The Career Development Program is a positive initiative designed to support professional growth and career development for the improvement of instruction, and is best achieved in an atmosphere of trust and cooperation. The application is designed to articulate the candidate’s vision of his/her career development goals, as they also further the mission of the unit/school and college.

1. Scope

1.1 The Ramapo College Career Development Program applies to tenured members of the faculty. Professional staff on multi-year contract covered by the AFT contract are also eligible to apply. (Add link to separate prof. staff career devt when available?)

At Ramapo College Librarians are considered faculty and the library has the same standing as other Units. Therefore, unless specific language referring to the library and/or Librarians is used the term Faculty includes Librarians and the term Unit includes the library.

1.2 Every five years post tenure, in accordance with N.J.S.A. 18A:60-10 (Establishment of procedure for career development) all faculty are required to do a self-assessment (teaching/librarianship, scholarship, and service). The self-assessment may identify areas for improvement or professional development.

2. Purpose

2.1 This process is intended to enhance the natural dedication of individual faculty members to pursue a vigorous program of continuing professional development after receiving tenure at the College. (See section 3.14 Forms of Career Assistance) It is structured to aid employees in the development of a positive program of professional growth and career development. So that faculty, and professional staff are fully cognizant of the immediate and longer range institutional, school and department goals and areas of high programmatic need and growth potential, the administration will make these known.
2.2 Identification of areas for improvement or professional development may secure access to funds negotiated for this purpose. It is further recognized that a program of genuine career development for the improvement of instruction should be positive in nature and is best achieved in an atmosphere of trust and cooperation. The results of the evaluations for the career development program shall not be used as evidence in any punitive personnel actions.

2.3 Faculty who intend to apply for retirement within 2 years shall be exempt from this review. In the event they withdraw their intention/application for retirement they will be automatically included in the next review cycle.

3. GENERAL Implementation

3.1 The Ramapo College Career Development Program applies to tenured members of the faculty and staff. The program is funded by the college at the rate of $60 per full-time faculty member. The total amount of money will be made known by the Office of Employee Relations.

3.2 Each year, one fifth (1/5th) of the tenured members of the faculty will undergo assessment review beginning with the most senior fifth in the first year and continuing in order of seniority for each succeeding year. The process will be repeated beginning in the sixth year of the Career Development Program.

3.3 Faculty members shall undergo the Career Development review after being tenured for five (5) years and shall be subject to review only once in each succeeding five (5) year period.

3.4 A follow-up review may be made by the All College Career Development Committee (ACCDC) and the President/designee after each Career Development cycle to assess identified areas for improvement of and/or the effectiveness of the Career Development Program.

3.5 Any tenured faculty member who is scheduled to be assessed and who is on sabbatical leave or other approved leave from the College will be assessed when they return to regular service.
3.6 Faculty (tenured, multi-year contracted, probationary) who are not undergoing assessment and where no areas of improvement are identified may submit applications directly to the ACCDC for Career Development assistance.

3.7 All individuals who are awarded Career Development funds will submit a report to the Provost with a copy to the Dean and ER within one semester after the completion of the program or activity they participate in. The report will assist the ACCDC in awarding future funds.

3.8 All written documentation including all responses will become a part of the record.

3.9 All materials generated in the career development assessment process shall be placed in the individual's file.

3.10 The Career Development funding may include, but is not necessarily limited to, the forms of career assistance listed below in Section 3.13. The candidate should discuss with their Dean all feasible options prior to applying.

3.11 There is no maximum amount of funding that may be requested. However, applicants should keep in mind that this is a limited pool of money. Projects may receive only partial funding.

3.12 Funds for professional development may be available from the Federal government or from various private foundations. The ACCDC may make recommendations to the President as to how the College may seek out such programs and create proposals for submission to the appropriate agency(ies).

3.13 Nothing in this agreement shall be construed as preventing the College from supplementing the specific funds available where, in the judgment of the College, such supplementation would be appropriate.

3.14 Forms of Career Assistance

   i) Funds for participation in approved courses. Funding will be at the rate currently established in the contract.
ii) Funds for travel to professional meetings, conferences, short courses and seminars, ordinarily limited to one per faculty per year.

iii) Funds for support for equipment, travel or other items necessary for the successful completion of a career development project.

iv) Other forms of assistance or programs where circumstances warrant them.

4. Composition of Committees

4.1 Unit Career Development Committee (UCDC)

The primary responsibilities of the UCDC shall be the assessment of the individual's professional growth, contributions to the College, teaching effectiveness and the identification of any area(s) for improvement and/or enhancement.

i) The UCDC shall consist of three elected tenured faculty members who are not currently being assessed or applying for career development assistance.

ii) Nominations are taken at a unit council meeting for approval by the unit.

iii) Only full-time faculty may vote for UCDC members.

iv) Members of the UCDC shall serve for two years, unless a committee member is up for review.

4.2 All-College Career Development Committee (ACCDC)

a) The Committee shall consist of:

1. One tenured faculty from each unit who are not being reviewed. Each unit will nominate and elect its representative.
2. One (1) elected non-teaching professional.
3. One (1) representative appointed by the administration
4. One (1) representative appointed by the AFT (ex-officio without vote).
5. One (1) representative from ER (ex-officio without vote).

b) A quorum will consist of four (4) voting members.

c) The number of non-bargaining unit members shall not exceed ⅓ of the overall composition of the committee.
d) Those being assessed or applying for career development assistance may not serve on the ACCDC.

e) Elected members of the ACCDC shall serve two-year terms except for the initial year when two members shall serve one-year terms. This will ensure continuity from year to year.

f) The chairperson of the ACCDC shall be a member of the bargaining unit and must be elected by the ACCDC.

5. Criteria and Documentation for Assessment Review

5.1 The priority by which tenured members of the faculty will be assessed are ranked in the following order:

1. Applications/proposals from applicants scheduled for Career Development.
2. Applications/proposals of those not undergoing Career Development review will have a lower priority.

5.2 Assessment Documentation (for all documentation refer to Career Development Checklist and Section 5.0 in the Faculty Handbook).

a. A self-assessment Statement:
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. The Proposal should describe development in identified areas for improvement in teaching/librarianship or acquiring new knowledge in a teaching area vital or furthering the mission of the unit/school, and the College.
This statement should be 3-5 pages in length font size 11 point. This is a strict limitation.

b. Supporting documentation (As per the Checklist and section 5.0 in the Faculty Handbook)
6. Procedure for Career Development

6.1 Each Spring the Office of Employee Relations will notify the cohort of faculty scheduled for Career Development for the FOLLOWING Academic Year (AY) and the cohort of faculty scheduled for CD for the AY year after that. (In other words, faculty will have approx. 6 month and a 18 month notification period). Then again in September both cohorts will receive the same notification with the announcement of the informational session. This allows those scheduled for the current year and those with a full year before assessment to attend the information session.

6.2 Consultation with the Dean
The Dean will arrange to meet with everyone applying for Career Development to discuss contributions as they relate to the 3 areas of criteria over the past 5 years. The mission of the program and College may be part of this discussion. The areas for improvement and actions may also be discussed.

Applicants for Career Development submit a completed Common Application form and documentation in accordance with established procedures. (Link to Common Application form to be provided yearly)

6.3 UCDC Assessment Procedures

6.3.1 The UCDC assesses the application in accordance with the criteria. Improvement to teaching/librarianship will be given highest priority for any requested funding.

6.3.2 Assessments shall be based on the evidence of an individual’s professional performance primarily during the five-year period preceding the assessment.

6.3.3 Prior to preparing its assessment report, the UCDC may meet with the individual under review to discuss assessment, including documentation submitted, and solicit additional evidence, information if deemed necessary by the Committee.

6.3.4 The UCDC shall prepare a letter for each Career Development candidate that includes:

   a. A review of the individual’s professional growth, professional performance and contributions, including contributions to the department and college, primarily during the preceding five (5) years,
and the individual’s intentions for future professional growth and contributions.

b. An identification of the individual's strengths and teaching/librarianship effectiveness.

c. A specific and detailed identification of the areas for improvement, if any. If no areas for improvement exist, the report shall explicitly so state.

d. The letter may also include a recommendation for Career Development, tailored to the individual's needs. Such recommendations are not to be construed as indicating deficiencies. If the UCDC prepares such recommendation(s), it shall consult beforehand with the individual.

6.3.5 This report shall be submitted to the individual being assessed. Within five (5) calendar days after the transmission of the report, the individual who is the subject of the report may present a written request to the UCDC to reconsider its recommendations. In the request, the individual shall state the specific reasons why they feel that the recommendation is inappropriate. The UCDC shall consider the request and make a final recommendation.

6.3.6 It is the responsibility of the UCDC to ensure that all information relating to the assessment review of the faculty member is forwarded to subsequent levels as per the guidelines established in the career development calendar.

7. ACCDC Procedures

7.1 The ACCDC shall receive and consider the reports of the UCDC concerning all employees being assessed and shall prepare recommendations.

7.2 The ACCDC shall consider the applications of faculty undergoing the five (5) year review and professional staff in priority. Applications from faculty outside of the five (5) year period shall be considered after this priority consideration. The ACCDC may request additional information from the candidate through the unit rep.

7.3 The applications are prioritized based on two criteria (See Career Development Section 5.1).
7.4 Fund allocation is prioritized for those undergoing review. Other requests will be considered based on the availability of funding.

7.5 The ACCDC will notify each candidate of its recommendation in writing.

7.6 The ACCDC submits its recommendations to the Provost.

7.6 The Union shall receive a copy of the ACCDC’s recommendations.

8. Provost Review

8.1 The Provost shall review all documents received from the ACCDC. The Provost may request additional information from the ACCDC and then, accepts, rejects or modifies each of its recommendations.

8.2 In the event the Provost modifies or rejects any of the ACCDC’s recommendations, the Provost shall set forth in writing relevant reasons specific to the individual actions and transmit these reasons to the ACCDC and the affected individual.

8.3 The ACCDC may request a meeting with the Provost in response to denials of funding within five (5) working days.

9. Fair and Equitable Application of Procedures

9.1 The procedures for conducting career development assessment and the assignment of career development resources shall be fairly and equitably applied to all Unit members.


9.3 If an arbitrator determines that a violation has occurred, the matter may be:

a. remanded to the appropriate level for reconsideration, or
b. set aside and a request made that the assessment process be re-done in its entirety *de novo* (from the beginning). In such a case, the affected individual will be considered with the next group of faculty up for assessment review. The records concerning the original assessment will not be included in the individual’s personnel file.
Appendix I (Report of completion of Career Development project)

(This document should be e-mailed to the Provost with a copy to the Dean, and ER within one semester after the completion of the project or activity.)

Faculty Name:

Career Development Project Title:

Description of Career Development activities (with dates)

Expected Outcomes (Based on your application)

Achieved Outcomes

Areas of Impact with the achieved outcomes

Future Plans