

**2023-2024 CAREER DEVELOPMENT CALENDAR  
FOR PROJECTS DURING 2024-2025 (July 1, 2024 – June 30, 2025)**

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.

**2023**

**Monday, September 18, 2023 (Tentative)**

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

**Friday, October 6, 2023 (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 20, 2023 (on or before)**

Digital Self-assessment statement submitted to Unit Assessment Committee Chairperson via Google Drive Set up by Employee Relations (ER). Projects should be planned for the period of July 1, 2024 – June 30, 2025.

**Friday, November 3, 2023 (on or before)**

Initial meeting of individual and Unit Assessment Committee.

**Tuesday, December 5, 2023 (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 13, 2023 (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.

**2024**

**Monday, January 22, 2024 (on or before)**

The Provost notifies the Unit Assessment Committee and the individual of his/her/their decision. If the Provost disagrees with the Unit Assessment Committee's recommendations, he/she/they 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 in writing.

**Monday, January 29, 2024 (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 1, 2024 (on or before)**

The All-College Career Development Committee makes accessible its written recommendations to the Provost and the individual.

**Friday, April 12, 2024 (on or before)**

The Provost accepts, rejects, or modifies the All-College Career Development Committee's recommendations.