

CAREER DEVELOPMENT CHECKLIST

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

REQUIRED DOCUMENTATION

____ I. Self-Assessment Statement and Career Development Proposal

A comprehensive statement which provides an overview of the Career Development candidate'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 and may include a proposal for a plan of career development that requests financial support including assistance, as needed. This statement should be three (3) to five (5) pages in length with 11-point font size, which is a strict limitation.

If a project is proposed, the proposal should include the following:

____ 1. a description of the purpose and impact of the proposed project [i.e., its potential to improve teaching/librarianship or to result in the acquisition of new knowledge in a teaching area that will positively impact and further the mission of the Unit (School or Library) and/or the College];

____ 2. a timetable by which the project will be carried out;

____ 3. expected measurable outcomes;

____ 4. a detailed budget, if funds are requested; and

____ 5. information on any additional funding already received or being sought for the proposed project

____ II. Curriculum Vita

____ III. Supporting Materials

____ 1. Two (2) peer observations of classroom teaching that were conducted within the last three (3) years [Note: If none exist, one (1) peer observation by a current member of the Unit Assessment Committee may be substituted.]

____ 2. Summaries of student opinion surveys within the past five (5) years – aggregate data ONLY and no qualitative responses. (Note: not applicable to Librarians)

____ 3. Other supporting documentation and/or material considered appropriate and relevant by the candidate.

REPORT OF COMPLETION OF CAREER DEVELOPMENT PROJECT

(Note: This completed document should be e-mailed to the Provost with a copy to the Dean and the Office of Employee Relations (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 what was originally proposed):

Achieved Outcomes:

Areas of Impact due to the Achieved Outcomes:

Future Plans: