

Andrea Morrow

208 North Jackson Street
Clinton, Michigan 49236

734-771-0618
aandrea@umich.edu

Teaching and Academic Administrative Experience

The Stephen M. Ross School of Business at the University of Michigan

2005-present

Director of Writing Programs

- Develop new assessment and instructional systems as needed, such for the communication competency requirement that was implemented in Summer 2016 for FTMBAs and refined each year since. Expanded to include OMBAs in 2019 and WMBAs in 2020.
- Hire, train, and manage a staff of writing evaluators and consultants, who score communication competencies assessments, debrief with students on results, and consult with students one-on-one on communication issues. In 2020, assisted consultants to transition to remote-only appointments.
- Administer the MBA communication waiver exam and communication competency assessment.
- Collaborate with technical support personnel to design, maintain, and support the online assessments, consultation interface, and learning modules.

The Stephen M. Ross School of Business at the University of Michigan

2022-present

C-Chair, BCOM Area

- Work with co-chair to schedule classes and MAP faculty, lead department meetings, and convey information from the dean's office.
- Work with instructors to help them grow and solve problems within their teaching.
- Help to create a culture of transparency, collaboration, and fairness in the group.

The Stephen M. Ross School of Business at the University of Michigan

2006-2022

Course Co-Coordinator BCOM 250 (ended with Winter 2020) and BCOM 350 (2020-2022)

- Design and modify objectives and course content to meet changing student needs.
- Communicate objectives, content, methods, and standards to instructors for all sections.
- Consult with instructors on classroom challenges and address student concerns.
- In 2020, worked with instructors to modify assignments, assessments, and class activities in remote and hybrid class settings.

The Stephen M. Ross School of Business at the University of Michigan

1994-present

Lecturer in Business Communication

- Teach managerial and professional communication to in FTMBA and PTMBA programs, in class setting, workshops, and MAP.
- Develop course materials, including cases, in-class exercises, and evaluation forms.

Other Administrative and Professional Work Experience

St. Stephen's Episcopal Church

2015-present

Rector

- Lead worship services, provide pastoral care, and assist with administration of a small parish on a part-time bases.

- Equip and empower parishioners to carry out the ministry of the church.

Nonprofit Enterprise at Work (NEW Center)

1994-1996

Director of Operations

- Handled all aspects of finance, including designing financial control systems, developing budgets, coordinating audits, and reporting to board of directors.
- Managed administration of a 12,000 square foot commercial building housing up to 20 different non-profit tenants, including lease renewal, pro forma calculation of rent schedules, and tenant relations.
- Worked on donor development, including implementing the kick-off event for a Friends Network of contributors, corresponding with donors, and assisting with major grant proposals.
- Planned events, including coordinating annual conferences with 200+ participants, chairing community-based planning task force, and engaging volunteer presenters.

Volunteer Engagement

- Dean, Downriver Deanery (2019-present).
- Member, Commission on Ministry, Episcopal Diocese of Michigan (2019-present).
- Member, Trustees of the Episcopal Diocese of Michigan (2015-2018, 2019-present).

Professional Workshops and Papers Presented

- *Writing (off) LGBTQ Concerns on a Professional Listserve*. LGBTQI & Gender Studies Symposium. Schoolcraft College, 2013.
- *A Reflection on Vandana Shiva's Staying Alive: Ecofeminism among Poor Women in India as Transnational Feminism and a Challenge to Western Science*. Feminisms and Rhetorics Conference. Stanford, 2013.
- *Telling Our Stories*. Co-presented with Indira Samuels at EDOMI Ministry Fair, 2013.
- *Catching a New Wave: Developing a Business Writing Course for Incoming Sophomores and First-Year Students*. Conference on College Composition and Communication. San Francisco, 2009.

Professional Memberships

- Association for Business Communication
- Conference on College Composition and Communication
- Council of Writing Program Administrators
- National Council of Teachers of English

Education

MDiv, Ecumenical Theological Seminary (Detroit, MI)

Certificate of Candidacy (PhD Program). The University of Michigan (Ann Arbor, MI)

MA in English Language and Literature. The University of Michigan (Ann Arbor, MI)

BA in English Language and Literature. The University of Michigan (Ann Arbor, MI)