

**2018-2019 CAREER DEVELOPMENT CALENDAR
FOR PROJECTS DURING 2019-2020**

Must be read in conjunction with AFT Contract: See Appendix II Career Development Program for All Full-Time Employees, and Ramapo College Career Development Procedures.

2018

Wednesday, October 24 (on or before)

Information Session 3:30PM-4:30PM Employee Relations Conference Room (D-103, entrance by EOF office).

Wednesday, November 28 (on or before)

Candidates consult with the Dean in order to address contributions to the direction/mission of the program, unit, and college over the last five years and intentions for future contributions.

Friday, December 7 (on or before)

Self-assessment statement submitted to Unit Assessment Committee Chairperson.

2019

Friday, February 13 (on or before)

Initial meeting of individual and Unit Assessment Committee.

Friday, March 1 (on or before)

The Unit Assessment Committee prepares final report and submits it to the individual being assessed. Within 5 days the individual may present a written request to the Unit Assessment Committee to reconsider its recommendations. An individual may request and shall receive a conference with the Unit Assessment Committee during the reconsideration process.

Friday, March 15 (on or before)

The Unit Assessment Committee forwards all documents, including its comprehensive report to the Provost via the Office of Employee Relations and notifies the individual.

Friday, March 29 (on or before)

The Provost/Vice President for Academic Affairs notifies the Unit Assessment Committee and the individual of his/her decision. If the Provost/Vice President for Academic Affairs disagrees with the Unit Assessment Committee's recommendations, he/she confers with the Unit Assessment Committee and the individual.

In such cases, the individual and/or the Unit Assessment Committee should have at least forty-eight (48) hours prior written notice of any scheduled conference. The individual and/or Unit Assessment Committee may waive the forty-eight (48) hour prior notice procedure by notifying the Provost/Vice President for Academic Affairs in writing.

Friday, April 12 (on or before)

All documents, including recommendations are forwarded to the All-College Career Development Committee via the Office of Employee Relations.

Friday, April 26 (on or before)

The All-College Career Development Committee forwards its written recommendations to the Provost/Vice President for Academic Affairs and the individual.

Friday, May 3 (on or before) The Provost/Vice President for Academic Affairs accepts, rejects, or modifies the All-College Career Development Committee's recommendations.