Career Development (CD) Information Training Session

Presented by:
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9/18/2023
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)

Employee Relations (ER)
Notifies the Dean and Faculty members of their eligibility for Career Development

Career Development Eligible Faculty
Meet with their Deans

Career Development Eligible Faculty
Submit Digital Common Application Forms and documents through the provided Google Folder

Unit Career Development Committee
Reviews, evaluates and provides an assessment based on evidence of an individual's professional performance during the last 5 years

Unit Career Development Committee
Summarizes the review of the documents and provides a Letter to the applicant with a recommendation

All College Career Development Committee
Considers the UCDC Letters and prepares recommendations for Career Development Applicants and Provost

Unit Career Development Committee
Submits the UCDC Letters to the All College Career Development Committee for review and consideration

Career Development Applicant
The applicant reviews the Letter of recommendation from the UCDC and if necessary submits a written request for reconsideration

Unit Career Development Committee
Summarizes the review of the documents and provides a Letter to the applicant with a recommendation

All College Career Development Committee
Conducts a review of the ACCDC recommendations and approves or disapproves. If the Provost modifies or rejects any of the ACCDC recommendations he will provide written justification and send it to the ACCDC

Provost
Approved Career Development Applicants
Proceed with the Career Development Process

All College Career Development Committee
Submits ACCDC recommendations in writing to the Career Development Applicants and to the Provost

Provost
Approved Career Development Applicants
Proceed with the Career Development Process
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”
The main folder Google Drive will look like below:
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

1. Self Assessment & CD Proposal
2. Vita
3. Peer Observations
4. Student Opinion Surveys
5. Other Supporting Documentation and/or Material
6. 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.
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
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
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)

- (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
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
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:

Career Development Information
Submittal Training Session

Q&A