Curriculum Vitae

I. Academic/Professional Background

A. Name: Miriam F. Williams Title: Professor of English

B. Educational Background

Degree	Year	University	Major	Thesis/Dissertation
Ph.D.	2005	Texas Tech University	Technical Communication and Rhetoric	Culture and Context: Invention and Style in Historical and Contemporary Regulations
M.A.	2001	Texas State University	Technical Communication	
M.A.	1998	University of Houston	Public Administration	Policy Project: Using Expert Systems in Government Agencies
B.S.	1993	University of Houston	Economics	

C. University Experience

Position	University	Dates
Professor of English	Texas State University	September 2014- Present
Department of English Associate Chair	Texas State University	Fall 2019- Spring 2024
Director of the Master of Arts in Technical Communication Program	Texas State University	January 2013- Summer 2018
Presidential Fellow	Texas State University	September 2011- September 2012
Associate Professor of English	Texas State University	September 2009- August 2014

Assistant Professor of English	Texas State University	September 2005 to August 2009
English Department Lecturer	Texas State University	September 2004 to August 2005
Graduate Student Instructor	Texas Tech University	August 2002 to May 2004
Proposals and Grants Coordinator	Huston-Tillotson College	December 2001 to July 2002

D. Relevant Professional Experience

Position	**Entity**	**Dates**
Program Administrator (Manager of Regulation Editors)	Texas Department Health and Human Services Commission (DHS)	February 2001 to December 2001
Policy Specialist (Regulation Editor/Developer)	Texas Department Health and Human Services Commission (DHS)	May 2000 to February 2001
Program Specialist (Project Manager for Regulation Development)	Texas Department Health and Human Services Commission (PRS)	November 1998 to May 2000
Licensing Representative (Health and Safety Investigator)	Texas Department Health and Human Services Commission (PRS)	July 1997 to November 1998
Eligibility Specialist (Caseworker)	Texas Department Health and Human Services Commission (DHS)	May 1994 to July 1997

II. TEACHING

Courses Taught:

Texas State University-San Marcos, Texas

English 5311. Foundations of Technical Communication
English 5312: Editing the Professional Publication (Internship Course)

English 5313. Technical Video Production
English 5314. Special Topics: Writing for the Government
English 5314. Special Topics: Writing Public Policy
English 5314. Special Topics: Proposal Writing
English 5313. Ethics in Technical Communication
English 5313: Technical Editing
English 5313: Research Methods
English 5300: Language Problems in Multicultural Environments
English 3303. Technical Writing
English 3304. Professional Writing
English 3311: Advanced Writing: Writing to Change Public Policy
English 3342: Editing

Huston-Tillotson University

Business 2310. Business Communication

Texas Tech University, Lubbock Texas

English 1302. College Rhetoric
English 1303. Advanced College Rhetoric

Graduate Theses/Dissertations or Exit Committees (if supervisor, please indicate):

Thesis committee chair for MATC student, Danny Williams, successfully defended in fall 2024
Thesis committee chair for MATC student, Jonathan snow, successfully defended in spring 2022.
Thesis committee chair for MATC student, Dyllan Scott, fall 2018-spring 2019.
Thesis committee chair for MATC student, Rachel Berryhill, successfully defended in spring 2016.
Thesis committee chair for MATC student, Lisa Frackowiak. Successfully defended in fall 2015.
Thesis committee member for MARC student, Julia Bancroft. Successfully defended in spring 2012
Thesis committee member for MATC student, Susan Rauch. Successfully defended in spring 2012.
Thesis committee member for MARC student, Andrew Besa. Successfully defended in fall 2011.
Thesis committee member for MATC student, Vita Haake. Successfully defended in Spring 2011.
Thesis committee chair for MATC student, Jennifer Small: “A Discourse Analysis of Political Campaign Websites During the 2008 Presidential Election” successfully defended in fall 2009.
Thesis committee member for MARC student, Jennifer Allen: “"Enacting a Feminist Pedagogy: Integrating Weblogs into the Composition Classroom” successfully defended in summer 2009.
Portfolio Exam committee for MARC student, Chris Sisto, who passed the examination in spring 2009.

Thesis committee member for MATC student, Michael Trice: “Productive Wikis: How Reviewer and User Bias Shape Perceptions of Text,” successfully defended in fall 2008.
Thesis committee chair for MATC student, Sarah MacNeely: “Science Writing and Social Roles in Historical Contexts,” successfully defended with distinction in fall 2007.
Thesis committee member for MATC student, John Roesler: "And They Came out of Hiding: Linguistic Nationalism and the Rhetoric of Intolerance in the Senate." successfully defended in spring 2007.
Thesis committee member for MATC student, Teri Speece: “Maintaining Ethos during Market Volatility: A Rhetorical Analysis of Mutual Fund Shareholder Report Narratives before and after the 2000 dot.com Crash," successfully defended in fall 2006.
Thesis committee member for MATC student, Linda Coker: “Filling in the Blanks: Knowledge Management and Pharmaceutical Protocol,” successfully defended in fall 2005.
Comprehensive Exam Committee for Timothy Howell, graduate student in Mass Communications. Passed exam in fall 2005.

Courses Prepared and Curriculum Development:

English 5314. Writing Public Policy - designed new course taught in fall 2005
English 5313. Ethics in Technical Communication – designed new course taught in summer 2005
English 5311. Foundations in Technical Communication – designed new online course taught in fall 2006
English 5314. Proposal Writing – designed new online course taught in spring 2007
English 3311. Advanced Writing: Topic: Writing to Change Public Policy - designed new course taught in spring 2009
English 5314. Writing for the Government – designed new online course taught in spring 2009
English 5313. Technical Editing – designed new online course taught in spring 2010
English 5300. Language Problems in Multicultural Environments - designed new online course taught in summer 2011
English 5312. Editing the Professional Publication – redesigned each spring semester from 2012 to 2019.

III. SCHOLARLY/CREATIVE

A. Works in Print

1. Books

a. Scholarly monographs:

Williams, Miriam F. From Black Codes to Recodification: Removing the Veil from Regulatory Writing. Amityville, New York: Baywood Publishing Company/Routledge. Technical Communication Series. April 2010.

(2010-2011 Book Series Editor's Nominee: CCCC Technical and Scientific Communication Award, Best Book in Technical or Scientific Communication)

b. Textbooks:

Allison, Libby and Miriam F. Williams. Writing for the Government. Boston: Pearson Longman: Allyn & Bacon Series in Technical Communication. October 2007.

c. Edited Books:

Jones, N. N., Gonzales, L., Haas, A. M., & Williams, M. F. (Eds.). (2025). The Routledge handbook of social justice in technical and professional communication. Routledge.

Williams, Miriam F. and Octavio Pimentel. Eds. Communicating Race, Ethnicity, and Identity in Technical Communication. Amityville, New York: Baywood Publishing Company/Routledge. Technical Communication Series. January 2014.

(Recipient: 2016 CCCC Technical and Scientific Communication Award in the category of Best Original Collection of Essays in Technical or Scientific Communication for Communicating Race, Ethnicity, and Identity in Technical Communication)

2. Articles

Refereed Journal Articles and Book Chapters:

Williams, M. F. (2025). Protection and Precarity: Black gun culture and public health. In N. N. Jones, L. Gonzales, A. M. Haas, & M. F. Williams (Eds.), *The Routledge handbook of social justice in technical and professional communication* (pp. 439–454). Routledge.

Dorpenyo, I., Das, M., Dayley, C., Roundtree, A. K., & Williams, M. F. (2024). Are you committed to diversity? Evaluating immigrants' perceptions of diversity and inclusion claims/initiatives by U.S banks. *Technical Communication,* 71(1).

Jones, Natasha and Miriam F. Williams (2022) Archives, Rhetorical Absence, and Critical Imagination: Examining Black Women's Mental Health Narratives at Virginia's Central State Hospital. *IEEE Transactions on Professional Communication.* Special Issue on Social Justice in Technical Communication.

Williams, M.F. (2021). Gun Control and Gun Rights: A Conceptual Framework for Analyzing Public Policy Issues in Technical Communication. Technical Communication Quarterly, 30(3). Retrieved from https://www.tandfonline.com/doi/abs/10.1080/10572252.2021.1963487

Gonzales, L., Walwema, J., Yu, H., Jones, N., & Haas, A, Williams, M.F. (2021.). Narratives from the Margins: Centering Women of Color in Technical Communication. In Equipping Technical Communicators for Social Justice Work: Theories, Methodologies, and Pedagogies. Eds. Godwin Agboka and Rebecca Walton.

Jones, N. N. & Williams, M. F., & (2020). The Just Use of Imagination: A Call to Action (Reprint). Spark: A 4C4Equality Journal.

Jones, N. N. & Williams, M. F. (2020). The Just Use of Imagination: A Call to Action. The Association for Teachers of Technical Writing.

Jones, Natasha and Miriam F. Williams. Technologies of Disenfranchisement: "Literacy tests and Black voters from 1890-1965," *Technical Communication.* Forthcoming in November 2018 Special Issue on Election Technologies. Volume: 65, Issue: 4. Nov 2018.

(Recipient: 2020 CCCC Technical and Scientific Communication Award in the category of Best Article Reporting Historical Research or Textual Studies in Technical and Scientific Communication)

Williams, Miriam F. "#BlackLivesMatter: Tweeting a Movement in Chronos and Kairos." Racial Shorthand: Coded Discrimination Contested in Social Media. Eds. Octavio Pimentel, and Cruz Medina. Computers and Composition Digital Press, Utah State University Press. July 2018.

Jones, Natasha and Miriam F. Williams. "The Social Justice Impact of Plain Language: A Critical Approach to Plain-Language Analysis. *IEEE Transactions on Professional Communication.* Volume: 60, Issue: 4, Dec. 2017.

Williams, Miriam F. "Introduction," in Communicating Race, Ethnicity, and Identity in Technical Communication. Amityville, New York: Baywood Publishing Company/Routledge. Technical Communication Series. January 2014.

Williams, Miriam F. *Programmatic Perspectives*, the Journal of the Council for Programs in Technical and Scientific Communication. "A Survey of Emerging Research: Debunking the Fallacy of Colorblind Technical Communication." Issue 5.1 for Spring 2013.

Williams, Miriam). Guest Editors of Special Issue: *Race, Ethnicity, and Technical Communication: Examining Multicultural Issues within the United States* with Introduction by co-editors. *Journal of Business and Technical Communication* 2012, 2012; Vol. 26, 368-389.

Williams, Miriam F. and Octavio Pimentel. "Introduction: Race Ethnicity and Technical Communication." Race, Ethnicity, and Technical Communication: Examining Multicultural Issues within the United States. Special issue of Journal of Business and Technical Communication. 26.3 (2012): 271-277. Print.

Williams, Miriam F. "Game Theory and Technical Communication: Interpreting the Texas Two-Step Caucus Tier Through Harsanyi Transformation," *Journal of Technical Writing and Communication*, Number 4/2012, Volume 42, 373-392.

(2012-2013 Journal Editor's Nominee, CCCC Technical and Scientific Communication Award, Best Article on Philosophy or Theory of Technical or Scientific Communication)

Williams, Miriam F. "Reimagining NASA: A Cultural and Visual Analysis of the U.S. Space Program" *Journal of Business and Technical Communication* 2012; Vol. 26, 368-389.

Williams, Miriam F. "Understanding Public Policy Development as a Technological Process." *Journal of Business and Technical Communication*, Vol. 23, No. 4, 10/2009, 448-462.

(2009-2010 Journal Editor's Nominee, CCCC Technical and Scientific Communication Award, Best Article on Philosophy or Theory of Technical or Scientific Communication)

Williams, Miriam F. and James, Daisy D. "Embracing New Policies, Technologies, and Community Partnerships: A Case Study of the City of Houston's Bureau of Air Quality Control." *Technical Communication Quarterly*, Volume 18, Number 1/2009, 82- 98.

Williams, Miriam F. "Tracing W.E.B. Dubois' 'Color Line' In Government Regulations." *The Journal of Technical Writing and Communication*. Volume 36, Number 2/2006, 141-165.

B. Works not in Print

Papers Presented at Professional Meetings:

"This is Where We Are, This is How it Happened, What's Next," Keynote at the 2022 SIGDOC Special Interest Group on Design of Communication of the Association for Computing Machinery) 40th Annual Conference, October 6, 2022.

"Editor's Roundtable" virtual presentation at ProComm, October 22, 2021

"Meet the Editors" virtual presentation at the STC Summit, June 2021.

"Plain Language and Social Justice: Moving Beyond the Rules" virtual presentation at the National Communication Association's 106th Annual Convention, November 2020.

"Developing a Community of Writers" Quality Enhancement Plan (QEP) Kickoff Keynote to the Texas A&M University Central Texas community on September 4, 2019, Killeen, Texas.

"Women of Color Accountability Practices in Technical Communication" with Laura Gonzales, Angela Haas, Natasha Jones, Josephine Walwema, and Han Yu, Association of Teachers of Technical Writing, March 2019, Pittsburg, PA.

“Support for Associate professors and Mid-career Faculty in Technical Communication” with David Alan Sapp, Loyola Marymount University; TyAnna Herrington, Georgia Institute of Technology; Sam Dragga, Texas Tech University; Kim Sydow Campbell, University of North Texas. Council for Programs in Scientific and Technical Communication, October 5, 2017, Savannah, Georgia.

“Tweeting a Movement in Chronos and Kairos” Keynote Speaker at Texas Tech University May Seminar, May 2016. Lubbock, Texas.

“Social Justice on Social Media: The Impact of Digital Technology on Political and Health Communication and Advocacy,” with Deb Balzhiser and Aimee Roundtree. Association for Teachers of Technical Writing. April 2016, Houston, Texas.

“Under Scrutiny: Re-Imagining Race, Gender, and Social Justice in Technical Communication Pedagogy “with Natasha Jones and Flourice Richardson. Association of Teachers of Technical Writing, March 2013, Las Vegas, Nevada.

Keynote speaker at 40th Annual Meeting of the Council for Programs in Scientific and Technical Communication “A Survey of Emerging Research: Debunking the Fallacy of Colorblind Technical Communication,” at Michigan Tech University on September 27, 2011.

Served on plenary panel at 40th Annual Meeting of the Council for Programs in Scientific and Technical Communication, at Michigan Tech University on September 28, 2011.

“From the Academy to Industry: Issues of Diversity in Technical Communication” with Natalia Matveeva, and Godwin Agboka. The Council of Programs in Technical and Scientific Communication. James Madison University, October 6-8, 2011.

“Using Critical Race Theory to Examine Intercultural Communication in Social Networks,” with Janie Santoy and Carlos Evia. Association of Teachers of Technical Writing, March 2009, San Francisco, California.

"Communicating to Help the Public: Technical Communication as a Catalyst for Change in National Weather Advisories, Environmental Regulation, and Health Care Information," with Libby Allison and Pinfan Zhu. 2008 Conference on College Composition and Communication April 2-5, 2008, New Orleans, Louisiana.

"CLASS IN A BOX: (Re-) Reading and Writing (Technological) Spaces," with Rebecca Jackson and Deb Balzhiser. Association of Teachers of Technical Writing, March 22-24, 2006, Chicago, Illinois.

“Technology or Research in Programs: Where’s the Line?” with Libby Allison and Melonie McMichael. The Council of Programs in Technical and Scientific Communication, October 2005, Lubbock, Texas.

“Regulatory Writing and Intercultural Negotiation.” Association of Teachers of Technical Writing, March 2004, San Antonio, Texas.

Podcast Interviews:

10 Minute Tech Comm Podcast, University of Alabama at Huntsville. "Dr. Miriam F. Williams, coeditor of Communicating Race, Ethnicity, and Identity in Technical Communication, discusses the impact of race and ethnicity on user experience." 2015. Released Nov 23, 2015

Inaugural podcast interview for the *Journal of Business and Technical Communication*. Introduction: Race, Ethnicity, and Technical Communication. **“**Special editors, Miriam Williams and Octavio Pimentel, discuss the July 2012 special issue of JBTC focused on race, ethnicity, and technical communication.” Available for download at Sage Publications https://itunes.apple.com/us/podcast/sage-podcast/id281473116. Released July 16, 2012. SAGE Podcast by SAGE Publications, Inc.

C. Grants and Contracts

1. Funded External Grants and Contracts:

Hearst Foundation Scholarship proposal coauthored with Dr. Bronte Jones to obtain scholarships for Huston-Tillotson students. Project funded for $100,000 by the William Randolph Hearst Foundation, 2002.

“UNCF Professional Development Grant” proposal coauthored with Eric Bud to provide stipends to Huston-Tillotson faculty learning to use the Blackboard Inc. course management system. Project funded for $99,000 by the United Negro College Fund, 2002.

“Reaching Back to Discover” coauthored with Drs. Muchere Russ and Julie Hudson to acquire seed money for a museum at Huston-Tillotson depicting African-American history in Central Texas. Project funded for $50,000 in seed money by 3M, 2002.

“UNCF Technology Grant” coauthored with Terry Smith to upgrade Huston-Tillotson College’s telecommunications system. Project funded for $142,000 by the United Negro College Fund, 2002.

2. Submitted, but not Funded, External Grants and Contracts:

Principal Investigator for proposed Mazda Foundation Grant. Application submitted June 26, 2013, and pending fall 2013 decision. Collaborative project with the Houston Department of Health & Human Services’ Environmental Health Division’s Bureau of Pollution Control &

Prevention (BPCP). The proposal requests $102,624.00 to fund internships for MATC students who produce technical communication documents that facilitate civic participation in environmental regulatory matters. Authored by MATC students Eric Hall, Megan Stacey, Lisa Frackowitz, and Lacey Roesler in *English 5314. Proposal Writing.*

PI for "e-Scribe Online" Authored by MATC students Jennifer Baker, Lauren Clamurro, Viviana Morales, and Jael Perales in English 5314. Proposal Writing. Submitted to Bank of America in summer 2011.
4. Submitted, but not Funded, Internal Grants and Contracts:
Texas State University Research Enhancement Grant, Fall 2005

D. Fellowships, Awards, Honors in Scholarly/Creative Activities

Recipient: Society for Technical Communication's Ken Rainey Award for Distinguished Research, STC Summit Platinum Anniversary, May 16, 2023.

Recipient: Association for Computing Machinery's (ACM) SIGDOC 2022 Rigo Award Winner, SIGDOC is the Association for Computing Machinery's (ACM) Special Interest Group (SIG) on Design of Communication. October 6, 2022

Recipient: 2020 CCCC Technical and Scientific Communication Award in the category of Best Article Reporting Historical Research or Textual Studies in Technical and Scientific Communication

Elevated to Fellow of the Association of Teachers of Technical Writing, March 2017 (http://attw.org/about-attw/attw-fellows/2017-miriam-f-williams/)

Recipient: 2016 CCCC Technical and Scientific Communication Award in the category of Best Original Collection of Essays in Technical or Scientific Communication for Communicating Race, Ethnicity, and Identity in Technical Communication, Conference on College Composition and Communication, 01/2014- 01/2016

2012-2013 Journal Editor's Nominee, CCCC Technical and Scientific Communication Award, Best Article on Philosophy or Theory of Technical or Scientific Communication

2010-2011 Book Series Editor's Nominee, CCCC Technical and Scientific Communication Award, Best Book in Technical or Scientific Communication

2009-2010 Journal Editor's Nominee, CCCC Technical and Scientific Communication Award, Best Article on Philosophy or Theory of Technical or Scientific Communication

English Department's Junior Faculty Nominee for the Presidential Award for Excellence in Scholarly/Creative Activity, Texas State University, January 2008

Dean's Excellence Award for Scholarly/Creative Activities, College of Liberal Arts, August 2007

English Department's Junior Faculty Nominee for the Presidential Award for Excellence in Scholarly/Creative Activity, Texas State University, February 2007

English Department's Junior Faculty Nominee for the Presidential Award for Excellence in Scholarly/Creative Activity, Texas State University, February 2006

Program for Excellence in Teaching and Learning, Texas State University, September 2005 - May 2006 - Certificate of Completion and $800 Travel Stipend

Southwestern Bell Corporation Chancellor's Fellowship, Texas Tech University, 2002-2005

Houston Endowment Foundation Inc., Mary Gibbs Jones Scholarship, 1988-1992

University of Houston, Academic Excellence Award/Scholarship (1988-1992)

IV. SERVICE

A. Institutional Service

1. Service at University-Level

Member, Digital Humanities Search Committee. May 6, 2025 - Present.

Editor of Texas State University's Successful Phi Beta Kappa Application, November 2021 to January 2022.

Williams, Miriam F. and Octavio Pimentel. Eds Cuentos and Testimonies: Student's Voices, Inclusion, and Anti-Racism. Eds. Octavio Pimentel and Miriam Williams. Texas State University, Office of the Provost. October 2021

Member, Faculty Hearing Tribunal. April 2019 – September 2019.

Williams, Miriam F. and Octavio Pimentel. Eds Cuentos and Testimonies: Diversity and Inclusion at Texas State. Eds. Octavio Pimentel and Miriam Williams. Texas State University, Office of the Provost. April 2019.

Distance Education Steering Committee Fall 2015- Spring 2018.

Edited the Campus Master Plan for Nancy Nusbaum (Associate VP of FSS) in 2017

Liberal Arts Representative on Faculty Senate's Academic Computing Committee Fall 2015 to Spring 2017.

Faculty Senate's Suspension and Appeals Committee, Fall 2015 to Spring 2017

Edited the Department of Computer Science's doctoral proposal in 2015

Texas State University Phi Beta Kappa Application Committee, Fall 2015.

Hiring Committee for Director of Faculty Development, Spring 2015 – Fall 2015.

Hiring Committee for Assistant Director of Faculty Development, Spring 2015 – Fall 2015.

Hiring Committee for English Department's Program Faculty member, Summer 2015.

Member of 2014-2015 Texas State University Common Experience Committee: "From Segregation to Integration: Exploring Democracy's Promise" Spring 2013 – Present.

Guest Speaker at Texas State University's Round Rock Graduation Reception on May 8, 2013.

Participant in University's E-Textbook Pilot Program, Spring 2013 – Present.

Hiring Committee for Texas State University's Emergency Management Coordinator – Reviewed evaluated applications and interviewed top candidates. September 2012 through Spring 2013.

Presented "Maintaining Classroom Civility," at Texas State University Professional Development Faculty Workshop, October 17, 2012.

Presidential Fellow and Member of President's Cabinet: September 2011 to September 2012.

- **Co-authored successful proposal/application to Texas Higher Education Coordinating Board for Texas State University reclassification to an "Emerging Research University,"**
- Facilitated revision of emergency procedures poster and coordinated production of emergency procedures videos on active shooters and disruptive students,
- Updated President on Presidential Fellow projects (i.e., Emerging Research University proposal/application and emergency procedures videos and posters for university community),
- Attended weekly Cabinet meetings and participated in university-related events.

University Council – September 2011 to September 2012.

Faculty Senate's Library Committee – September 2011 to May 2014.

Presentation for Texas State University's *Center for Teaching and Learning*, Preparing Documentation for Tenure and Promotion, November 20, 2009

Fulbright Campus Committee, October 2008.

Martin Luther King, Jr. Essay Contest Judge, Texas State University, January 2006.

Round Rock Higher Education Center Fall On-Site Registration, July 2005

Round Rock Higher Education Center Information Night – May 2005

2. **Departmental Service:**

Mentor, Assistant Professor of English, Dr. drea brown, Spring 2023 to May 2025

Hiring Committee for English Department Administrative Assistant III, Summer 2023.

Hiring Committee for Assistant Professor of English, African American Literature, 2020-2021.

Chair, Hiring Committee for Director of M.A. in Technical Communication Program, Fall 2019 to Spring 2020.

Associate Chair of the Department of English - performs duties as assigned by the Department Chair Fall 2019-Spring 2024

Chair, Doctoral Program Proposal Committee. September 1, 2016 – November 2019

Director of the Master of Arts in Technical Communication (MATC) Program, spring 2013-summer 2018.

- Served as chair of the MATC Committee
- Reported on student learning outcomes
- Created advertising materials to recruit new graduate students
- Ensured that students have access to online and face-to-face courses
- Coordinated MATC comprehensive exams
- Served on MATC faculty hiring committees
- Helped identify target of opportunity hires
- Developed and maintain relationships with community and corporate partners
- Advised current graduate students
- Reviewed prospective student applications
- Maintained relationships with MATC alumni
- Developed grant proposals
- Supervised the MATC Graduate Assistant, who maintained the MATC website

Usability Lab Planning. Helped design proposed layout, select equipment, and identify costs for usability lab, fall 2011 to fall 2012.

Hiring Committee for Tenure Track faculty in Technical Communication, fall 2011 to spring 2012.

Hiring Committee for Tenure Track faculty in Rhetoric and Composition, fall 2011 to spring 2012.

Hiring Committee for the English Department's IA/TA's, Texas State University, fall 2005 to Present. Reviews approximately 100 applications per year for IA/TA positions.

Annual Review Committee for Assistant and Associate Professors of English, Spring 2010 – Present.

Department Mentor for Associate Professor, Aimee Roundtree, Fall 2014 – Spring 2016.

Department Mentor for Assistant Professor, Nelly Rosario, Fall 2009 – Spring 2013.

Served on panel at the fall 2011 MATC Orientation. August 18, 2011.

Master of Arts in Technical Communication Committee, Texas State University, August 2004 to August 2013.

Chair of Master of Arts in Technical Communication Comprehensive Portfolio Exams, fall 2009.

Participated in roundtable discussion on selecting and applying for PhD programs in Rhetoric & Composition and Technical Communication & Rhetoric, November 11, 2009.

Hiring Committee for Film Studies Assistant Professor Position, fall 2008.

Rhetoric and Writing Committee (formerly known as the Professional Writing Committee) for the English Department at Texas State University, fall 2005 to Present.

Chair of Master of Arts in Technical Communication Comprehensive Exams, spring 2006.

Master of Arts in Technical Communication Program Advisory Board Member, Texas State University, fall 2002 to August 2004.

Registration Co-Chair for the Graduate English Society’s Annual Conference at Texas Tech University 2003

B. Service to Profession

Chair 2026 CCCC Technical and Scientific Communication Awards Selection Committee June 1, 2025-Present

Editor-in-Chief of *Technical Communication,* the Journal for the Society of Technical Communication, 2020 to 2025.

Editorial Board of the *Journal of Business and Technical Communication, June 2020 to Present*

Editorial Board for the *Journal of Technical Writing and Communication*, January 2015- Present

Special Issues Editor for the *Journal of Technical Writing and Communication*, Fall 2021 to Summer 2024

Council of Editors of Learned Journals (CELJ) Awards Committee 2021

Council of Editors of Learned Journals (CELJ) June 2021-June 2023

Editorial Review Board for the *Journal of Business and Technical Communication*, October 2009- Present.

Ad Hoc Reviewer for *Technical Communication Quarterly*, fall 2019 – present

Review Board for the *Journal of Ethnographic & Qualitative Research*, March 2008-2020.

Society for Technical Communication (STC) Administrative Council South Central Texas (formerly Houston) Director, 2019-2020.

Chair, Conference on College Composition and Communication Outstanding Dissertation (CCCC) Award in Technical Communication Selection Committee. September 2019 - January 31, 2020.

Member of the Council for Programs in Scientific and Technical Communication's Diversity Committee, spring 2011- 2018

Member of Program Committee for the Association of Teachers of Technical Writing Conference, January 2019.

Member of Program Committee for the Association of Teachers of Technical Writing Conference, January 2018.

Member of Program Committee for the Association of Teachers of Technical Writing Conference, January 2017.

Member of Program Committee for the Association of Teachers of Technical Writing Conference, January 2016.

Member of Program Committee for the 2015 Association of Teachers of Technical Writing Conference, January 2015.

Averages approximately ten letters of support per year for technical communication scholars seeking employment, promotion, or awards, 2015 to Present.

External evaluator of promotion materials for an Associate Professor in English at Miami University, Fall 2020.

External evaluator of tenure and promotion materials for an Assistant Professor in the Department of English Studies at University of Delaware. Summer 2018

External Reviewer of tenure and promotion materials for technical communication scholar at School of Engineering & Applied Sciences at the University at Buffalo, Fall 2018.

External Reviewer of tenure and promotion materials for an Assistant Professor of Technical Communication in the Department of English at Utah State University, fall 2016.

External Reviewer of tenure and promotion materials for an Assistant Professor of Technical Communication in the Department of English Studies at Illinois State University, summer 2013.

Reviewed proposed article for Special Issue of *Connexions International Professional Communication Journal*, titled "Professional Communication and Social Justice in the Global South" August 2015.

Protégé in the American Association of State Colleges and Universities' (AASCU) Millennium Leadership Initiative, June 2012 to June 2013.

Serves as book prospectus reviewer of at least one technical communication textbook or scholarly book proposal per year, 2013 – present.

Proposal Reviewer for the Annual Ethnographic and Qualitative Research Conference, April 2008- Present.

Served as reviewer of article-length manuscript for *IEEE Transactions on Professional Communication*, May 2010.

Textbook Reviewer for Pearson Education/Longman Technical Communication textbook, Strategies for Technical Communication written by Laura Gurak and John Lannon, 334 pages, March 2009.

"Quick Review" of Pearson Education Technical Communication textbook, Technical Communication Today 3e, by Johnson-Sheehan, March 2009.

Technology Committee, National Black Graduate Student Association, Fall 2003-2004.

C. Community Service:

ARC of Texas Plain Language Workshops, 2020-2021

Plain Language and Social Justice workshop at the University of Houston-Downtown's Biannual Forum on Plain Language, 2020.

Facilitated usability, editing, and web design projects for the City of Houston's Bureau of Pollution Control and Prevention 2013-2020.

Proposal Reviewer for the Texas Higher Education Coordinating Board's FY2012-2013 Comprehensive Student Success Program, February 2012.

Developed ordinance-based Storm Water Quality Monitoring Program (SWQMP) checklists for use by environmental inspectors employed by the City of Houston's Bureau of Pollution Control and Prevention, September - October 2010.

Proposal Reviewer for the Texas Higher Education Coordinating Board's Adult Basic Education-Innovation Grants 2010-2011, June 2010.

Proposal Reviewer for the Texas Higher Education Coordinating Board's Developmental Education Demonstration Projects 2010-2011, December 2009.

Proposal Reviewer for the Texas Higher Education Coordinating Board's 2009-2011 Summer Bridge and Transition Programs, December 2008.

Helped plan cultural enrichment activities for Huston-Tillotson University's Honors Program, fall 2006 and spring 2007.

Hurricane Katrina Volunteer with Exxon-Mobil Corp., Houston Astrodome and Reliant Center, September 2005.

Mentor in Texas Tech University's Lauro Cavazos & Ophelia Powell-Malone Mentoring Program, 2002-2003.

D. Fellowships, Awards, Honors for Service:

Presidential Distinction Award for Excellence in Service, August 2022.

College of Liberal Arts Golden Apple Award for Service, August 2022.

College of Liberal Arts 2012 Runner-Up for the Presidential Award for Excellence in Service, Texas State University, January 2012.