

# **Career Development (CD) Information Training Session**

Presented by:

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**201-687-7405**

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# Career Development Scope & Purpose

## Scope

- In accordance with N.J.S.A. 18A:60-10, every five (5) years post tenure, all faculty are required to do a self-assessment of their teaching/librarianship, scholarship, and service accomplishments/work and contributions. The self-assessment may identify areas for improvement or professional development.

## Purpose

- The Career Development Program is intended to enhance and support the natural dedication of individual faculty members to pursue a vigorous program of continuing professional development after receiving tenure at the College.

# Career Development Overview

Career Development (CD) is designed to support professional growth and career development for the improvement of instruction (FH p. 74)

(Note: clearly describe how the proposal may enhance your teaching or librarianship)

The CD application process is designed to allow the candidate to articulate their CD goals and how they align with and will further the mission of their School, Library, and the College. (See. FH p.74)

(Note: Clearly articulate these linkages in your application)

Candidates are to be fully cognizant of the immediate and longer-range institutional, School, Library, and Convening Group goals and/or areas of programmatic need and growth potential (FH, p. 74, 2.1)

(Note: Ask your Dean about these, and discuss with convener and/or convening group (if needed))

Faculty who intend to apply for retirement within two (2) years shall be exempt from the Career Development review. In the event they withdraw their intention/application for retirement, they will be automatically included in the next review cycle (FH, p. 74, 2.3)

# Career Development

## What activities/programs may be funded by Career Development? How much should I request?

- There is no maximum amount of funding that may be requested. However, applicants should keep in mind there is a limited pool of money. Therefore, some proposed projects may receive only partial funding (See. FH, p. 75, 3.11), and regrettably, some may be denied due to limited funding.
- CD funding may be requested but is not limited to the following programs and/or activities:
  - Participation in approved courses or micro-credentialing programs
  - Travel (professional programs, conferences, courses... and presenting is NOT required)
  - Alternative assignments within load for research, study, or other activities
  - Participation in seminars, colloquia related to teaching and learning
  - Funds to support equipment, travel or other items necessary for completion of the project
  - Other forms of assistance or programs where circumstances warrant them (See. FH. p. 76, 3.14)
- All projects and activities that improve instruction, and/or align with and will further the mission of their School, Library, and the College, and/or address goals or needs of the convening group, unit, or institution

# Career Development

## Applicant's Responsibilities

- Consultation with your Dean (See. FH, p. 78, 6.1)
  - Discuss your progress with the Dean in the three areas (Teaching/Librarianship, Scholarship, and Service)
  - Address your contributions to the direction/mission of the program, unit, and college over the last five years and intentions for future contributions.
  - Discuss the mission, goals and, objectives of your program, the unit and the college
  - Discuss your plan
  - Provide application draft that includes vita

# Career Development

## Applicant's Responsibilities

### Preparing the CD Application (See. checklist, FH p. 81)

- Remember, your application is the place to make a convincing argument indicating how the plan will...
  - enhance your development and therefore your teaching/librarianship;
  - addresses an area of need in your own professional development; and
  - addresses a need of and/or is aligned with the mission of the program, school, or College
- Include:
  - Self-Assessment focused on most recent 5 years (includes a detailed proposed plan), 3-5 pages, 11pt font
  - Vita
  - 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 Career Development Committee may be substituted.
  - Summaries of student opinion surveys (5 years)
  - Other relevant materials

# Career Development

## Applicant's Responsibilities

- **Guidelines for Self-Assessment (see checklist, FH p.81)**
  - Three to five pages -Maximum
  - Brief self-assessment of progress in the areas of teaching/librarianship, scholarship and service
    - Remember this is also reflected in Vita
    - Reviewing Section 5 of FH should help you
  - Description of the purpose and impact of the proposed project
  - Timetable reflecting the feasibility of project completion within the stated timeframe
  - Expected measurable outcomes
  - Detailed budget
  - Information about additional funding if relevant

# Career Development

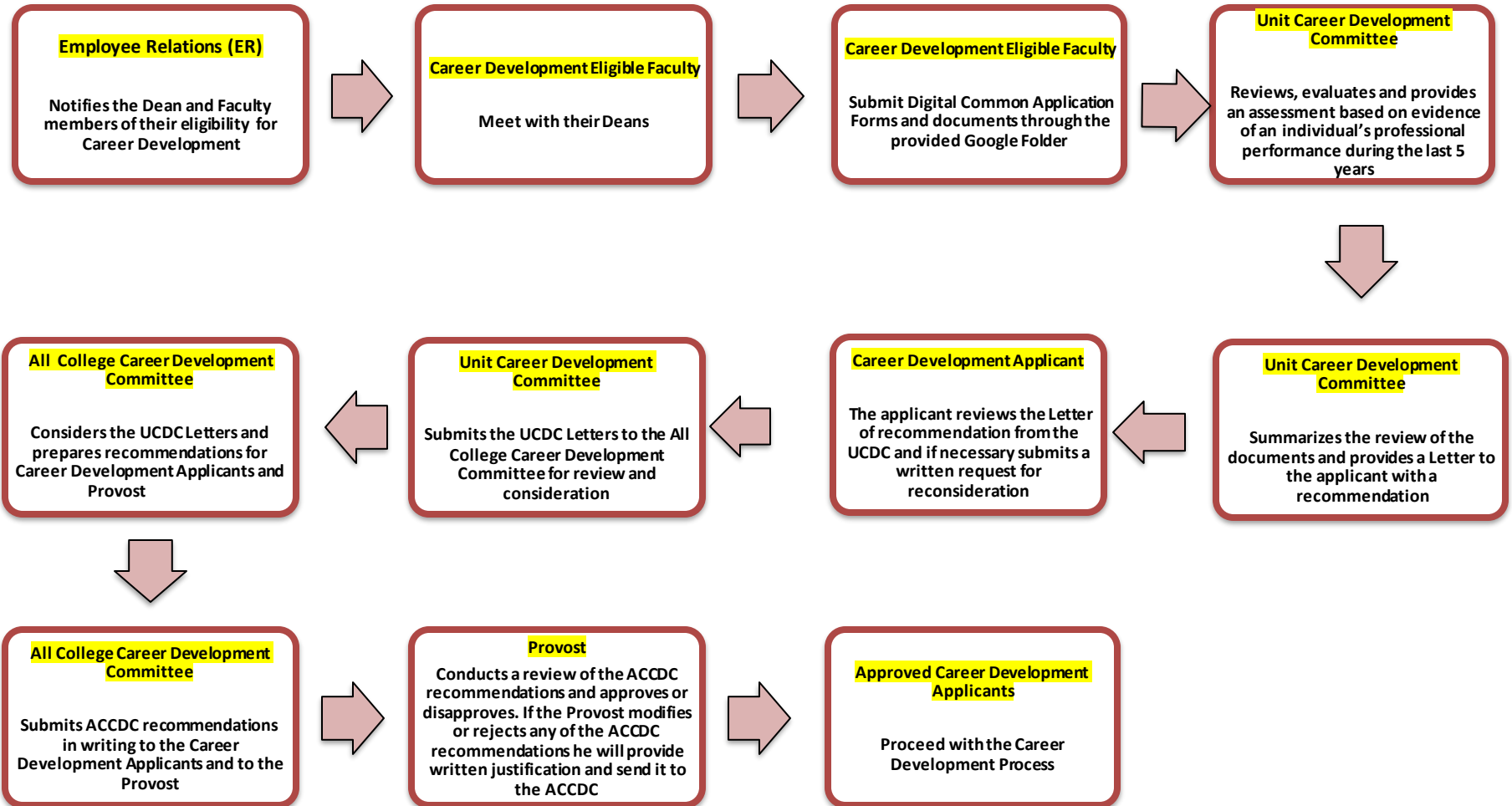
## Applicant's Responsibilities

- **Verification of Work Completed (FH p. 58)**
  - All CD recipients must submit a report to the Dean and the Office of the Provost (with a copy to Employee Relations) within one semester after completing the funded program or activity.
  - The report should summarize your activities and use of funding
  - For grants, it should indicate expenses incurred.
  - For stipends, the report should summarize the scholarship activities conducted.
  - The faculty member may also present their work at a colloquium or other forum on campus.
  - All reports and documentation become part of the faculty member's record



# Career Development Process Flowchart

(In accordance with the Annual Career Development Calendar as agreed to by ER and AFT)



# **Career Development Information Submittal Training Session**

Q&A

# **Career Development Information Submittal Training Session**

## **CREATING YOUR e-BINDER**

[Google Drive Access](#)

[Uploading PDF documents](#)

## **e-Binder submission**

It has been agreed (Provost, AFT, and ER) that the College will utilize an electronic submission process for all required applications for Career Development.



# NOTICE TO APPLICANTS FOR CAREER DEVELOPMENT

The Office of Employee Relations (ER) shall notify applicants of the cohort that is scheduled for Career Development.

ER will set up a Main Folder (which will be your e-Binder) in Google drive for each applicant to upload their documents. A link to the folder will be shared with all applicants.

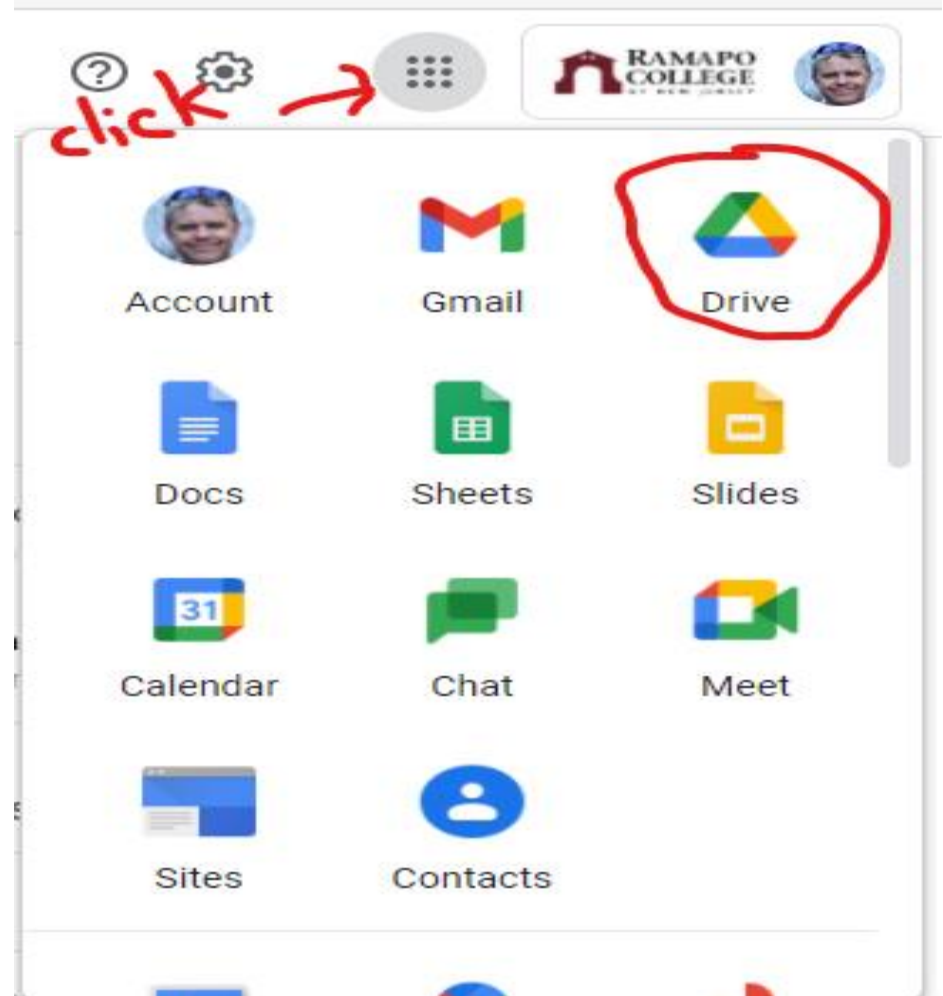
The Folder will be set up as follows:

**Applicant's Full Name – School – Career Development**

Ex: Janelle McIntosh-Evans – ER – Career Development

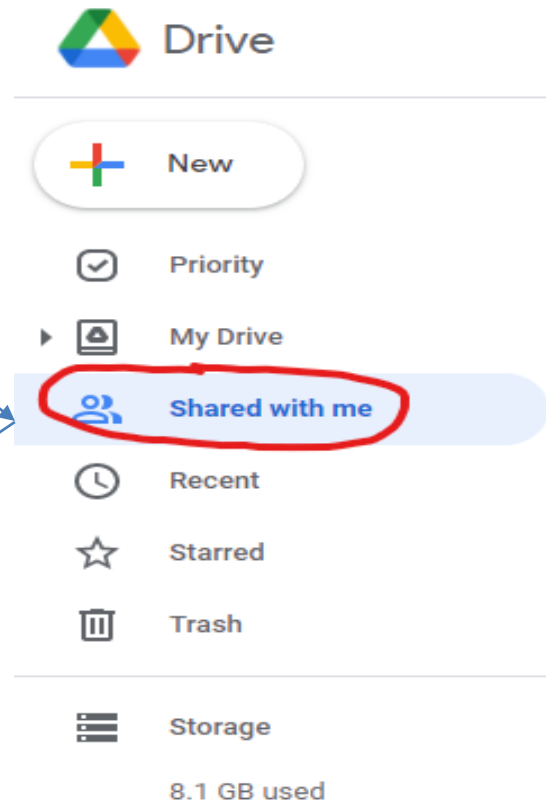
# How to Access the Shared Folder on Google Drive?


- Open Google Drive to access Google Drive.
- Click the Google applications icon and then select Drives



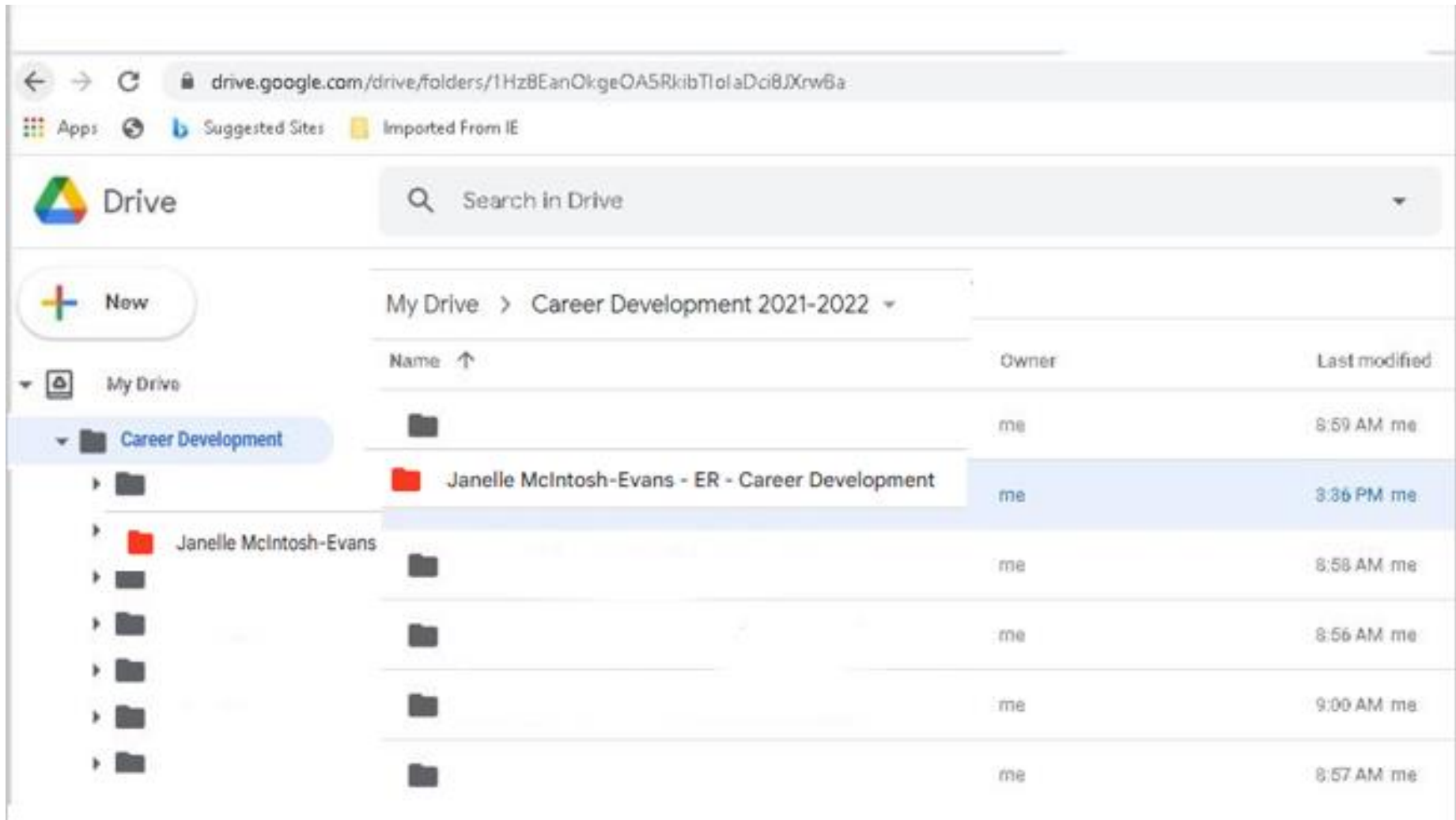
# How to Access the Shared Folder on Google Drive?

- Find the folder that was shared with you by clicking on the shared with me tab
- Once located, double click the folder to open it
- This folder is your “e-Binder”



 Janelle McIntosh-Evans - ER - Career Development

The main folder Google Drive will look like below:



The screenshot shows the Google Drive web interface. The browser address bar displays the URL: `drive.google.com/drive/folders/1HzBEanOkgeQA5RkibTlolaDci8JXrwBa`. The page header includes the Google Drive logo, a search bar labeled "Search in Drive", and navigation options like "New", "My Drive", and "Career Development".

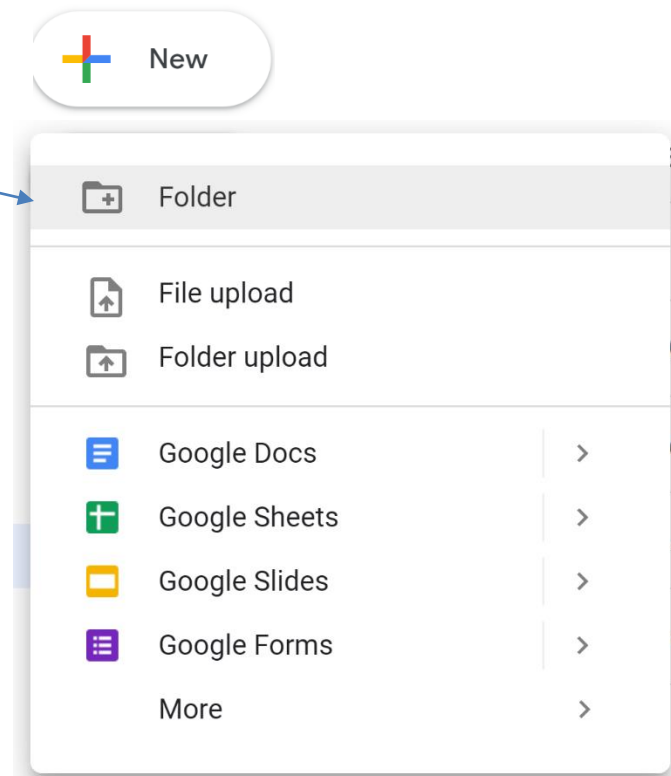
The main content area shows a folder hierarchy. The "Career Development" folder is expanded, revealing several sub-folders. The following table represents the visible folder list:

Name	Owner	Last modified
[Folder Icon]	me	8:59 AM me
Janelle McIntosh-Evans - ER - Career Development	me	3:36 PM me
[Folder Icon]	me	8:58 AM me
[Folder Icon]	me	8:56 AM me
[Folder Icon]	me	9:00 AM me
[Folder Icon]	me	8:57 AM me



# Creating Folders in your e-Binder

- Once the main folder (e-Binder) is open, click “New” on the upper left hand side menu
- Select “Folder” to create new folder in your e-binder, e.g. I. Self Assessment & CD Proposal; II. Vita, etc. (**repeat this step to create all your folders**)
- Select File Upload to upload a document.
- Note: **All documents should be converted to PDF’s, etc.**




# Creating Folders in the e-Binder

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 Janelle McIntosh-Evans - ER - Career Development

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 I. Self Assessment & CD Proposal


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 II. Vita


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 III. Peer Observations


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 IV. Student Opinion Surveys

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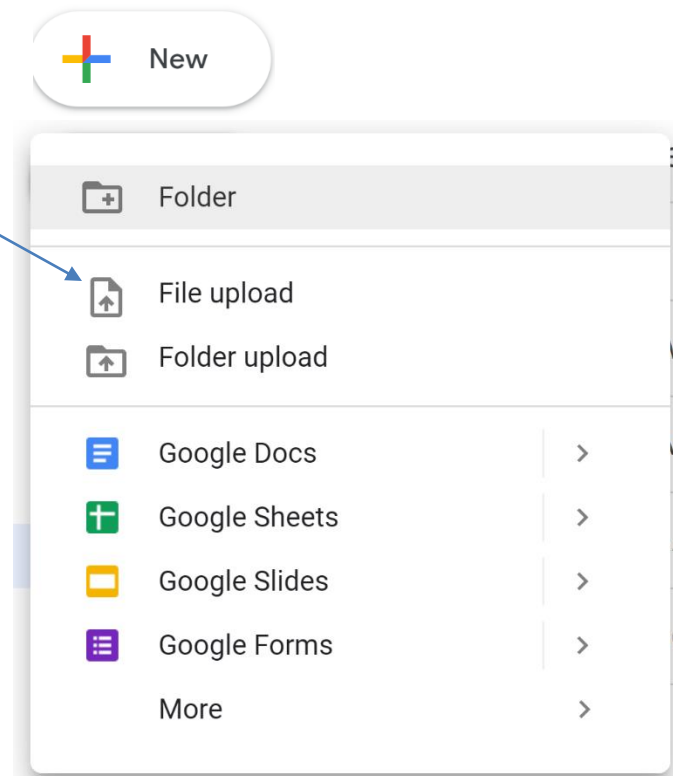
 V. Other Supporting Documentation and/or Material

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 VI. Unit Assessment Committee, All-College Career Development Committee & Provost Evaluations/ Recommendations

# Uploading Documents to your Folders

- Select the folder to upload your documents
- Select File Upload to upload a document.
- Note: **All documents should be converted to PDF files.**



# DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

## I. Self Assessment & CD Proposal

- One subfolder that contains two (2) pdf documents
  - The Self Assessment and CD Proposal are usually a single document
    - If requesting funding candidate MUST include a Common Application Form- Appendix G in the FH
- Naming and numbering protocols very important - Must name as above

# DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

## II. Vita

- One subfolder that contains a pdf document
  - Naming and numbering protocols very important - Must name as above

# DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

## III. Peer Observations

- One subfolder that contains 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 Career Development Committee may be substituted.
- Naming and numbering protocols very important - Must name same as above

# DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

## IV. Student Opinion Surveys

- Summaries of student opinion surveys within the past five (5) years – aggregate data ONLY and no qualitative responses.
  - [Jeff Delos Santos \(jdelossa@Ramapo.edu\)](mailto:jdelossa@Ramapo.edu)
    - (Note: not applicable to Librarians)
- titled as SUBJ COURSE # SEMESTER Student Opinion Survey – e.g., MATH 121 Fall 2021 Student Opinion Survey
  - Naming and numbering protocols is very important - Must name as example provided above

# DOCUMENTS PROVIDED BY THE CANDIDATE FOR CAREER DEVELOPMENT

## V. Other Supporting Documentation and/or Material

- Other information considered appropriate by the candidate
- Naming and numbering protocols very important -  
Must name same as above



# **Documents Provided By The Unit Assessment Committee, All-College Career Development Committee & Provost**

## VI. Unit Assessment Committee, All-College Career Development Committee & Provost Evaluations/ Recommendations (added later)

- Subfolder in Google Drive – contains up to four (4) pdf documents total and no subfolders
- Naming and numbering protocols very important – Must name same as above

# Faculty Handbook

# Employee Relations Website

Detailed Career Development information is located on the Employee Relations webpage

- ER webpage: <https://www.ramapo.edu/er/>
  - Faculty tab
    - Career Development section

The CD section together with guidance from this presentation and the Career Development Guidelines/Checklist shall assist you in creating your e-Binder.

All documents including the Career Development Calendar are located on the ER webpage.

# ER Webpage Resources (cont'd)

**Direct links to Career Development resources below:**

- CD Calendar Link: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/04/Final-Career-Development-Calendar-w-Meetings.pdf>
  - Guidelines/Checklist: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/Appendix-A-Career-Development-Checklist.pdf>
  - Common Application Form: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/09/APPENDIX-G-COMMON-APPLICATION-FORM-9-8-23-fillable.pdf>
  - Faculty Handbook: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/09/RAMAPO-COLLEGE-FACULTY-HANDBOOK-2023-as-of-9-8-2023.pdf>

# **Career Development Information Submittal Training Session**

Q&A