

CURRICULUM VITAE — JOHN HARBORD

Budapest 1026, Julia u. 6, Hungary Tel: 00 361 7871505 E-mail: harbordj@ceu.hu

SUMMARY OF EXPERIENCE

- Twenty-seven years of experience in language teaching and course development, including fifteen in academic writing, and twenty-one years in teacher education, ranging across eight countries
 - Eighteen years in educational and project management, mostly in tertiary institutions
-

KEY SKILLS

- Exceptional teaching, teacher-training, programme design and consultant abilities
 - Outstanding professional communication and presentation skills
 - Ability to identify and respond to institutional educational needs
 - Adept at combining educational theory and practical needs in programme design
-

EDUCATION

M.Ed. TESOL	University of Manchester	1991
RSA Diploma TEFLA	IH Hastings	1987
RSA Certificate TEFL	IH Hastings	1984
BA Hons. Language	University of York	1982

PRESENT POSITION

Director, Center for Academic Writing, Central European University, Hungary (Since 09/98)

- Head of academic writing centre for American graduate university of social sciences with eight professional writing instructors and an annual budget of €360,000
- Developed unit into one of Europe's top writing programs with a growing research record, winning the 2004 CCCC Writing Program Award of Excellence
- Design and teach WiD courses to international and native speaker students in departments of International Relations, Public Policy, Economics, Gender Studies and others
- Work closely with departments to meet their needs and advise on best practices, and collaborate with faculty on the design and scaffolding of written assignments
- Provide individual writing consultations for student and faculty on a range of academic and career genres, from short papers to MA and PhD dissertations
- Consultancy services leading to successfully institutionalized writing programs in English and Georgian, Tbilisi State University, Georgia, as well as programme development and training for writing teachers and faculty in various countries (see p. 3)
- Collaboration with CEU Curriculum Resource Center on training for PhD teaching assistants
- Successfully defended unit against closure in 2003-04 without staff reductions, acquired larger office space, and achieved recognition of staff as academic faculty in 2007
- Designed extensive independent learning website for academic writing, viewable at <http://www.ceu.hu/caw/resources>
- Hosted international conference on academic writing (EATAW 2003) with over 90 presenters, including publication of proceedings. Also will be hosting EATAW 2013 with over 200 abstracts submitted.

DETAILS OF OTHER EXPERIENCE – (1)

- 07/08, 07/09,
07/10, 07/11,
07/13
- WAC Development Specialist, OSI Summer School, Istanbul, Turkey
- Design and teach 3-week courses training social science faculty to use writing in their subject courses for learning and assessment purposes
- 09/96 – 09/98
- University Language Instructor, Bremen & Hannover Universities, Germany
- Designed and taught university courses in undergraduate writing, practical teaching methodology, advanced integrated skills, phonetics, and Cambridge First Certificate & Advanced exams
 - ESP courses in business and engineering English
- 09/95 – 08/96
- ELT Specialist, North West Minorities University, Lanzhou, China
- Managed British Council project for development of 2-year pre-service degree for secondary school teachers of English from minority areas
 - Developed and co-taught curriculum and materials for methodology and writing components of the degree syllabus, including teaching practice
 - Trained Chinese teacher-trainer counterparts to take over the project
- 09/94 – 08/95
- ELT Specialist, Jiangsu Television & Radio University, Nanjing, China
- Managed British Council project for in-service distance training of English teachers for the Chinese Open University
 - Radically and effectively restructured moribund project to meet the actual needs of university EFL teachers across China
 - Designed high-quality distance learning materials for a course in contemporary teaching methodology and face to face training seminars
- 06/94 – 07/94
- EAP Pre-sessional Instructor, ELT Unit, Manchester University
- Taught pre-sessional EAP courses, writing & study skills.
- 01/92 – 06/93
- Director of Studies, Travel 2002 Language School, Czech Republic
- Managed all educational aspects of a private language college for young adults, including curriculum design and staff development
 - Established school as the second largest centre for Cambridge exams in the country
 - Taught full-time courses preparing students for Cambridge First Certificate and Advanced exams
 - Ran teacher training courses for local school teachers
- 06/92 – 07/92
- Teacher Trainer, Soros Foundation, Lithuania/Latvia
- Designed in-service training courses for secondary school teachers
- 10/90 – 06/91
- Director of Studies / Teacher Trainer, Estonian Institute of Humanities, Tallinn
- Managed teaching section with eight staff and four languages
 - Designed pre-service training for native-speaker staff, and in-service training for Kaunas University, Lithuania, and Estonian secondary schools
 - Established communicative EFL syllabus and test battery

DETAILS OF PROFESSIONAL EXPERIENCE – (2)

- 10/89 – 09/90 Lector in English, University of Sofia, Bulgaria
- Designed & taught undergraduate courses in reading skills and phonology
 - Ran in-service teacher training courses for various institutions
 - Qualified and practiced as IELTS examiner
- 10/88 – 07/89 Director of Studies and ESP Instructor, International House, Helsinki, Finland
- Designed & taught business, secretarial, telephone and catering English
 - Developed course design and need analysis design system
 - Shared all office and educational administrative duties with director
- 09/85 – 06/88 EFL Instructor, International House, Budapest, Hungary
- General English integrated skills to various levels
- 12/84 – 08/85 EFL Instructor, International House, Istanbul, Turkey
- General English integrated skills to various levels

RECENT CONSULTANCY WORK

- 2012 Palacky University, Olomouc, Czech Republic, Teacher Trainer
- Trained a team of four English academic skills teachers preparing to teach courses to MA and BA students of various disciplines (Erasmus Project)
- 2011 American University in Bulgaria, Consultant
- Evaluated the university English writing program for undergraduates and provided recommendations for its improvement
- 2010 CERGE-EI, Charles University, Prague, Member of External Evaluation Team
- Evaluated the English writing program for PhD economists and provided recommendations for its improvement
- 2005-07 Baku State University/Azerbaijan University of Languages, Azerbaijan (3 visits)
- Advised senior administration and Ministry of Education staff on introducing writing in universities.
 - Trained teachers in the disciplines to develop writing intensive courses
- 2002-07 Soros Foundation/Tbilisi State University, Georgia, Caucasus (4 visits)
- Advised senior university management on setting up a writing centre and writing programme for social science degree curriculum
 - Ran several teacher and tutor training courses including curriculum design for a four-semester program BA for academic writing in Georgian

HONORARY POSITIONS

- | | | |
|-----------|---|---------------|
| Chair | European Association for the Teaching of Academic Writing
(Board member 2001 – 2011) | 06/03 – 07/09 |
| Co-editor | The TESL list (a moderated discussion list for ESL teachers) | 11/98 – 12/04 |

PUBLICATIONS & KEY CONFERENCE CONTRIBUTIONS

- 2012 "Writing in Eastern Europe: Where next?" Guest presentation to the EU SCOPES Project "Literacy Development in the Humanities", Skopje, Macedonia
- 2010 "Equations in Academic Writing: What is expected of us and what can we achieve?" Keynote Presentation, 1st International Conference on Academic Writing, Tel Aviv, Israel
- 2010 "Writing in Central and Eastern Europe: Stakeholders and Directions in Initiating Change" *Across the Disciplines* Vol. 7 (Reprinted in *Best Writing from Independent Composition and Rhetoric Journals: 2011* Anderson, CS, Parlor Press.)
- 2009 "Investigating Multi-literacy and L2 Mono-literacy" 5th EATAW Conference, Coventry, UK
- 2008 "Teaching English or Teaching Writing?" Keynote Presentation, 1st International Conference on Teaching English Academic Writing, Lviv, Ukraine
- 2008 Keynote Panel on Writing Across Curricular Borders (with Charles Bazerman and others) 9th Biennial International Writing Across the Curriculum Conference, Austin, Texas
- 2007 "Writing Support: How can we respond to subject teachers' needs?" Round Table, with Esther Van der Voort, 4th EATAW Conference, Bochum, Germany
- 2006 "Saving the Writing Center" *Writing Lab Newsletter* Vol. 31, No. 3
- 2006 "Needs & Coherence in Curriculum Design" Plenary Panel presentation, European Writing Centers Association, Istanbul
- 2006 "Providing Writing Support for Econometrics" Forum Wissenschaftliches Schreiben, Winterthur, Switzerland
- 2005 "The Role of Models in Developing Writing Skills" 3rd EATAW Conference, Athens, Greece
- 2004 'Balancing Voices: Teaching students how to use sources' (Plenary presentation) Bilkent University 6th Annual Symposium of Faculty Academic English, Ankara, Turkey.
- 2003 'Writing Centers in an International Context: Extending the Cross-Cultural Dialogue' (Featured panel presentation) CCCC, New York City, USA.
- 2003 'Minimalist tutoring: an exportable model?', *Writing Lab Newsletter* Vol. 28, No.4 (Shortlisted for IWCA 2004 Scholarship award)
- 2001 'The Writing Consultation: a Resource for Business English', *ESP SIG Newsletter, issue 19*
- 1994 'Needs Analysis in Executive Language Teaching', *Perspectives Journal no.4* Autumn 1994
- 1993 *Topic-based Vocabulary Building*, Brno, Czech Republic.
- 1992 'Use of the Mother Tongue in the Classroom', *ELTJ* 46/4

LANGUAGES

English – mother tongue; Hungarian, German, French – fluent; Czech, Turkish – basic

COMPUTER SKILLS

MS Office suite – competent user