

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.

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