

EDUCATION

MA in Linguistics, Concentration: Teaching English as a Second Language, Northeastern Illinois University

Graduate Certificate: Non-Profit Management, Illinois Institute of Technology

BS in Mass Communication, Middle Tennessee State University

ACADEMIC APPOINTMENTS / TEACHING EXPERIENCE

Teaching Professor, Illinois Institute of Technology, Chicago, Illinois, 2022-present
Senior Lecturer, 2017-2022

Recent Courses Taught:

- HUM 601 - Teaching Assistant Seminar – Introduction to the U.S. Higher Education Classroom (fall 2021, spring 2022, fall 2022, fall 2023, spring 2024, fall 2024, spring 2025, fall 2025, *spring 2026*)
- IEP 086 - Academic Preparation for University Success (spring 2021)

Director, English Language Services, 2014-present

- Oversee all aspects of Illinois Tech's English language programs for international students
- Determine strategy and implement plans and policy around international students' English language requirements
- Partner with faculty and staff departmentally and across the university to create, deliver, and maintain engaging, high-quality English language programs and courses

Program Director, Professional Communication Advancement (PCA) Program *for* Stuart School of Business, 2010-14

- Developed and managed the PCA program; served over 1,500 students 2010-2023
- Hired, trained, and supervised including classroom observations; course evaluations; course and instruction revision; and ongoing assessment and feedback
- Designed process for assessment and placement in the areas of listening, speaking, academic writing, business writing, and pronunciation
- Developed and modified course curricula, textbooks, and materials for all PCA courses
- Evaluated overall program each semester for reporting purposes and for ongoing improvement of the program
- Analyzed initial assessment results to determine students' required sequence of courses; assessed ongoing and final assessment results to modify students' requirements

Program Manager, International Certificate Program, 2007-10

- Hired and supervised faculty for the program
- Determined ESL strategy for program, including creating and modifying courses and curricula and designing and offering ESL seminars to university community
- Advised students on academic and cross-cultural issues

- Coordinated all aspects of admissions, housing, registration, orientation, and program completion for international certificate students
- Managed internship program for international certificate students
- Recruited students internationally in China, South Korea, and Japan

Program Coordinator, Curriculum Developer, ESL Instructor, 2006-07

Accord Consulting Services *for* Professional Learning Programs

- Planned and taught multi-level communicative ESL classes for certificate students
- Coordinated all operations of the program
- Assessed students for admissions and initial class placement
- Reviewed textbooks and curriculum for ESL classes; designed curriculum for the program's ESL writing classes
- Developed assessment tools for incoming students; assessed students in listening and speaking as a certified administrator of the Best Plus

ESL Instructor, Literacy at Work ESL Instructor, Tutor Trainer, 2005-06

Literacy Chicago, Chicago, IL

- Instructor daily multi-level ESL classes
- Taught advanced vocabulary class weekly
- Developed curriculum and materials for initial launch of Literacy at Work program
- Taught Literacy at Work ESL students on-site at their workplace
- Conducted training workshops for new volunteer tutors in the ESL tutoring program

English Trainer, 2004-07

Cartus, Chicago, IL

- Designed and taught individual communicative ESL classes to international expatriates

PRESENTATIONS and PUBLICATIONS

Bishop, M., McGee, T., & Phillips, J. (2022). United We Stand: Collaborating with Your Network to Raise Awareness. TESOL International Convention, Pittsburgh, PA.

Brondell, J., and McGee, T. (2022) Increase Program Visibility While Supporting and Empowering International Teaching Assistants. TESOL International Convention, Pittsburgh, PA.

Bunting, J.D., Lenkowsky, D., McGee, T., Moore, E, and Snaveley, H. (2021). Administering Placement Tests Remotely, Invited Speaker, EnglishUSA webinar.

Davis, A., McGee, T., Rhodes, R., Teague, B., & Warren, S. (2022). Language Assessment for Placing Newly Matriculated Multilingual Students. TESOL International Convention, Pittsburgh, PA.

De Felice, D., Jacobson, A., McGee, T., Ota, A., & Romano, J. (2020). Eye on Illinois: IEPs in COVID-19, Invited Speaker, International Educators of Illinois (IEI) Collegial Talk, webinar.

Fitzpatrick, L., McGee, T., & Romano, J. (2018). Increase Enrollment: Build Program Visibility on a Limited Budget. TESOL International Convention, Chicago, IL.

Fox, J. & McGee, T. (2019). Validating Your English Language Program on a University Campus. TESOL International Convention, Atlanta, GA, and EnglishUSA Professional Development Conference, San Francisco, CA.

Krzic, G., McGee, T., Phillips, J., Schmid, B., & Stevens, S. (2019). Through Thick and Thin: Takeaways from IEPs that have Survived and Thrived, Invited Speaker, EnglishUSA Stakeholders Conference, Washington, DC.

McClendon, K. & McGee, T. (2023). Advocating for and Implementing Credit for ESOL Classes. *EnglishUSA Journal*, (8), 6–9. https://surface.syr.edu/englishusa_journal/vol8/iss1/

McGee, Tracey (2025) "Collaborating across Campus to Benefit Multilingual Learners at Your Institution," *EnglishUSA Journal*: Vol. 11, Article 7. https://surface.syr.edu/englishusa_journal/vol11/iss1/7

McGee, T. (2021). TESOL Program Administration Interest Section (PAIS) Informal Chat Series: Duolingo English Test, webinar.

McGee, T. (2019). Third-Party Pathway Programs, Table Topics Facilitator, EnglishUSA Stakeholders Conference, Washington, DC.

McGee, T. (2021). Transitioning Back to In-Person Instruction and Experiencing Yet Another New Normal, MyTESOL Lounge Live Webinar.

McGee, T. & Romano, J. (2024). Expanding Programming and Services to Increase Visibility and Relevance. TESOL International Convention, Tampa, FL.

PROFESSIONAL SERVICE

Board of Directors Nominating Committee, EnglishUSA, 2020
Chair, Ad-hoc Faculty Committee, English for Speakers of Other Languages, 2023
Co-Chair (elect/chair/past chair), Program Administration Interest Section, TESOL, 2019-22
Committee Member, Chicago International Educators Roundtable, 2021-present
Community Manager, Program Administration Interest Section, TESOL, 2022-2024
Strand Coordinator, Program Administration and Evaluation, TESOL International Convention, 2024-25

PROFESSIONAL AFFILIATIONS

Chicago International Educators Roundtable, 2015-present
EnglishUSA, 2016-present
Illinois Teachers of English to Speakers of Other Languages-Bilingual Education (ITBE), 2005-2019
International Educators of Illinois (IEI), 2016-present
NAFSA, 2017-20
Network of ELP Directors (NELP formerly NIEP), 2018-present
Teachers of English to Speakers of Other Languages (TESOL) International Association, 2009-present