

**2022-2023 CAREER DEVELOPMENT CALENDAR
FOR PROJECTS DURING 2023-2024 (July 1, 2023 – June 30, 2024)**

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.

2022

Monday, September 18, 2022 (Tentative)

Information Session held by Employee Relations via Webex 1:00-2:15PM.

Friday, October 7, 2022 (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. **Please plan accordingly and keep in mind that you may meet with your Dean prior to this date.**

Friday, October 21, 2022 (on or before)

Digital Self-assessment statement submitted to Unit Assessment Committee Chairperson via Google Drive Set up by ER. Projects should be planned for the period of July 1, 2023 – June 30, 2024.

Friday, November 4, 2022 (on or before)

Initial meeting of individual and Unit Assessment Committee.

Tuesday, December 6, 2022 (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.

Wednesday, December 14, 2022 (on or before)

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

2023

Monday, January 23, 2023 (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 shall 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.

Monday, January 30, 2023 (on or before)

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

Friday, March 3, 2023 (on or before)

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

Friday, April 14, 2023 (on or before)

The Provost/Vice President for Academic Affairs accepts, rejects, or modifies the All-College Career Development Committee's recommendations.