The wording in the checklist should be mirrored in the handbook

Career Development Process Guidelines/Checklist

Committees shall only consider written and signed communications except for student opinion...and oral presentation by the candidate.

REQUIRED DOCUMENTATION

_____ I. Self-Assessment Statement and Proposal

A comprehensive statement which will provide an overview of the faculty member's professional activities during the five-year period preceding the assessment and addressing the criteria in pertinent Sections of 5.0. This statement may include qualitative statements from Student Opinion Surveys. The statement may include a proposal for a plan of career development including assistance as needed. This statement should be 3-5 pages in length font size 11 point. This is a strict limitation.

If a project is proposed it should include the following:

_____ 1. The Proposal should describe the purpose and impact of the project in identified areas for improvement in teaching/librarianship or in acquiring new knowledge in a teaching area that will impact and further the mission of the unit/school, and the College.

_____ 2. A timetable by which the project will be carried out.

_____ 3. Expected outcomes.

_____ 4. Detailed budget, if funds are requested.

_____ 5. Information on any additional funding already received or being sought for this project.

_____ II. Vita (Link to Ramapo Vita format)

_____ III. Supporting Materials

_____ 1. Two (2) peer observations of classroom teaching within the last 3 years (if none exist, one (1) peer observation by a current member of the Unit Assessment Committee may be substituted).
2. Summaries of student evaluations within the past 5 years – aggregate data ONLY. (Not applicable to Librarians)

3. Other supporting documentation and/or material considered appropriate by the Candidate.