission to attend the TESOL summer institute at Columbia University, New York, U.S.A.

**CONSULTANCY & COURSES:**

**Clients:** AUC undergraduate advisees, undergraduate peer leaders, FYE faculty, EFL teachers of adult and young learners, TEFL graduate students; worked as a faculty mentor for TEFL graduate fellows in 1999 and 2002 at the ELI – AUC.

**Consultancy:** Worked as a mentor to two program directors who succeeded me in leading the First-Year Experience and the Peer Advising Leader Programs. I also mentored my core curriculum successor for two consecutive years.

My consultancy experience focuses on academic advising, student peer leadership, teaching methodologies and techniques, curriculum planning and curriculum development, learning/teaching strategies, classroom management and discipline, teacher training and administration, program development, ELPET test item writing and video conferencing coordinator and consultant; worked as a supervising master teacher with a TEFL graduate student in a student-teaching practicum during the spring semester of 1998.



**COURSES:** Received a diploma in translation in the Arabic Studies and Translation Division, SCE, AUC.

Audited a course on EFL for Young Children, spring 1998, TEFL program, ELI, AUC.

Received a diploma in Christian Theology.  
Took courses in counseling.

**Free Lance Translator:**

**Translated the following musicals into Arabic:**

- 2007:**       **The Night the Angels Sang**  
                  **Rejoice Christians Rejoice**
- 2006:**       **1. *The Borrowed Tomb***
- 2005:**       **1. *The Empty Tomb***  
                  **2. *Alpha and Omega***  
                  **3. *One King***
- 2004:**       **1. *Alive in Christ: An easter Celebration of Our Redemption. Arranged by Mosie Lillenas Publishing Company, Kansas City, Mo 64141***  
                  **2. *A Journey of Hope***
- 2003:**       **1. *The Father's Gift of Love is Jesus***  
                  **2. *Jesus our Emmanuel***
- 2002:**       **1. *All is Calm all is Bright***  
                  **2. *The Promise***
- 2001:**       **1. *Adore Him:* The Celebration of Christmas in Worship and Praise. 1999 Lorenz Publishing Co., USA. Words and music by Ken Bryars, orchestrated by Dave Williamson.**  
                  **2. *The Journey:* Created by Celeste & David T. Clydesdale. Script by Nan Gurely. Arranged and orchestrated by David T. Clydesdale. Copyright 1999 Word Music, Inc.**
- 2000:**       **1. *A Light still Shines:* Created by Randy Vader, Jay Rouse & Camp Kirkland. Narration created by Rangy Vader, 1998 Praise Gathering Music Group Nashville, TN.**  
                  **2. *I Stand in Awe:* An Easter Suite. Created and arranged by David T. Clydesdale. Copyright 1996 Word Music (A Division of word, Inc.,) printed in USA printed by Davis Brothers Printing, Waco, Texas.**
- 1999:**       ***The Majesty of Christmas.* Arranged & orchestrated by David T. Clydesdale. Conceived by Mark Brymen. Copyright 1996 Old Music, Davis Brothers Printing, Waco, Texas, 1996.**
- 1998:**       ***The Night the Angles Sang.* Conceived by George King. Arranged by Richard Kingsmore. Script by Chris Machen Alexandria House, Royal Tapestry Music, USA, 1993.**
- 1997:**       **1. *Halleluia to the Lamb***

**Civic Engagement:**

- 2014:** Participated with the peer advising student leaders in giving away food to the needy in Ramadan. Participated in organizing an iftar for orphans in collaboration with Moshro3 Kheir NGO at AUC.
- 2009–present:** Member of the Board of Directors in the Evangelical Theological Seminary in Cairo (ETSC)
- 2009 – 2013:** Member of the academic affairs committee of the ETSC
- 2013 – present:** Member of the student affairs of ETSC
- 2013- present:** Member of the financial affairs committees of the ETSC
- 2009 – 2013:** Member of the graduate studies program at ETSC
- 2008:** Participated in Habitat for Humanity construction project in the village of El Kom El Akhdar in El Minya governorate
- 2005 – 2009:** Participate in organizing and conducting administrative and teaching training sessions for administrators and teachers of the schools of the Synod of the Nile in lower and upper Egypt
- 2004 – present:** Pay regular weekly visits to the Synod of the Nile nursing home, give assistance and participate in fund raising events
- 2004 – 2014:** Participated in conducting and organizing events for Fowler orphanage for girls in Abasiya
- 2003 – present:** Work with a volunteer on sustaining the basic needs of families living in extremely poverty-stricken hamlets in Upper Egypt

#### **PERSONAL BACKGROUND:**

- Nationality:** Egyptian
- Sex:** Female
- Marital Status:** Married and has two sons

#### **REFERENCES:**

- Dr. Ghada Elshimi, Interim Dean of Undergraduate Studies, AUC
- Ms. Michelle Henry, Chair of the Rhetoric & Composition Department
- Dr. Robert Switzer, Dean of HUSS, AUC
- Dr. John Swanson, Associate Provost, AUC
- Dr. Ahmed Tolba, Associate Provost, AUC
- Dr. Adham Ramadan, Dean of Graduate Studies, AUC
- Ms. Amany Elshimi, Rhetoric and Composition Senior Instructor Two and Director of the Undergraduate Research, AUC
- Ms. Nagwa Kassabgy, Chair, English Language Instruction, AUC
- Dr. Maggie Nassif, Executive Director, Fulbright Commission, Cairo, Egypt
- Dr. Hoda Guindi, Professor of Literature and former head of the English Department, Faculty of Arts, Cairo University.
- Dr. Kathleen Sayers, Director of the Language Programs, Rice University, P.O.Box 1892 Houston, Texas 77251, U.S.A.
- Dr. Atef Guindy, President of the Evangelical Seminary in Cairo, ETSC.

*References furnished upon request*

**Date: September 2017**