Career Development
Scope & Purpose

Scope

In accordance with <u>N.J.S.A.</u> 18A:60-10, every five (5) years post tenure, all faculty are required to do a self-assessment of their teaching/librarianship, scholarship, and service accomplishments/work and contributions. The self-assessment may identify areas for improvement or professional development.

Purpose

The Career Development Program is intended to enhance and support the natural dedication of individual faculty members to pursue a vigorous program of continuing professional development after receiving tenure at the College.

Career Development Overview

Career Development (CD) is designed to support professional growth and career development for the improvement of instruction (FH p. 74)

(Note: clearly describe how the proposal may enhance your teaching or librarianship)

The CD application process is designed to allow the candidate to articulate their CD goals and how they align with and will further the mission of their School, Library, and the College. (See. FH p.74)

(Note: Clearly articulate these linkages in your application)

Candidates are to be fully cognizant of the immediate and longer-range institutional, School, Library, and Convening Group goals and/or areas of programmatic need and growth potential (FH, p. 74, 2.1)

(Note: Ask your Dean about these, and discuss with convener and/or convening group (if needed)

Faculty who intend to apply for retirement within two (2) years shall be exempt from the Career Development review. In the event they withdraw their intention/application for retirement, they will be automatically included in the next review cycle (FH, p. 74, 2.3)

There is no maximum amount of funding that may be requested. However, applicants should keep in mind there is a limited pool of money. Therefore, some proposed projects may receive only partial funding (See. FH, p. 75, 3.11), and regrettably, some may be denied due to limited funding.

CD funding may be requested but is not limited to the following programs and/or activities:

Participation in approved courses or micro-credentialing programs

Consultation with your Dean (See. FH, p. 78, 6.1)

- Discuss your progress with the Dean in the three areas (Teaching/Librarianship, Scholarship, and Service)
- Address your contributions to the direction/mission of the program, unit, and college over the last five years and intentions for future contributions.
- Discuss the mission, goals and, objectives of your program, the unit and the college
- Discuss your plan

Career Development
Applicant's Responsibilities

Preparing the CD Application (See. checklist, FH p. 81)

Remember, your application is the place to make a convincing argument indicating how the plan will…
enhance your development and therefore your teaching/librarianship;
addresses an area of need in your own professional development; and
addresses a need of and/or is aligned with the mission of the program, school, or College

Include:
Self-Assessment focused on most recent 5 years (includes a detailed proposed plan),
3-5 pages, 11pt font
Vita
Two (2) peer observations of classroom teaching that were conducted within the last three (3) years [NOTE: If none exist, one (1) peer observation by a current member of the Unit Career Development Committee may be substituted.
Summaries of student opinion surveys (5 years)
Other relevant materials

Career Development
Applicant's Responsibilities

Guidelines for Self-Assessment (see checklist, FH p.81)

- Three to five pages -Maximum
- Brief self-assessment of progress in the areas of teaching/librarianship, scholarship and service
  - Remember this is also reflected in Vita
  - Reviewing Section 5 of FH should help you
- Description of the purpose and impact of the proposed project
- Timetable reflecting the feasibility of project completion within the stated timeframe
- Expected measurable outcomes
- Detailed budget
- Information about additional funding if relevant

Career Development
Applicant's Responsibilities
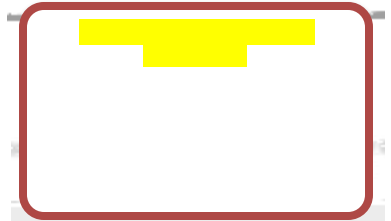
Verification of Work Completed (FH p. 58)

All CD recipients must submit a report to the Dean and the Office of the Provost (with a copy to Employee Relations) within one semester after completing the funded program or activity.

The report should summarize your activities and use of funding

For grants, it should indicate expenses incurred.

For stipends, the report should summarize the scholarship activities conducted.

The faculty member may also present their work at a colloquium or other forum on campus.

All reports and documentation become part of the faculty member's record

Employee Relations (ER)

Notifies the Dean and Faculty members of their eligibility for Career Development

Career Development Eligible Faculty

Meet with their Deans

Career Development Eligible Faculty

Submit Digital Common Application Forms and documents through the provided Google Folder

Career Development Applicant

The applicant reviews the Letter of recommendation from the UCDC and if necessary submits a written request for reconsideration

Career Development Information Submittal Training Session

Q&A

Career Development Information Submittal Training Session

CREATING YOUR e-BINDER

Google Drive Access

Uploading PDF documents

e-Binder submission

It has been agreed (Provost, AFT, and ER) that the College will utilize an electronic submission process for all required

NOTICE TO APPLICANTS
FOR
CAREER DEVELOPMENT

The Office of Employee Relations (ER) shall notify applicants of the cohort that is scheduled for Career Development.
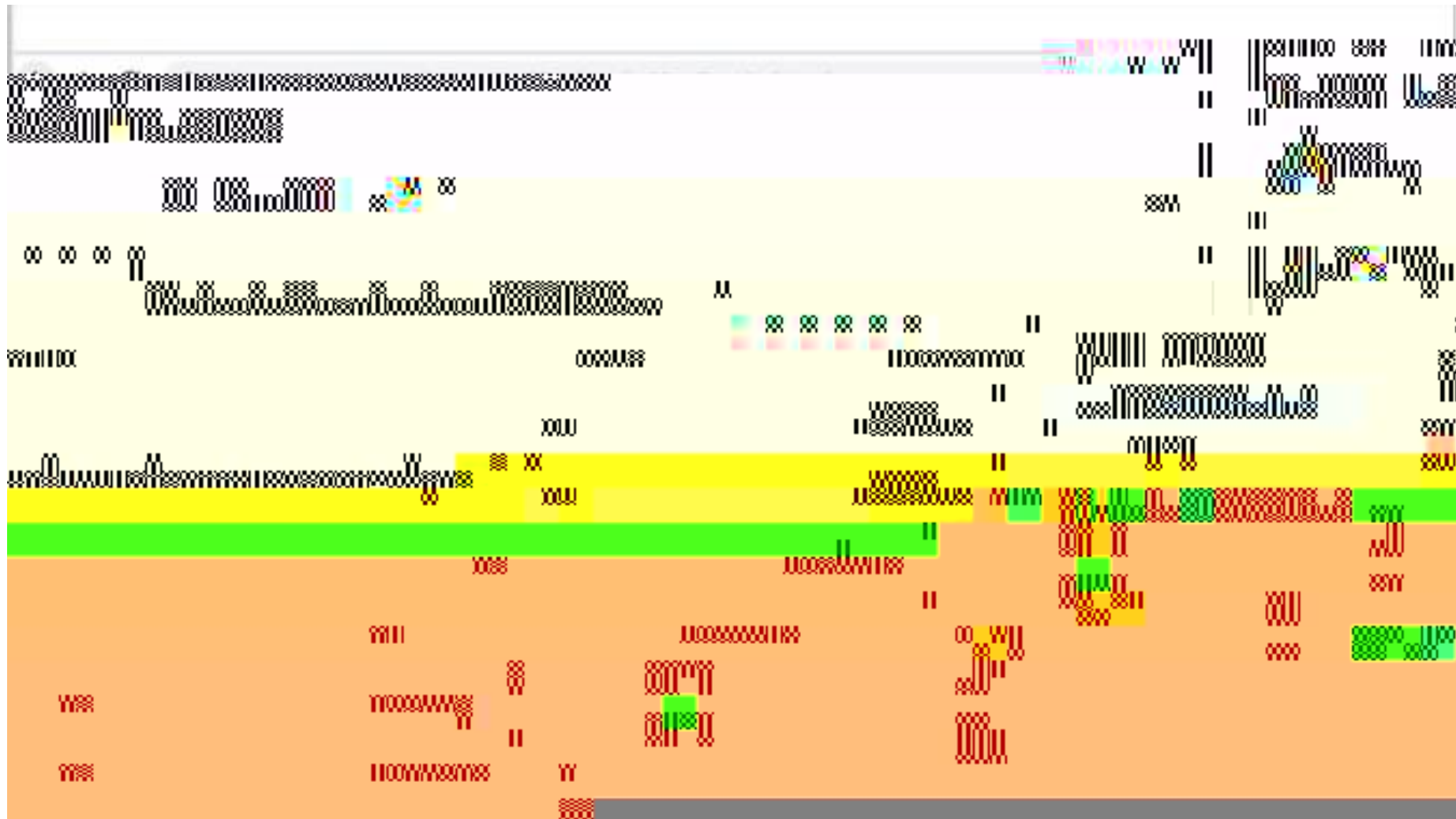
ER will set up a Main Folder (which will be your e-Binder) in Google drive for each applicant to upload their documents. A link to the folder will be

How to Access the Shared Folder on Google Drive?
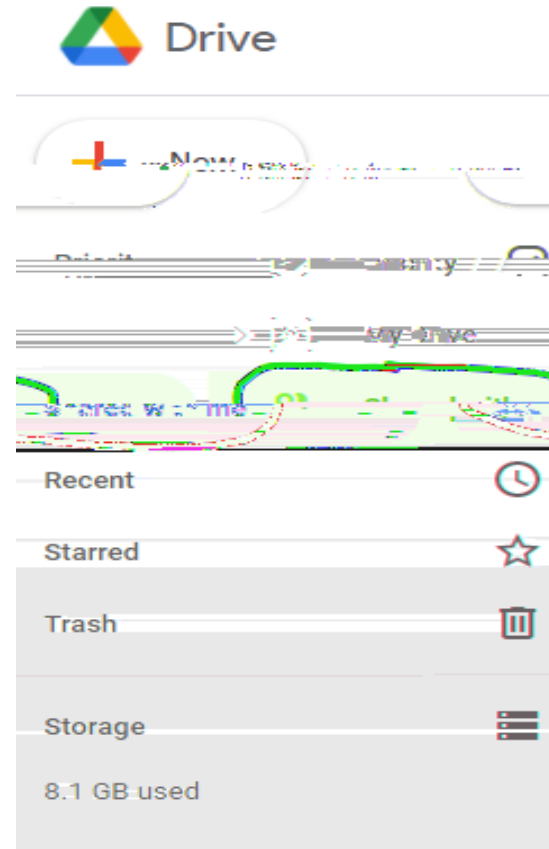
# The main folder Google Drive will look like below:

Creating Folders in your e-Binder

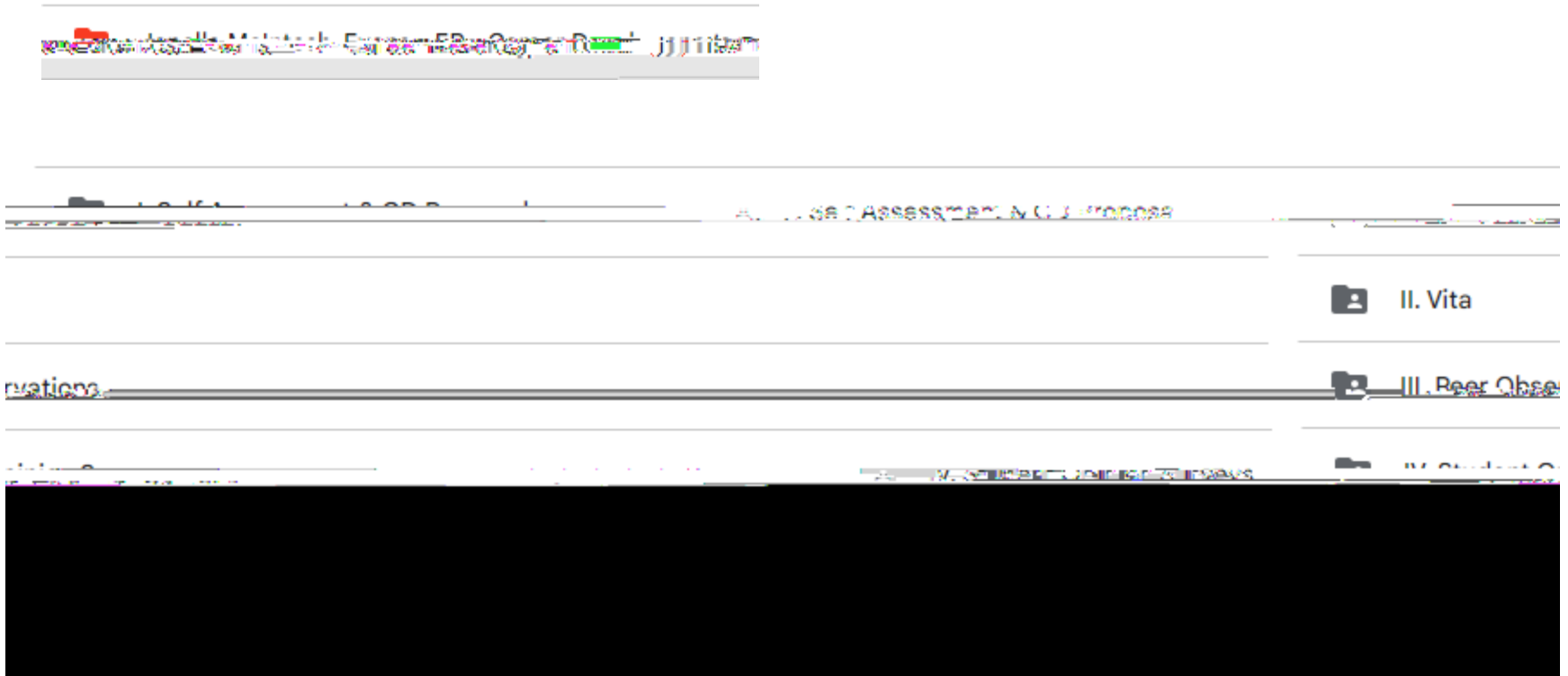Once the main folder (e-Binder) is open, click "New" on the upper left hand side menu

Select "Folder" to create new folder in your e-binder, e.g. I. Self Assessment & CD Proposal; II. Vita, etc. (repeat this step to create all your folders)

Select File Upload to upload a document.

Note: All documents should be converted to PDF's, etc.
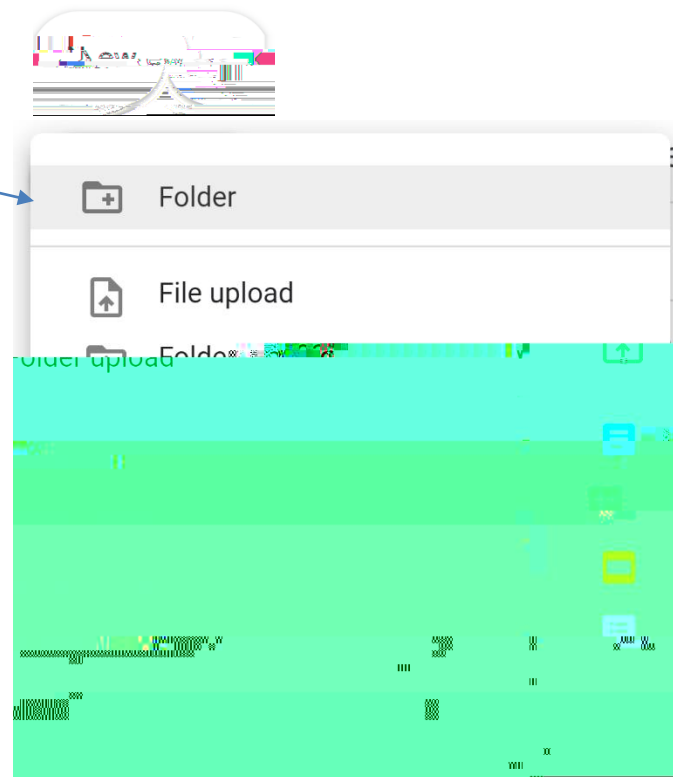
Creating Folders in the e-Binder

Uploading Documents to your Folders

Select the folder to upload your documents

Select File Upload to upload a document.

Note: All documents should be converted to PDF files.

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT
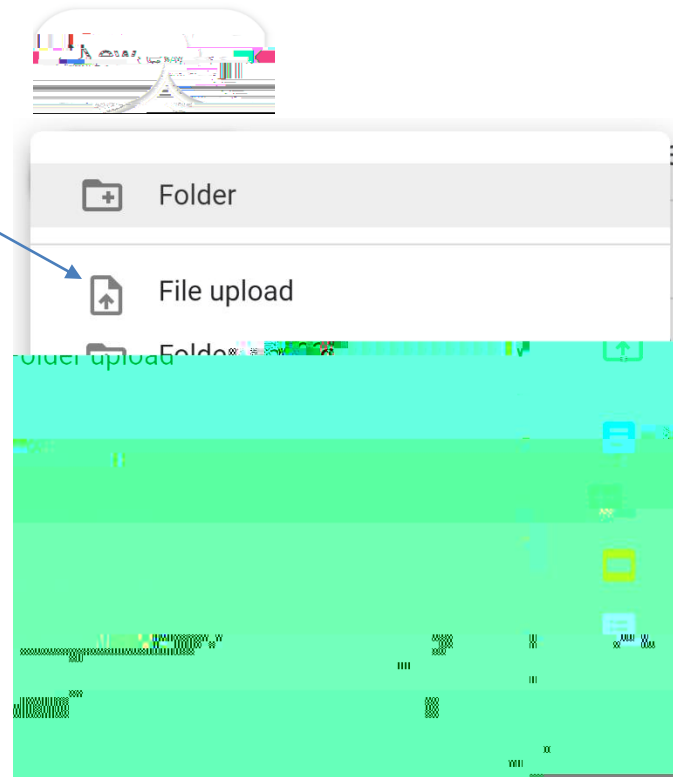
I. Self Assessment & CD Proposal

Ø One subfolder that contains two (2) pdf documents

The Self Assessment and CD Proposal are usually a single document

If requesting funding candidate <u>MUST</u> include a

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

II. Vita

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DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

III. Peer Observations

ØOne subfolder that contains Two (2) peer observations of classroom teaching that were conducted within the last three (3) years [NOTE: If none exist, one (1) peer observation by a current member of the Unit Career Development Committee may be substituted.

ØNaming and numbering protocols very important - Must name same as above

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

IV. Student Opinion Surveys

Ø Summaries of student opinion surveys within the past five (5) years – aggregate data ONLY and no qualitative responses.

Ø Jeff Delos Santos (jdelossa@Ramapo.edu)

Ø (Note: not applicable to Librarians)

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DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

V. Other Supporting Documentation and/or Material

Ø Other information considered appropriate by the candidate

Ø Naming and numbering protocols very important - Must name same as above

Documents Provided By The Unit Assessment Committee, All-College Career Development Committee & Provost

VI. Unit Assessment Committee, All-College Career Development Committee & Provost Evaluations/ Recommendations (added later)

Ø Subfolder in Google Drive – contains up to four (4) pdf documents total and no subfolders

Ø Naming and numbering protocols very important   Must name same as above

Faculty Handbook
Employee Relations Website

Detailed Career Development information is located on the Employee Relations webpage

Ø   ER webpage: https://www.ramapo.edu/er/

   Ø   Faculty tab

      Ø   Career Development section

The CD section together with guidance from this presentation and the Career Development Guidelines/Checklist shall assist you in creating your e-Binder.

All documents including the Career Development Calendar are located on the ER webpage.

Career Development Information Submittal Training Session

Q&A