**Continue and Re-Certify as a WAC Professor or as a WI Course**

**Revision passed April, 7, 2006 by University WAC Committee**

1. WAC professors and WI courses need to submit syllabi and assessment documents each semester a WI course is taught to continue WAC certification.
2. WAC professors and WI courses need to re-certify every 3 years.
3. The WAC Director and WAC office will notify the instructor/college/department of the need to re-certify and the timeline.

**Choose one of these routes to re-certify as a WAC Professor**

**ROUTE ONE**

1. Submit a syllabus that meets WI requirements each semester it is taught.
2. Participate in WAC assessment as asked for WI courses
3. Every **three years from the date of certification or re-certification**, submit a reflection on your challenges as a WAC instructor and your best WAC practice, a rationale for this practice, the handouts for this practice and some student samples of work to the WAC director.
4. The WAC Director and program will try to disseminate this material and share it with others, with your permission, and, if possible, your participation.

**ROUTE TWO**

1. Submit a syllabus that meets WI requirements each semester it is taught
2. Participate in WAC assessment as asked for WI courses.
3. Present best practices and challenges by helping facilitate and/or attending Fall Workshop OR special all day event writing workshop sponsored by WAC with reflection

**ROUTE THREE**

1. Submit a syllabus that meets WI requirements each semester it is taught
2. Participate in WAC assessment as asked for WI courses.
3. Present portfolio and help facilitate Spring portfolio workshop

**ROUTE FOUR**

1. Submit a syllabus that meets WI requirements each semester it is taught
2. Participate in WAC assessment as asked for WI courses.
3. Every three years from the date of certification or re-certification, read, review, and lead discussion of a book/article that is a good resource for WI teaching in a WI on-campus workshop or present a best practice in an on-campus workshop.

**To Re-Certify a WI course**

1. Submit a syllabus that meets WI requirements each semester it is taught. The College or the Department needs to make sure the course complies with all WAC guidelines, regardless of section (determined through syllabus audit), and that all teachers have attended a Fall WAC workshop and that at least one teacher is WAC certified. If these conditions are not met, WI certification can be withdrawn for all sections of the course.

2. Hand out and return WAC assessment questionnaires for each WI course/section

3. Participate in WAC assessment as asked for WI courses

4. Every three years from the date of certification or re-certification, each course instructor submits a reflection on how the writing intensive practices are working in this particular course.

**To Re-Certify as a WAC Professor Teaching One Course**

1. Submit a syllabus that meets WI requirements each semester it is taught.

2. Hand out and return WAC assessment questionnaires for each WI course

3. Participate in WAC assessment as asked for WI courses

4. Every three years from the date of certification or re-certification, follow one of four routes for WAC professor to re-certify.

**To Re-Certify as a Retired or Returning WI professor teaching a WI course**

1. Submit a syllabus that meets WI requirements each semester it is taught.

2. Hand out and return WAC assessment questionnaires for each WI course

3. Participate in WAC assessment as asked for WI courses

4. Every three years from the date of certification or re-certification, follow route one for WAC professor to re-certify.