

KATHRYN RILEY
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CONTACT INFORMATION

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EDUCATION

1987: Ph.D., Linguistics, Louisiana State University.

1985: Language in the USA Fellow, Linguistic Society of America Summer Institute, Georgetown University.

1981: Ph.D., English, University of Maryland, College Park.

1976: M.A., English, Georgia State University.

1972: B.A., English, with honors, University of Maryland, College Park.

ACADEMIC APPOINTMENTS

2012–pres: Professor Emerita of English, Lewis Department of Humanities, Illinois Institute of Technology.

2004–2012: Professor of English, Lewis Department of Humanities, Illinois Institute of Technology; Department Chair, 2004–2010.

1989–2004: Professor (1993–2004) and Associate Professor (1989–1993), Composition Department and Linguistics Program, University of Minnesota, Duluth.

1986–1989: Assistant Professor, English Department and Linguistics Program, University of Tennessee, Knoxville.

1981–1985: Instructor (1981–84) and Graduate Teaching Assistant (1984–85), English Department, Louisiana State University, Baton Rouge.

1976–1981: Graduate Teaching Assistant, English Department, University of Maryland, College Park.

COURSES TAUGHT

Linguistics

Discourse Analysis
Introduction to Linguistics
Introduction to Modern English
Introduction to Morphology and Syntax
Introduction to Phonology
Phonology of American English
Practicum in Teaching Linguistics
Semantics
Social Dialects in American English
Sociolinguistics
Stylistics
Seminar on Linguistics and Writing
Transformational Syntax

Technical Communication; Writing

Advanced Technical Writing
Advanced Writing – Business
Advanced Writing – Human Services
Advanced Writing – Social Sciences
Discourse Analysis and Editing
Document Design
Freshman Composition
Technical Editing (online and classroom sections)
Technical Communication (online section)
Writing for Academic Publication

Literature

American Literature Since 1910
The College Novel
Contemporary American Fiction
Introduction to Drama and Poetry
Introduction to Literature
Introduction to Fiction

ACADEMIC ADMINISTRATION

- 2010–2011: **Co-Director of Graduate Studies**, technical communication program, Lewis Department of Humanities, Illinois Institute of Technology (certificates, M.S., and Ph.D.)
- 2004–2010: **Department Chair**, Lewis Department of Humanities, Illinois Institute of Technology.
- Coordinated approximately 40 full- and part-time faculty, teaching assistants, and staff in various areas of the humanities (art and architectural history, communication, ESL, foreign languages, history, literature, philosophy, and technical communication), in a department offering B.S., M.S., and Ph.D. degrees.
 - Prepared hiring requests and coordinated hiring decisions, coordinated internal and external communication and publicity, recommended faculty and staff salary increases.
 - Prepared departmental budget, managed available resources, sought and allocated resources for professional development of faculty and graduate students, and provided leadership to faculty.
- 2006–2007: **Interim Director**, Communication Across the Curriculum Program, Illinois Institute of Technology.
- Directed campus-wide program responsible for general education requirements related to written and oral communication. Held position during transition between directors and helped to recruit new director. Consulted with faculty from various departments about communication assignments; served on Provost’s task force about campus-wide communication; supervised evaluation and placement of incoming students, including helping to streamline the previous placement system; evaluated appeals from graduating seniors.
- 2001–2004: **Coordinator**, Linguistics Program, University of Minnesota Duluth.
- 2002–2004: **Director of Graduate Studies**, Linguistics Program.
- Worked with faculty from various departments to coordinate course offerings, scheduling, and staffing for linguistics courses. Developed and maintained program Website. Initiated annual scholarship award for outstanding linguistics student.
- 1995–1996: **Department Head**, Department of Composition, University of Minnesota Duluth.
- Coordinated 22 faculty and graduate assistants in a department offering freshman and upper-division writing to entire campus. Significant achievements and activities:
- Created a minor in Professional Writing and Communication
 - Expanded distance learning offerings
 - Designed and implemented a writing program assessment plan, later described in an accreditation report as “well-conceived” and “probably . . . the campus’s singular achievement in assessment in liberal education.”
 - Encouraged faculty and staff development
 - Reviewed student petitions and our test-out process
 - Oversaw budget, merit raises, scheduling, and hiring
- 1986–2012: Extensive experience on university hiring, budget, and curriculum committees (see pp. 11–12).

MAJOR PROJECT ADMINISTRATION

- 2006–2011: **Co-Principal Investigator**, NSF Grant on “Ethics in the Details” (funded 2006–2009 for \$238,663, with no-cost extension through July 2011). Grant involved collaboration with engineering faculty and engineering graduate students at the IIT, University of Illinois at Chicago, and Howard University. Primary goals of the grant:
- Developing and delivering workshops that teach faculty and students to develop “micro-insertions”—small ways to add ethical issues to problems in the graduate engineering curricula. Examples of ethical issues include whistleblowing, national security concerns,

conflicts of interest, and cross-cultural differences in ethics.

- Assessing this method in graduate courses and in a nanotechnology research lab at UIC.
- Developing a Web-based “Ethics In-Basket,” an archive to disseminate ethics problems to engineering faculty worldwide, with graduate students in IIT’s Technical Communication program helping to develop the Website and edit the problems.

- 2006–2012: **Founder and Director**, Edit IIT, an editing and information design service located at Illinois Institute of Technology. Provided services to both internal and external clients; provided experience and internship support for graduate students in technical communication.
- 2005–2010: **Editor-in-Chief**, *Business Communication Quarterly* (now *Business and Professional Communication Quarterly*), an international journal sponsored by the Association for Business Communication and published by Sage. Held editorship June 2005 through June 2010. Oversaw manuscript review, selection, and scheduling; appointed column editors and editorial review board; selected and supervised editorial assistant; coordinated activities with Sage production and marketing team, including transition to online submission system; coordinated Website content; managed budget; reported to ABC.
- 2002–2004: **Principal Investigator**, planning grant for Center for the Study of Information Design and Processing, University of Minnesota Office of the Vice President for Research and Dean of the Graduate School (funded for \$20,000).
- Oversaw budget and coordinated interdisciplinary group of faculty and staff from composition, computer science, information technology, and linguistics to develop research and outreach activities related to print and digital accessibility, readability, and usability. Group projects included usability testing of UMD Website, sponsorship of Word Association colloquium series, and participation in workshops and seminars related to grant. Projects by individual members included conference papers and publications on topics such as typography and Web accessibility.

NON-ACADEMIC EXPERIENCE

- 1973–1976: Supervisor, Classified Advertising Department, *Atlanta Journal-Constitution*. Managed a staff of nine; laid out display advertising; acted as liaison between numerous commercial accounts and the sales and production staffs.

PUBLICATIONS

1. Textbooks

- Riley, K.**, Campbell, K. S., Manning, A., & Parker, F. (2015). *Revising professional writing in science and technology, business, and the social sciences*, 4th ed. Hilton Head, SC: Parlay Press.
- Previous editions: : **Riley, K.**, Campbell, K. S., Manning, A., & Parker, F. with J. Tusin. (2011). *Revising professional writing in science and technology, business, and the social sciences*, 3rd ed. Hilton Head, SC: Parlay Press. **Riley, K.**, Campbell, K. S., Manning, A., & Parker, F. with J. Tusin. (2007). *Revising professional writing in science and technology, business, and the social sciences*, 2nd ed. Chicago: Parlay Press. **Riley, K.**, Campbell, K.S., Manning, A., & Parker, F. (1999). *Revising professional writing in science and technology, business, and the social sciences*. Superior, WI: Parlay Press. Rev. ed. of: **Riley, K.**, Parker, F., Manning, A., and Campbell, K.S. (1992). *Revising technical and business writing: Principles and applications*. Superior, WI: Parlay Press.
- Reviewed in *Journal of Business and Technical Communication*.
- Riley, K.**, & Mackiewicz, J. (2011). *Visual composing: Document design for print and digital media*. Upper Saddle River, NJ: Prentice-Hall.
- Parker, F., & **Riley, K.** (2010). *Linguistics for non-linguists: A primer with exercises*, 5th ed. Boston, MA: Allyn & Bacon.
- 4th ed.: Boston: Allyn & Bacon, 2005.
- 3rd ed.: Needham Heights, MA: Allyn & Bacon, 2000.
- 2nd ed.: Needham Heights, MA: Allyn & Bacon, 1994.
- Reviewed in *Studies in Second Language Acquisition*, *Journal of English Linguistics*, and *Linguist List*.

- Parker, F., & **Riley, K.** (2005). *Grammar for grammarians: Prescriptive, descriptive, generative, contextual*. Chicago: Parlay Press. Rev. ed. of **Riley, K., & Parker, F.** (1998). *Approaches to English grammar: Prescriptive, descriptive, generative, performance*. Needham Heights, MA: Allyn & Bacon.
- Riley, K.**, Campbell, K. S., Manning, A., & Parker, F. with J. Tusin. (2007). *Revising professional writing in science and technology, business, and the social sciences*, 2nd ed. Chicago: Parlay Press.
Previous edition: **Riley, K.**, Campbell, K.S., Manning, A., & Parker, F. (1999). *Revising professional writing in science and technology, business, and the social sciences*. Superior, WI: Parlay Press. Rev. ed. of: **Riley, K.**, Parker, F., Manning, A., and Campbell, K.S. (1992). *Revising technical and business writing: Principles and applications*. Superior, WI: Parlay Press.
Reviewed in *Journal of Business and Technical Communication*.
- Parker, F., and **Riley, K.** (1995). *Writing for academic publication*. Superior, WI: Parlay Press.
Reviewed in *College Composition and Communication*, *Journal of Technical Writing and Communication*, *ADS Teaching Newsletter*, *ACSS Newsletter*, and *CBE Views*.
2nd ed.: In progress spring 2011.
- Parker, F., & **Riley, K.** (1990, 1991). *Exercises in linguistics*. Boston: Little, Brown; Needham Heights, MA: Allyn & Bacon. Reviewed in *Language*.

2. Special issue

- Lippincott, G., & **Riley, K.** (2006, February). Guest editors, special issue of *Technical Communication* on accessibility.

3. Articles and book chapters

- Davis, M., & **Riley, K.** (2008; published fall 2009). Ethics across the graduate engineering curriculum: An experiment in teaching and assessment. *Teaching Ethics*, 9(4), 25-42.
- Riley, K.**, Davis, M., Jackson, A. C., & Maciukenas, J. (2009). "Ethics in the details": Communicating engineering ethics via micro-insertion. *IEEE Transactions on Professional Communication*, 52, 95-108.
- Jenson, J., Mackiewicz, J., & **Riley, K.** (2003). Human subjects research by business communication students: Beyond the red tape. *Business Communication Quarterly*, 66, 9-22.
- Riley, K.**, & Mackiewicz, J. (2003). Resolving the directness dilemma in editing sessions with nonnative speakers. *IEEE Transactions on Professional Communication*, 46, 1-16.
- Mackiewicz, J., & **Riley, K.** (2003). The technical editor as diplomat: Linguistic strategies for balancing clarity and politeness. *Technical Communication*, 50, 83-94. Winner of an award for Distinguished Technical Communication in the Society for Technical Communication's 2003 Frank R. Smith Outstanding Journal Article competition.
- Riley, K.** (1999). Seven habits of highly effective writers. *IEEE Transactions on Professional Communication*, 42, 47-51.
- Riley, K.**, & Parker, F. (1998). Parallels between visual and textual processing. *IEEE Transactions on Professional Communication*, 41, 175-185.
- Parker, F., **Riley, K.**, & Meyer, C. (1994). *Here us go again. *American Speech*, 69, 435-439.
- Riley, K.**, & Parker, F. (1993). Studying phonological variation through photography. *Ideas for teaching about language variation: American English and related topics*, eds. W. Glowka & D. Lance. Modern Language Association, 322-328.
- Riley, K.** (1993). Telling more than the truth: Implicature, speech acts, and ethics in professional communication. *Journal of Business Ethics*, 12, 179-196.
- Riley, K.** (1991). Passive voice and rhetorical role in scientific writing. *Journal of Technical Writing and Communication*, 21, 239-257.
- Campbell, K., **Riley, K.**, & Parker, F. (1990). You-perspective: Insights from speech act theory. *Journal of Technical Writing and Communication*, 20, 189-199.

- Parker, F., **Riley, K.**, & Meyer, C. (1990). Untriggered reflexive pronouns in English. *American Speech*, 65, 50–69.
- Parker, F., & **Riley, K.** (1989). More anomalous prepositions. *American Speech*, 64, 190–191.
- Riley, K.**, & Parker, F. (1988). Tone as a function of presupposition in technical and business writing. *Journal of Technical Writing and Communication*, 18, 325–343. Reprinted in D. D. Oaks (1998), *Linguistics at work: A reader of applications* (Fort Worth, TX: Harcourt Brace), pp. 453–472.
- Parker, F., **Riley, K.**, & Meyer, C. (1988). Case assignment and the ordering of constituents in coordinate structures. *American Speech*, 63, 214–233.
- Riley, K.** (1988). Conversational implicature and unstated meaning in professional communication. *The Technical Writing Teacher [now Technical Communication Quarterly]*, 15, 94–104.
- Riley, K.** (1988). Confinement and escape in John Cheever's *Bullet Park*. *University of Mississippi Studies in English*, new series, 6, 265–270.
- Riley, K.** (1988). Speech act theory and degrees of directness in professional writing. *The Technical Writing Teacher [now Technical Communication Quarterly]*, 15, 1–29.
- Riley, K.**, (1987). The metalanguage of transformational syntax: Relations between jargon and theory. *Semiotica*, 67, 173–194.
- Riley, K.**, Hoffman, P., & Damico, S. (1986). The effects of conflicting cues on the perception of misarticulations. *Journal of Phonetics*, 13, 481–487.
- Riley, K.** (1986). Pragmatics and technical communication: Some further considerations. *The Technical Writing Teacher [now Technical Communication Quarterly]*, 13, 160–170.
- Riley, K.** (1986). Recreational running in *The World According to Garp* and *Dubin's Lives*. In *The many faces of play*, ed. K. Blanchard (Champaign, IL: Human Kinetics Press), 141–149.
- Riley, K.**, & Parker, F. (1986). Anomalous prepositions in relative clauses. *American Speech*, 61, 291–306.
- Foster, D., **Riley, K.**, & Parker, F. (1985). Some problems in the clinical application of phonological theory. *Journal of Speech and Hearing Disorders*, 50, 294–297.
- Riley, K.** (1984). The workshop method: Potential problems, tested solutions. *The English Record*, 35, 14–16.
- Riley, K.** (1984). Metaphors for the mind in linguistics: Some historical perspectives. In *Papers on computational and cognitive Science*, ed. E. Battistella (Bloomington: IULC), 113–127.
- Riley, K.** (1984). The suburban vision in John O'Hara's short stories. *Critique: Studies in Modern Fiction*, 101–113.
- Riley, K.** (1984). Semantic and pragmatic properties of certain double-object constructions. *Southwest Journal of Linguistics*, 7, 47–56.
- Riley, K.** (1983). John Cheever and the limitations of fantasy. *CEA Critic*, 45, 21–26.

4. Papers in refereed conference proceedings

- Riley, K.**, Davis, M., Cox, A., & Maciukenas, J. (2007). “Ethics in the details”: An NSF project to integrate ethics into the graduate engineering curriculum. *Proceedings of the 2007 International Professional Communication Conference*, IEEE Professional Communication Society (6 pp.)
- Maciukenas, J. & **Riley, K.** (2007). Toward a feature system for analyzing dynamic web interfaces. *Proceedings of the 2007 International Professional Communication Conference*, IEEE Professional Communication Society (11 pp.)
- Mackiewicz, J., & **Riley, K.** (2005). Formulaic interactions with technical writers. In *IPCC 2005—Ceangail: Proceedings of the 2005 IEEE International Professional Communication Conference* (Piscataway, NJ: IEEE), 414–421.
- Riley, K.**, & Spartz, J. (2004). Web development: A missing link in business communication textbooks? *Proceedings of the 2004 Conference of the Association for Business Communication*. Online: <http://pkp.ubc.ca/abc/ojs/index.php>.

- Riley, K., Spartz, J., & Mackiewicz, J. (2004). Writing readable consent forms: How useful is the advice given by IRBs? In *IPCC 2004—Communication Frontiers: Proceedings of the 2004 IEEE International Professional Communication Conference* (Piscataway, NJ: IEEE), 1–13.
- Riley, K. (in press). Linguistics and the creative class. *Proceedings of the 2003 Deseret Language and Linguistics Society Symposium*.
- Riley, K. (2003). About face: Positive politeness in *Dummies* manuals and conventional users' manuals. In *IPCC 2003—The Shape of Knowledge: Proceedings of the 2003 IEEE International Professional Communication Conference* (Piscataway, NJ: IEEE), 336–347.
- Riley, K., & Mackiewicz, J. (2003). Readability of model consent forms provided by IRBs. In *IPCC 2003—The Shape of Knowledge: Proceedings of the 2003 IEEE International Professional Communication Conference* (Piscataway, NJ: IEEE), 145–157.
- Riley, K., & Mackiewicz, J. (2003). Globalizing plain English: Can plain be polite? In *The World within the Words: Proceedings of the Spring 2003 Conference of the Association for Business Communication*, ed. Clive Muir, 13–22.
- Mackiewicz, J., & Riley, K. (2002). Balancing clarity and politeness in editing sessions with nonnative speakers. In *IPCC: Reflections on Communication* (Proceedings of 2002 IEEE International Professional Communication Conference) (Piscataway, NJ: IEEE), 410–422.

5. Editorials

- Riley, K. (2010). Full circle. *Business Communication Quarterly*, 73, 133–134.
- Riley, K. (2007). Behind the scenes. *Business Communication Quarterly*, 70, 413.
- Riley, K. (2007). More horsepower. *Business Communication Quarterly*, 70, 281–284.
- Riley, K. (2007). Plus ça change . . . or not? *Business Communication Quarterly*, 70, 145–146.
- Riley, K. (2007). 360 degrees of assessment. *Business Communication Quarterly*, 70, 5–8.
- Riley, K. (2006). The butterfly effect. *Business Communication Quarterly*, 69, 369–373.
- Riley, K. (2006). Flying solo. *Business Communication Quarterly*, 69, 253–256.
- Riley, K. (2006). Generation next. *Business Communication Quarterly*, 69, 125–127.
- Riley, K. (2006). Are we there yet? *Business Communication Quarterly*, 69, 5–7.
- Riley, K. (2005). Legacies. *Business Communication Quarterly*, 68, 401–402.
- Riley, K. (2005). Above and beyond. *Business Communication Quarterly*, 68, 269–270.
- Riley, K. (2005). Class act. *Business Communication Quarterly*, 68, 136–138.

6. Reviews

- Riley, K. (2002). Review of J. Johnson-Eilola, *Designing effective Web sites: A concise guide*. For *IEEE Transactions on Professional Communication*, 45, 206–208.
- Riley, K. (2002). Review of A. Kukulska-Hulme, *Language and communication: Essential concepts for user interface and documentation design*. For *IEEE Transactions on Professional Communication*, 45, 54–56.
- Riley, K. (2001). Review of M. B. Goodman, *Working in a global environment*. For *International Journal of Commerce and Management*, 11, 144–147. (Invited.)
- Riley, K. (2001). Review of H. Bussman, *Routledge dictionary of language and linguistics*. For *Journal of English Linguistics*, 29 (2001), 282–284.
- Riley, K. (2001). Review of L. H. Chaney & J. S. Martin, *Intercultural business communication*, 2nd ed. For *IEEE Transactions on Professional Communication*, 44, 62–64.
- Riley, K. (2000). Review of R. Shuy, *Bureaucratic language in government and business*. For *IEEE Transactions on Professional Communication*, 43, 233–235.

- Riley, K. (1999). Review of J. T. Andresen, *Linguistics in America 1769–1924: A critical history*. For *Journal of English Linguistics*, 27, 61–63.
- Riley, K. (1997). Review of G. Leech & J. Svartvik, *A communicative grammar of English*, 2nd ed. For *Journal of English Linguistics*, 25, 166–168.
- Riley, K. (1995). Review of H. H. Clark, *Arenas of language use*. For *Language*, 71, 844.
- Riley, K. (1995). Review of S. Cushing, *Fatal words: Communication clashes and airline crashes*. For *Language*, 71, 404–405.
- Riley, K. (1994). Review of P. Kahrel, *Working with foreign languages and characters in WordPerfect*. For *Language*, 70, 182–183.
- Riley, K. (1991). Review of J. Kaplan, *English Grammar: Principles and facts*. For *Language*, 67, 867–68.
- Riley, K. (1986). Review of J. Swales, *Episodes in ESP [English for specific purposes]: A source and reference book on the development of English for science and technology*. For *Scientometrics*, 10, 221–222. (Invited.)
- Riley, K. (1980). Review of T. Sawyer, ed., *Technical and professional communication*. For *Teaching English in the Two-Year College*, 6, 271–273.

TEACHING MATERIALS (Commissioned)

- Riley, K. (2015). Revision of test bank and PowerPoint presentations for *Workplace Communications*, 6th ed. (Searles). New York: Pearson.
- Riley, K. (2015). Revision of Instructor's Resource Manual for *Simon & Schuster Handbook for Writers*, 11th ed. (Troyka & Hesse). New York: Pearson.
- Riley, K. (2013). Online exercises for MyLiteratureLab. New York: Pearson.
- Riley, K. (2013). Online exercises for MyCompLab and MyWritingLab. New York: Pearson.
- Riley, K. (2013). Online exercises for *Prentice Hall Reference Guide*, 9th ed. (Harris) and *Brief Penguin Handbook*, 5th ed. (Faigley). New York: Pearson.
- Riley, K. (2013). PowerPoint presentations for *Workplace Communications*, 6th ed. (Searles). New York: Pearson.
- Julian, L., Kelvin, P., Leonard, S. A., Black, L., Myers, C., Roberts, E.V., Garza, S. L., and Riley, K. (2013). Instructor's Resource Manual for *Simon & Schuster Handbook for Writers*, 10th ed. (Troyka & Hesse). Boston: Pearson.
- Riley, K. (2012). Test bank for *Workplace Communications*, 5th ed. (Searles). New York: Pearson.
- Riley, K. (2012). PowerPoint presentations for Pearson English handbooks. New York: Pearson.
- Riley, K. (2012). Using a writing sample. Essay for Pearson Education annual test bank. New York: Pearson.
- Riley, K. (2012). Companion Website exercises for *The Little, Brown Handbook* (Fowler et al.). New York: Pearson/Longman.
- Riley, K. (2012). *Developmental exercises and Answer key for The Little, Brown compact handbook*, 8th ed. (Aaron). New York: Pearson/Longman.
- Riley, K. (2011). *Strategies and resources for teaching writing with the Prentice Hall Reference Guide*, 8th ed. (Harris). Upper Saddle River, NJ: Pearson/Prentice Hall.
- Riley, K. (2012). *Exercise book for The academic writer's handbook*, 3rd ed. (Rosen). New York: Longman.
- Riley, K., & Lam, C. (2011). *Developmental exercises and Answer key for The Little, Brown handbook, brief version*, 4th ed. New York: Longman.
- Riley, K. (2008). *Exercise book for The academic writer's handbook*, 2nd ed. (Rosen). New York: Longman.
- Riley, K., & Lam, C. (2008). *Exercise book and Answer key for The New Century handbook*, 4th ed. (Hult & Huckin). Boston: Allyn & Bacon.

- Riley, K., & Lam, C.** (2008). *Developmental exercises and Answer key for The Little, Brown handbook, brief version*, 3rd ed. New York: Longman.
- Riley, K., & Lam, C.** (2006). *Developmental exercises and Answer key for The Little, Brown compact handbook*, 6th ed. New York: Longman.
- Riley, K.** (2004). Ancillary materials for *The Longman handbook for writers and readers*, 4th ed. (Update of online exercises and other materials keyed to print version). New York: Longman.
- Riley, K.** (2004). *Developmental Exercises and Answer Key for The Little, Brown handbook, brief version*, 2nd ed. New York: Longman.
- Riley, K.** (2003). Ancillary materials for *The Little, Brown handbook*, 9th ed. (Update of Website resources and of developmental exercises.) New York: Longman.
- Riley, K.** (2003). *Common errors workbook* (Web ancillary for *The Penguin handbook* and *The Penguin brief handbook*). New York: Longman.
- Rosen, L., Cain, K. S., and **Riley, K.** (2003). *Instructor's manual for The Allyn & Bacon Handbook*, 5th ed. (Rosen & Berens). New York: Longman.
- Riley, K.** (2002). *Exercise book and Answer key for Decisions brief handbook*, 2nd ed. (Rosen). New York: Longman.
- Riley, K.** (2002). *Longman exercise zone* (2500-item interactive test bank on CD). New York: Longman.
- Riley, K.** (2001). *Exercise book and Answer key for The New Century handbook* (Hult & Huckin). Needham Heights, MA: Allyn & Bacon.

Study Guides for distance-learning courses at University of Minnesota and UMD:

Composition 3120: Advanced Writing for Business (139 pages).

Composition 3170: Organizational Writing (131 pages).

English 5811: Introduction to Modern English (81 pages).

Linguistics 1811: Introduction to Language (63 pages).

Linguistics 5831: Sociolinguistics (82 pages).

CONFERENCE PRESENTATIONS

- Russell, D., **Riley, K.**, & Walker, R. (2009, Nov.) Publishing in business communication journals. Association for Business Communication Annual Convention, Portsmouth, VA.
- Graham, M., **Riley, K.**, & Russell, D. (2008, Oct.). Publishing in business communication journals. Association for Business Communication Annual Convention, Lake Tahoe, NV.
- Davis, M., & **Riley, K.** (2007, Nov.) Ethics across the graduate engineering curriculum: An experiment in teaching and assessment. 9th International Conference on Ethics Across the Curriculum at Milltown Institute at the National University of Ireland, Dublin.
- Maciukenas, J., & **Riley, K.** (2007, Oct.) A featural analysis of collaborative and dynamic Web interfaces. Poster presentation. Digital Humanities and Computer Science Colloquium, Chicago.
- Graham, M., & **Riley, K.** (2007, Oct.). Meet the editors. Association for Business Communication Annual Convention, Washington, DC.
- Riley, K.**, Davis, M., Cox, A., & Maciukenas, J. (2007, Oct.). "Ethics in the details": An NSF project to integrate ethics into the graduate engineering curriculum. IEEE International Professional Communication Conference, Seattle.
- Maciukenas, J., & **Riley, K.** (2007, Oct.). Toward a feature system for analyzing dynamic web interfaces. IEEE International Professional Communication Conference, Seattle.
- Campbell, K. S., **Riley, K.**, Sides, C., & Zachry, M. (2007, March). (Re)Building knowledge into publications: Perspectives from four journal editors. Association of Teachers of Technical Writing Annual Meeting, New York.

- Graham, M., & Riley, K. (2006, Oct.). Meet the editors. Association for Business Communication Annual Convention, San Antonio, TX.
- Campbell, K. S., Hayhoe, G., & Riley, K. (2006, Oct.). From article submission to publication: The inside track from three journal editors. IEEE International Professional Communication Conference, Saratoga Springs, NY.
- Riley, K. (2006, Sept.). Participant in Image and Meaning 2.2 (workshop on visualization of scientific information, sponsored by MIT, NSF, and Sigma Xi), Chicago.
- Graham, M., & Riley, K. (2006, June). Publishing in the ABC's journals: A dialogue with the editors of *BCQ* and *JBC*. Association for Business Communication Europe Conference, Oslo, Norway.
- Graham, M., & Riley, K. (2005, Oct.). Meet the editors. Association for Business Communication Annual Convention, Irvine, CA.
- Mackiewicz, J., & Riley, K. (2005, July). Formulaic interactions with technical Writers. IEEE International Professional Communication Conference, Limerick, Ireland.
- Riley, K., & Spartz, J. (2004, Oct.). Web development: A missing link in business communication textbooks? Association for Business Communication Annual Convention, Cambridge, MA.
- Riley, K., Spartz, J., & Mackiewicz, J. (2004, Sept.-Oct.) Writing readable consent forms: How useful is the advice given by IRBs? IEEE International Professional Communication Conference, Minneapolis, MN.
- Riley, K., & Spartz, J. (2004, March). The rhetoric of Web accessibility. Association of Teachers of Technical Writing, San Antonio.
- Riley, K. (2003, Sept.). About face: Positive politeness in *Dummies* manuals and conventional users' manuals. IEEE International Professional Communication Conference, Orlando, FL.
- Riley, K., & Mackiewicz, J. (2003, Sept.). Readability of model consent forms provided by IRBs. IEEE International Professional Communication Conference, Orlando, FL.
- Riley, K., & Mackiewicz, J. (2003, April). Globalizing plain English: Can plain be polite? Plain Language Symposium, Association for Business Communication Conference, Toronto.
- Riley, K. (2003, March). Linguistics and the Creative Class, Keynote Address, Deseret Language and Linguistics Society Symposium, Brigham Young University, Provo, UT.
- Riley, K. (2002, Oct.). Extending human subject research guidelines beyond the classroom. Association for Business Communication Conference, Cincinnati, OH. One of three papers on the panel Human Subject Research by Business Writing Students: From Red Tape to Learning Opportunity, organized with J. Jenson & J. Mackiewicz.
- Mackiewicz, J., & Riley, K. (2002, Sept.). Balancing clarity and politeness in editing sessions with nonnative speakers, IEEE International Professional Communication Conference, Portland, OR.
- Riley, K. (1993, Dec.). Session Chair, International perspectives on present-day English language, Modern Language Association, Discussion Group on Present-Day English Language, Toronto.
- Riley, K., & Parker, F. (1993, Dec.). Recent trends in teaching about language variation. American Dialect Society, Toronto.
- Riley, K., & Parker, F. (1992, Dec.) Ethics, politics, and indirectness. Modern Language Association and Association of Teachers of Technical Writing, New York.
- Riley, K. (1989, Nov.). Session Chair, Applying language variation research to other fields. South Atlantic Modern Language Association and American Dialect Society, Atlanta, GA.
- Riley, K. (1978, Dec.). Language theory: Application versus practice. Modern Language Association, Language Theory Division, San Francisco.
- Riley, K., & Parker, F. (1987, March). The pragmatics of serial constructions in Cheever's prose. Southeastern Conference on Linguistics, Georgetown University, Washington, DC.
- Riley, K., & Parker, F. (1987, March). Presupposition and tone in technical writing. Southeastern Conference on Linguistics, Georgetown University, Washington, DC.

- Riley, K., & Parker, F. (1987, Feb.). A Gricean analysis of negative messages in professional writing. Tennessee Conference on Linguistics, Knoxville, TN.
- Parker, F., & Riley, K. (1986, Dec.). Pronoun case in coordinate constructions: Syntactic and pragmatic explanations. Linguistic Society of America and American Dialect Society, New York.
- Riley, K. (1986, Dec.) Pragmatic dissonance in greeting card humor. Modern Language Association, Language and Society Division, New York.
- Riley, K., & Parker, F. (1985, July). The case of the added prepositions. Linguistic Society of America, Georgetown University, Washington, DC.
- Riley, K., Parker, F., & Macari, N. (1984, Dec.). Phonological processes: Signs of the times. Modern Language Association and American Dialect Society, Washington, DC.
- Riley, K. (1984, April). Metaphors for the mind in linguistics. Conference on Linguistics in the Humanities and Sciences, University of Alabama, Birmingham, AL.
- Riley, K. (1983, Dec.). Linguistic jargon: Its relation to specialists' and non-specialists' perceptions about the structure of language. Modern Language Association and American Dialect Society, New York.
- Riley, K. (1983, Oct.). Semantic and pragmatic factors in the grammaticality of double-object verbs. Linguistics Association of the Southwest, Baton Rouge, LA.
- Riley, K. (1983, April). Men's columns in women's magazines. Popular Culture Association, Wichita, KS.
- Riley, K. (1983, Feb.). The loneliness of the short-distance runner: Running as a motif in recent American fiction. The Association for the Anthropological Study of Play, Baton Rouge, LA.

GRANTS, HONORS, AND AWARDS

- 2007: PI, Teaching Grant for Innovative Faculty (with Ph.D. student James Maciukenas).
- 2006–2011: Co-PI, NSF Grant on Ethics in the Details (funded, \$238,663 over 2006–2009; two no-cost extensions). (See details p. 2.)
- 2004: McKnight Fellowship and Faculty Summer Research Fellowship, University of Minnesota Graduate School, to study “Rhetorical Appeals for Web Accessibility” (\$10,000).
- 2004: Co-recipient, award for Distinguished Technical Communication in the Society for Technical Communication's 2003 Frank R. Smith Outstanding Journal Article competition, for Mackiewicz & Riley, “The Technical Editor as Diplomat: Linguistic Strategies for Balancing Clarity and Politeness,” *Technical Communication*, 50 (2003), 83–94.
- 2003: PI, NSF Grant on Readability of Model Consent Forms Provided by IRBs (not funded).
- 2003: Chancellor's Small Grant, University of Minnesota Duluth (Fall 2003).
- 2003: Chancellor's Small Grant, University of Minnesota Duluth (Spring 2003).
- 2003: Travel Grant, University of Minnesota Office of International Programs.
- 2002: Elected Senior Member, Professional Communication Society, Institute of Electrical and Electronics Engineers.
- 2002–2004: PI, planning grant for an interdisciplinary Center for the Study of Information Design and Processing, University of Minnesota Office of the Vice President for Research and Dean of the Graduate School (\$20,000).
- 2002: Travel Grants (three), University of Minnesota Duluth, College of Liberal Arts.
- 2002: Advanced Tech Camp Grant, University of Minnesota Duluth.
- 2002: Tech Camp Grant, University of Minnesota Duluth (\$3,000).
- 2002: Teaching Committee Grant, University of Minnesota Duluth, College of Liberal Arts, to develop a resource Website for faculty teaching advanced writing.
- 2001: Chancellor's Small Grant, University of Minnesota Duluth.
- 2001: Sabbatical leave for 2001–2002, University of Minnesota Duluth.
- 1998: Research Award, University of Minnesota Duluth, College of Liberal Arts.
- 1998: Single-Quarter Research Leave, University of Minnesota Duluth, to study “Applying Psycholinguistic Principles to Technical Writing.”
- 1997: McKnight Fellowship and Faculty Summer Research Grant, University of Minnesota Graduate School, to study “Analogues Between Visual and Textual Perception” (\$10,000).
- 1996: Chancellor's Small Grant, University of Minnesota Duluth.

- 1996: Teaching Committee Grant, University of Minnesota Duluth, College of Liberal Arts.
 1995: Chancellor's Small Grant, University of Minnesota Duluth.
 1994: Sabbatical leave, University of Minnesota Duluth (1994–95).
 1993: Research Grant, University of Minnesota Graduate School, to study "The Language of Professional Writing" (\$4800).
 1993: Travel Grant, University of Minnesota Duluth, College of Liberal Arts.
 1993: Research Grant, University of Minnesota Duluth, College of Liberal Arts, to study "The Language of Professional Writing."
 1992: Travel Grant, University of Minnesota Duluth College of Liberal Arts.
 1991: Single-Quarter Research Leave, University of Minnesota Duluth, to study "Language and Ethics in Professional Writing" and "The Given-New Contract in Instructions and Procedures."
 1990: Research Grant, University of Minnesota Graduate School, to study "Passive Voice and Rhetorical Role in Scientific Writing."
 1988: Research Grant, John C. Hodges Better English Fund, University of Tennessee, to study "Linguistics and Writing: Assessing Past Problems, Establishing Future Directions."
 1987–1988: Consultant, Ford Foundation Grant to study "Writing to Learn in Liberal Arts Education" (P.I., Mary Richards). Selected to help implement a writing-across-the-curriculum program, helping six UTK faculty in humanities classes.
 1987: Faculty Research Grant, University of Tennessee, to study "Presupposition and Tone in Technical Writing."
 1985: Language in the USA Fellowship, Linguistic Society of America Summer Institute, Georgetown University.
 1985: Presidential Honorary Membership, American Dialect Society.
 1985: National Education Association/Kodak Grant, to study "Using Photography to Teach About Dialects."
 1984: Graduate School Travel Grant, Louisiana State University.
 1982: Offered Fulbright Junior Lectureship, Portugal. (Appointment declined due to late notification.)
 1979–1981: Master Teacher, Freshman English, University of Maryland. Advised and evaluated incoming teaching assistants each year.

PROFESSIONAL SERVICE

- 2015: Proposal review, Routledge publishers.
 2011: Proposal review, Routledge publishers.
 2011: Proposal review, 2011 IEEE International Professional Communication Conference.
 2010–2011: Editorial Review Board, *Business Communication Quarterly*
 2009: Program Committee and Associate Conference Coordinator, 2009 Chicago Colloquium on Digital Humanities and Computer Science.
 2009: Manuscript review, Routledge publishers.
 2008–2012: Editorial Review Board, Texas Tech University Press Series in Technical Communication and Rhetoric.
 2007–2008: Proposal and paper review, 2008 IEEE International Professional Communication Conference.
 2007: Reviewer, *APA publication manual* (invited to provide feedback for 6th edition).
 2007–2008: Executive Committee, Illinois Academic Women's Network, American Council on Education.
 Ongoing: Manuscript review for various journals in professional communication.
 Ongoing: Program review and faculty tenure/promotion review for various universities.
 2006–2007: Editorial Review Board, *Handbook of research on open source software*.
 2005–2010: Editor-in-Chief, *Business Communication Quarterly* (from June 2005–June 2010).
 2005–2009: Research Committee, Association for Business Communication.
 2004–2006: Co-guest editor (with Gail Lippincott), *Technical Communication* special issue on "Technical Communication and Accessibility" published February 2006.
 2004–2005: Lead Judge, Frank Smith Award, Society for Technical Communication.
 2004: Proposal review, Artech House publishers.
 2004: Research Grant referee, British Academy.
 2003–2005: Editorial Review Board, *Business Communication Quarterly*.
 2000–2004: Writer, critical reasoning questions, Educational Testing Service (GRE, GMAT).

- 1999–2000: Manuscript review, Allyn & Bacon.
 1998–2007: Book Review Editor, *IEEE Transactions on Professional Communication*.
 1997–2007: Advisory Editor, *IEEE Transactions on Professional Communication*.
 1995–2004: Faculty Consultant, Educational Testing Service (GMAT).
 1994–1996: Advisory Editor, *Journal of Business and Technical Communication*.
 1993–1996: Editorial Board, *American Speech*.
 1992–2004: Faculty Consultant, College Board of the Midwest (AP).
 1991–1998: Advisory Editor, *Management Communication Quarterly*.
 1991–1995: Chair, Committee on Teaching; editor, *Teaching Newsletter*, American Dialect Society.
 1991–1995: Executive Committee, Division on Language and Society, Modern Language Association.
 1990–1994: Executive Committee, Present-Day English Discussion Group, Modern Language Association.
 1989–1994: Faculty Consultant, Advanced Placement Examination in English Language, Educational Testing Service.
 1989–1990: Chair, American Dialect Society, South Atlantic Division.
 1988–1989: Secretary, American Dialect Society, South Atlantic Division.

DEPARTMENTAL AND UNIVERSITY SERVICE (see pages 2–3 for administrative positions)

Illinois Institute of Technology:

- 2012: Faculty advisor to editorial board, *URJit* (undergraduate research journal).
 2010–2012: Editorial advisory board, IIT Press.
 2010–2011: Department representative, Graduate Recruitment Advisory Committee.
 2009–2010: Task force, strategic planning initiative on co-terminal and interdisciplinary degrees.
 2009: Task force, strategic planning initiative on International Academy.
 2009–2011: Task force, strategic planning initiative on Humanizing Technology.
 2009–2010: Search committee, Assistant Professor of Technical Communication (ex-officio).
 2008–2009: Search committee, Assistant Professor of Technical Communication (ex-officio).
 2008–2012: Graduate Admissions Committee, Humanities department.
 2007–2008: Co-Chair, Search Committee, Dean of the College of Science and Letters.
 2007–2008: President’s Advisory Committee on Honorary Degrees.
 2007–2010: Commencement Committee.
 2007: Inauguration Committee for New President.
 2007: Provost’s Task Force on Campus-Wide Communication.
 2006–2007: Chair, Search Committee, Chair of Social Sciences Department.
 2006–2007: Search Committee, Assistant Professor of Technical Communication.
 2006–2007: Interim Director, Communication Across the Curriculum Program.
 2005–2006: Judge, Interprofessional Projects exhibition day.
 2005–2006: Task force, Communication Across the Curriculum.
 2005–2007: Graduate Studies Committee.
 2005–2006: Task force, University Library Archives.
 2005–2006: Search committee, Assistant Professor of Technical Communication.
 2005: Search committee, Chief Communications Officer.
 2004–2009: IIT Study in Paris Committee.
 2004–2005: Search committee, Assistant Professor of Technical Communication.

University of Minnesota Duluth:

- 2003–2004: Web and Communication Committee, Composition Department; redesigned department site to update content and incorporate new university templates.
 2003–2004: Graduate Committee, MA/MAES program.
 2003–2004: Co-founder and co-organizer, Word Association colloquium series.
 2003–2004: Promotion Review Committee, candidate for Professor of Composition.
 2002–2004: Research Committee, College of Liberal Arts.
 2002–2003: Coordinator, Usability Study Group, reporting to Campus Web Committee on usability of UMD website.
 2002–2003: Committee to develop certificate in Professional and Technical Writing.
 2002–2003: Chair, Promotion Review Committee, candidate for Professor of Composition.

- 1999–2001: Chair, Search Committee, Assistant Professor of Information Design, Composition Department.
- 1999–2001: Search Committee, Assistant Professor of Composition and Technical Writing, Composition Department.
- 1999–2000: Selection Committee, Semester Leave Awards, College of Liberal Arts.
- 1997–2000: Budget Committee, College of Liberal Arts.
- 1997–1998: Chair, Search Committee, Instructors/Assistant Professors, Composition and English Departments.
- 1997–1998: Search Committee, Assistant Professor of Public Policy, Political Science Department.
- 1997–1998: Promotion Review Committee, candidate for Professor of Political Science.
- 1996–1997: Research Committee, College of Liberal Arts.
- 1996–1997: Search Committee, Instructors of Composition.
- 1995–1996: Administrative Committee, College of Liberal Arts.
- 1995–1996: Committee to develop Language and Writing major.
- 1995–1996: Committee to develop minor in Professional Writing and Communication.
- 1995–1996: Campus Planning Committee.
- 1993–1994: Selection Committee, Bleihart Teaching Award.
- 1993–1994: Research Committee, College of Liberal Arts.
- 1993–1994: Promotion Review Committee, candidate for Associate Professor of Communication.
- 1992–1993: Graduate Committee, English Department.
- 1992–1993: Chair, Single-Quarter Leave Award Committee, College of Liberal Arts.
- 1992–1993: Chair, Salary Committee, College of Liberal Arts.
- 1992–1993: Teaching Committee, College of Liberal Arts.
- 1991–1992: Academic Standards Committee.
- 1991–1992: Search Committee, Director of Study in England Program.
- 1990–1991: Chair, Committee on Upper-Division Writing Requirement, College of Liberal Arts.
- 1990–1991: Budget Committee, College of Liberal Arts.
- 1989–1990: Task Force for Faculty Development.
- 1989–1990: Chair, Search Committee, Instructor/Assistant Professor of Advanced Writing for Business.
- 1989–1990: Search Committee, Assistant to the Interim Dean.

University of Tennessee:

- 1988–1989: Search Committee, Assistant/Associate Professor of Rhetoric-Composition, English Department.
- 1987–1988: Search Committee, Head of the English Department.
- 1986–1987: Search Committee, Assistant Professor of ESL, English Department.

COMMUNITY SERVICE: Volunteer in Art League of Hilton Head, assisting in check-in of artwork for monthly gallery changes and occasional assistance to gallery staff. Volunteer in and supporter of several nonprofits associated with equestrian sports and animal welfare activities. Past activities have included coediting a bimonthly equestrian newsletter, writing newsletter articles, organizing fundraisers, and preparing show programs, press releases, and other publicity materials.

REFERENCES: Available upon request.

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