

**2024-2025 CAREER DEVELOPMENT CALENDAR
FOR PROJECTS DURING 2025-2026 (July 1, 2025– June 30, 2026)**

Must be read in conjunction with AFT Contract: See Appendix A Career Development Guidelines, Process, and Checklist for All Full-Time Employees

2024

Monday, September 23, 2024 (Tentative)

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

Friday, October 4, 2024 (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 18, 2024 (on or before)

Digital Self-assessment statement submitted to Unit Career Development Committee Chairperson via Google Drive Set up by ER. **Projects should be planned for the period of July 1, 2025– June 30, 2026.**

Friday, November 1, 2024 (on or before)

Initial meeting of individual and Unit Career Development Committee.

Tuesday, December 3, 2024 (on or before)

The Unit Career Development Committee prepares final report and submits it to the individual being assessed. Within five (5) days the individual may present a written request to the Unit Career Development Committee to reconsider its recommendations. An individual may request and shall receive a conference with the Unit Career Development Committee during the reconsideration process.

Wednesday, December 11, 2024 (on or before)

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

2025

Wednesday, January 22, 2025 (on or before)

ER makes accessible all documents to the All College Career Development Committee for review and consideration and schedules initial committee meeting.

Wednesday, February 12, 2025 (on or before)

The All-College Career Development Committee finishes its reviews and assessments of all documents, and applications and prepares its recommendations for the Career Development Applicants and the Provost.

Friday, February 14, 2025 (on or before)

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

Friday, March 7, 2025 (on or before)

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