



Career Development (CD) Information e-Binder Submittal Training Guide

PRESENTED BY EMPLOYEE RELATIONS

Career Development Information Submittal Training Session

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Candidate for Career Development

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e-Binder submission

It has been agreed that the College will implement an electronic submission process for all required applications for Career Development.

Faculty Handbook Employee Relations Website

Detailed Career Development information is located in the on the ER webpage, Faculty tab, subheading: Career Development. This 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 @:

<https://www.ramapo.edu/er/>

Part 1

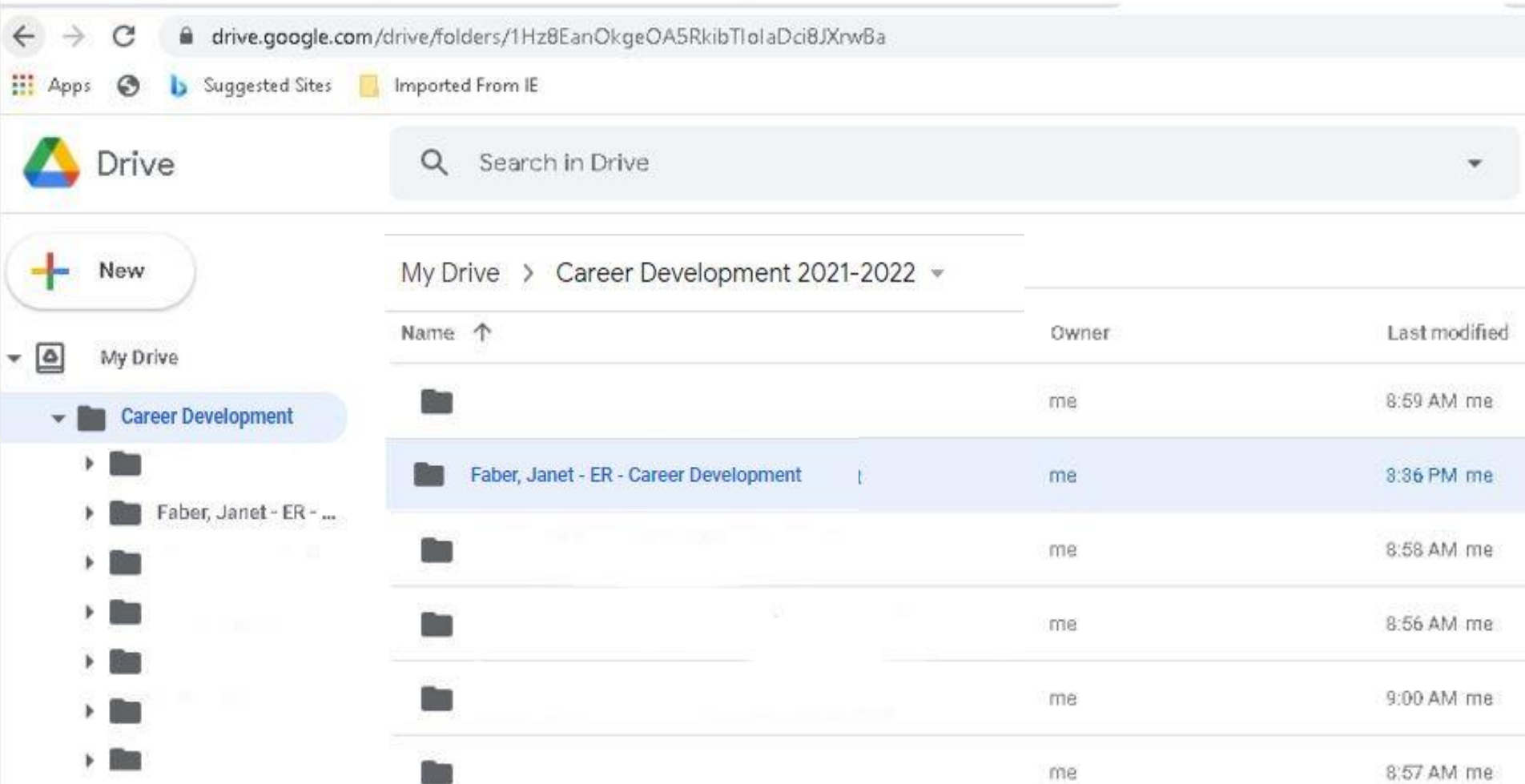
DOCUMENTS PROVIDED BY THE CANDIDATE FOR CREER DEVELOPMENT

The Assistant Director of Employee Relations & Faculty
Services (AFT)

- Main folder in Google drive – Set up by ER
- An individual file has been set up for each candidate as follows:

Applicant's Full Name – School – Career Development

The main folder Google Drive will look like below:



The screenshot shows the Google Drive web interface. The address bar displays the URL: drive.google.com/drive/folders/1Hz8EanOkgeOA5RkibTlolaDci8JXrwBa. The page title is "Drive". A search bar is present with the text "Search in Drive". On the left sidebar, there is a "New" button and a "My Drive" section. Under "My Drive", the "Career Development" folder is expanded, showing a list of sub-folders. The main content area shows the breadcrumb "My Drive > Career Development 2021-2022" and a table of files and folders.

Name	Owner	Last modified
[Folder Icon]	me	8:59 AM me
[Folder Icon] Faber, Janet - ER - Career Development	me	3:36 PM me
[Folder Icon]	me	8:58 AM me
[Folder Icon]	me	8:56 AM me
[Folder Icon]	me	9:00 AM me
[Folder Icon]	me	8:57 AM me

CREATING YOUR E-BINDER

Google Drive Access

Uploading PDF documents

To Upload Documents to the Shared Folder on Google Drive

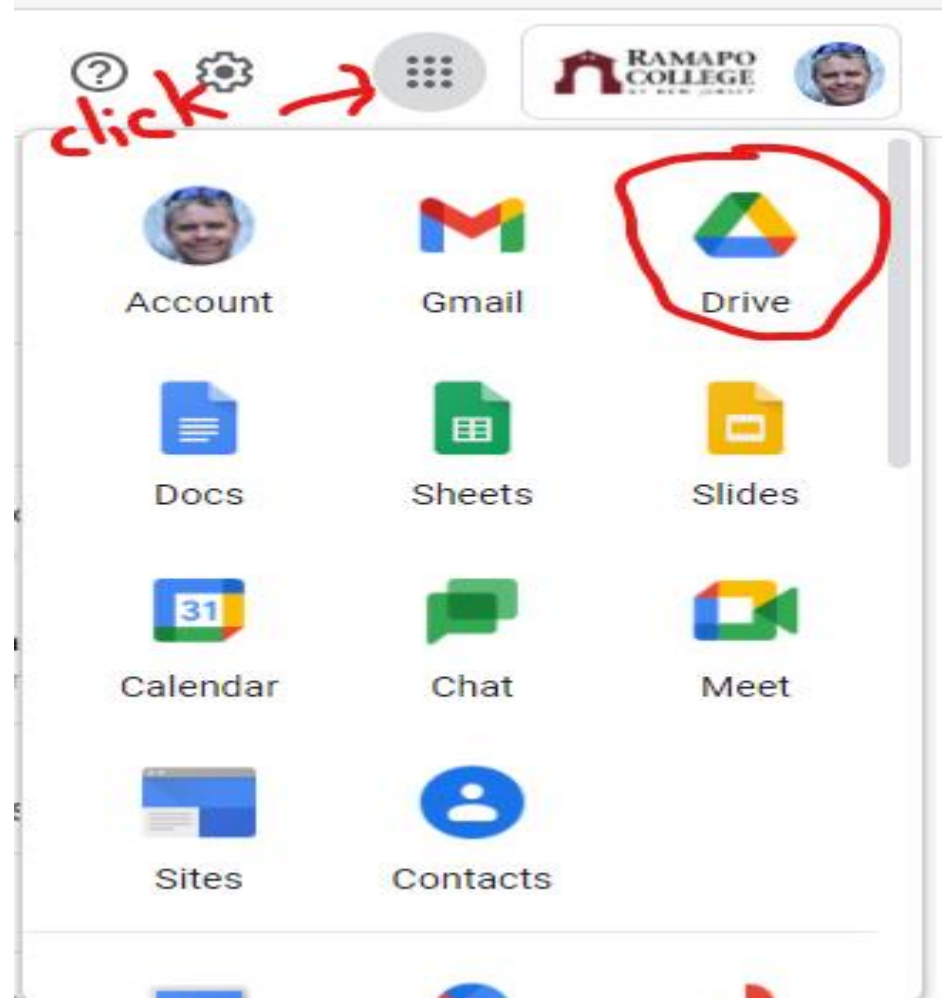
To upload documents to a shared folder on Google Drive, complete the following steps.

1. Open Google drive
2. Find the folder with your name on it that was shared with you
3. Open the folder that was shared with you
4. Click on the New on the upper left-hand side menu
5. Select Folder Upload or File Upload from the menu and select the folders or files to upload

To Upload Documents to the Shared Folder on Google Drive

1 – Open Google Drive

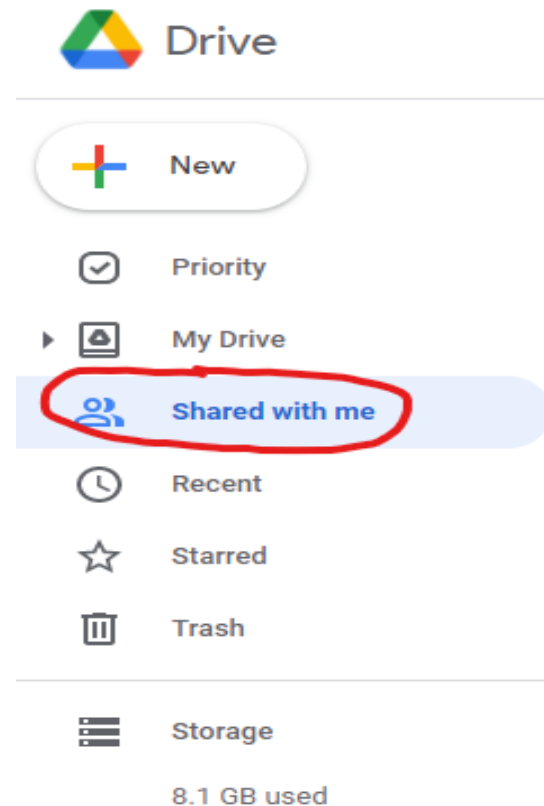
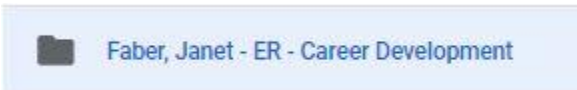
To access Google Drive, from Gmail
click the Google applications icon and
then select Drives



To Upload Documents to the Shared Folder on Google Drive

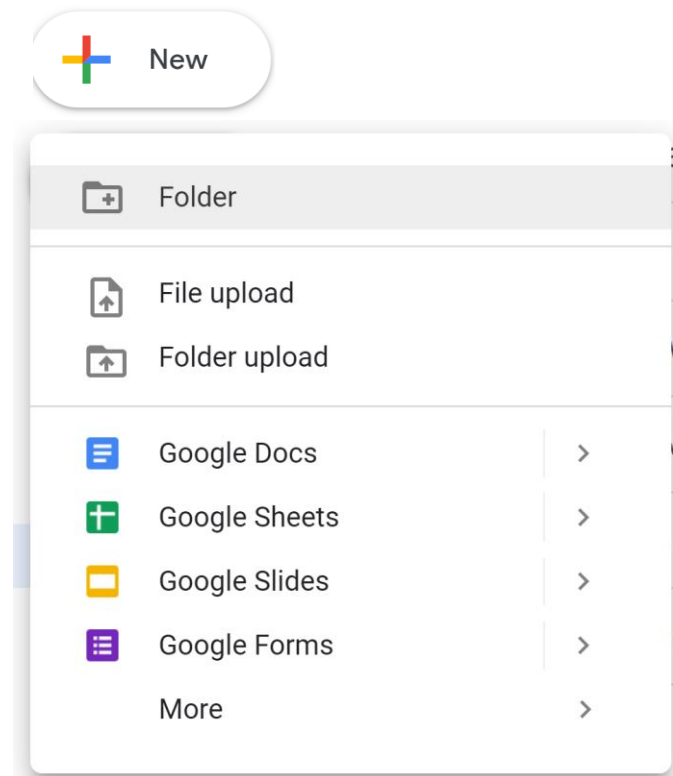
To do this, you can either type the name in the search bar or navigate to it by clicking on “Shared with me”

- Find the folder that was shared with you
- Open the folder that was shared with you
- Once located, double click the folder to open it



To Upload Documents to the Shared Folder on Google Drive


- Click “New” on the upper left hand side menu
- Select Folder to create new folder, e.g. I. Self Assessment & CD Proposal
- Select File Upload to upload a document. Keep in mind all documents should be converted to PDF’s, etc.




Creating your Main Folders

 Faber, Janet - ER - Career Development

Name ↑

 I. Self Assessment & CD Proposal

 II. Vita

 III. Peer Observations (2)

 IV. Student Opinion Surveys - within last 5 years (aggregate data only)

 V. Supporting Documentation Relevant to Teaching Activity

 VI. Other Supporting Documentation/Material

 VII. Documents Provided by the Unit Assessment Committee, All-College CD Committee & Provost

Part 1

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

I. Self Assessment & CD Proposal

- One subfolder that contains two (2) pdf documents
 - The Self Assessment and CD Proposal are usually a single document
 - If requesting funding candidate MUST include a Common Application Form
- Naming and numbering protocols very important - Must name as above

Part 1

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

II. Vita

- One subfolder that contains a pdf document
 - Naming and numbering protocols very important - Must name as above

Part 1

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

III. Peer Observations

- One subfolder that contains two (2) PDF documents.
- Naming and numbering protocols very important - Must name same as above

Part 1

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

IV. Student Opinion Surveys

- Within the last five (5) years (aggregate data ONLY)
- titled as SUBJ COURSE # SEMESTER Student Opinion Survey
– e.g., MATH 121 Fall 2017 Student Opinion Survey
(aggregate data only)
- Naming and numbering protocols very important -
Must name same as above

Part 1

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

V. Supporting Documentation Relevant to Teaching Activity

COURSE MATERIALS - EXAMPLES

- course syllabi titled as SUBJ COURSE # SEMESTER Course Syllabus – e.g., BIOL 101 Fall 2020
- course Syllabus, course PowerPoints, presentations, handouts, assignments, exams, etc. titled as SUBJ COURSE # SEMESTER PowerPoint/ Presentation/Handout/etc. – e.g., COMM 229 Fall 2020 PowerPoint; INFO 233 Fall 2018 Handout; LITR 201 Midterm Essay, CHEM 211 Spring 2019 Final Exam
- sample student work titled as SUBJ COURSE # SEMESTER Sample Student Work – e.g., ARTS 307 Spring 2016 Sample Student Work

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

Part 1

DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

VI. Other Supporting Documentation/Material

- Other information considered appropriate by the candidate
- Naming and numbering protocols very important -
Must name same as above

PART 2 – Documents Provided By The Unit Assessment Committee, All-College Career Development Committee & Provost

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

- Subfolder in Google Drive – contains up to four (4) pdf documents total and no subfolders
- Naming and numbering protocols very important – Must name same as above

Part 3 – ER Webpage Resources

General Career Development Calendar and resources (Procedures, Guidelines/Checklist, Common Application Form, PowerPoint, etc.)

can be found on the ER webpage @:

<https://www.ramapo.edu/er/> (Faculty tab, subheading “Career Development”)

Part 3 – ER Webpage Resources (cont'd)

Direct links to Career Development resources below:

- CD Calendar Link: <https://www.ramapo.edu/er/files/2021/09/REVISED-2021-2022-CD-Calendar.pdf>
- CD Procedures Link: <https://www.ramapo.edu/er/files/2021/09/Career-Development-Procedures.pdf>
- Guidelines/Checklist: <https://www.ramapo.edu/er/files/2021/09/Career-Development-Checklist.pdf>
 - Common Application Form: <https://www.ramapo.edu/er/files/2021/08/2021-2022-Common-Application-Form.doc>