Career Development Information and Training

Presented by:

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Career Development
Scope & Purpose

Scope	Purpose
• Career Development is **Contractual:** In accordance with <u>N.J.S.A.</u> 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.	• 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 is designed to support professional growth and career development for the improvement of instruction. *(Note: clearly describe how the proposal may enhance your teaching or librarianship)*

- The Career Development 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. *(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 *(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

. Career Development Procedures. pdf

Career Development
Key Questions and Answers

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, 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.

What activities/programs may be funded by Career Development?

- 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 Responsibilities

- **Consultation with your Dean**
  - 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 Responsibilities

Preparing the CD Application

- 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), Three (3) to five (5) pages –maximum **11pt font**
- Vita
- Two (2) peer observations (May use one (1) if observed by a Committee Chairperson)
- Summaries of student opinion surveys (5 years)
- Other relevant materials

Career Development
Applicant Responsibilities

Guidelines for Self-Assessment

- Three (3) to five (5) 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 to include information about additional funding if relevant

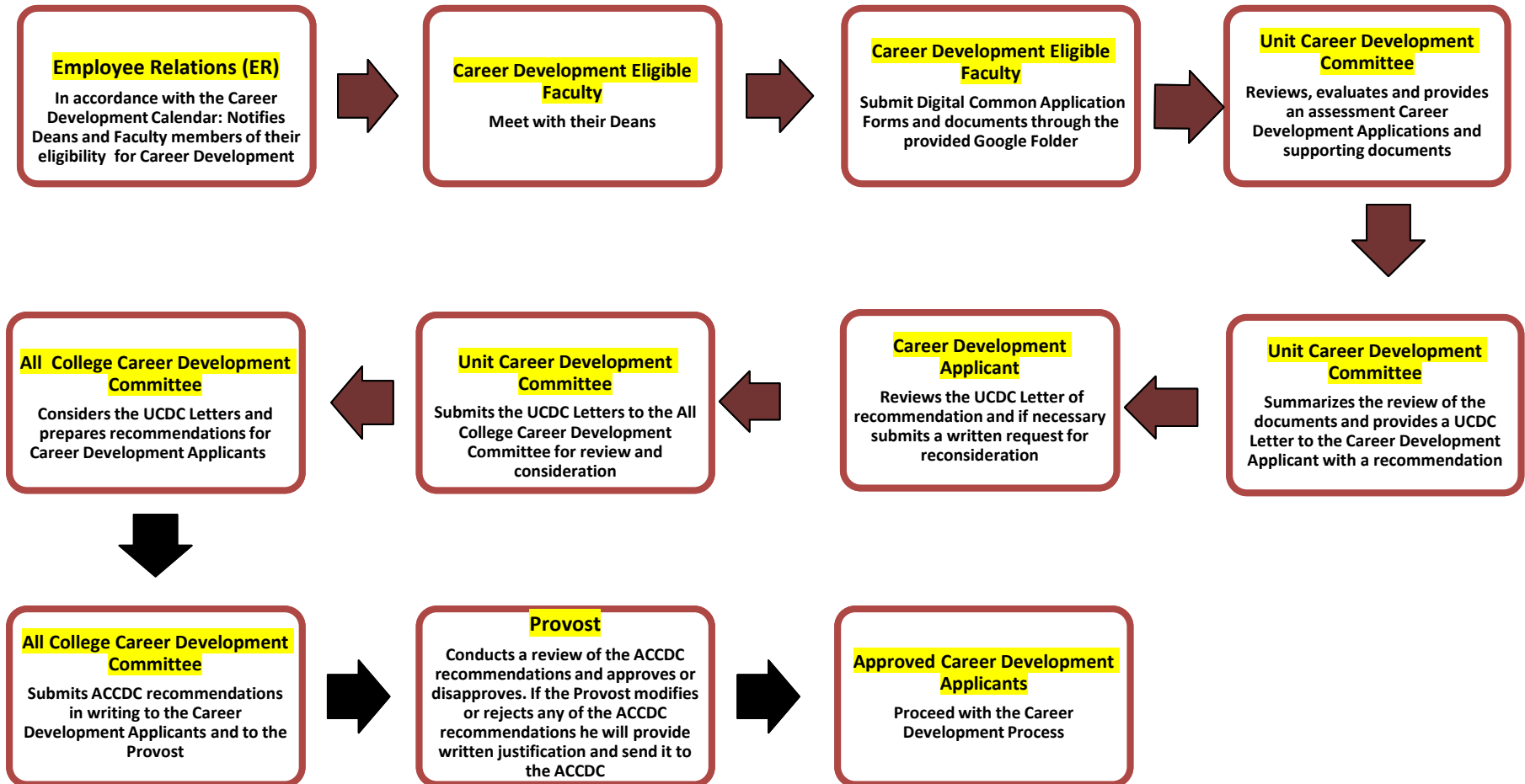# Career Development
Applicant Responsibilities

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 Career Development Calendar as agreed to by ER and AFT)

Employee Relations (ER)

In accordance with the Career Development Calendar: Notifies Deans 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 Career Development Applications and supporting documents

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Unit Career Development Committee

Summarizes the review of the documents and provides a UCDC Letter to the Career Development Applicant with a recommendation

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Career Development Applicant

Reviews the UCDC Letter of recommendation and if necessary submits a written request for reconsideration

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Unit Career Development Committee

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

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All College Career Development Committee

Considers the UCDC Letters and prepares recommendations for Career Development Applicants

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All College Career Development Committee

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

→

Provost

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

→

Approved Career Development Applicants

Proceed with the Career Development Process

Career Development Information Submittal Training Session

Q&A

Career Development
eBinder Submission of Documents

Creating Your eBinder

Google Drive Access

Uploading PDF documents

Career Development
# eBinder Submission of Documents

The Provost, American Federation of Teachers (AFT), and the Office of Employee Relations (ER) all agreed the College will utilize an electronic submission (eBinder) process for all submissions of Career Development (CD) applications.

Career Development
Faculty Notification Process

- Employee Relations shall notify select Faculty members (Cohort) that they are Career Development eligible

- Employee Relations will set up a Main Folder (which will be your eBinder) in the Google drive for each applicant to use 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: **Jennifer Hicks McGowan-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**
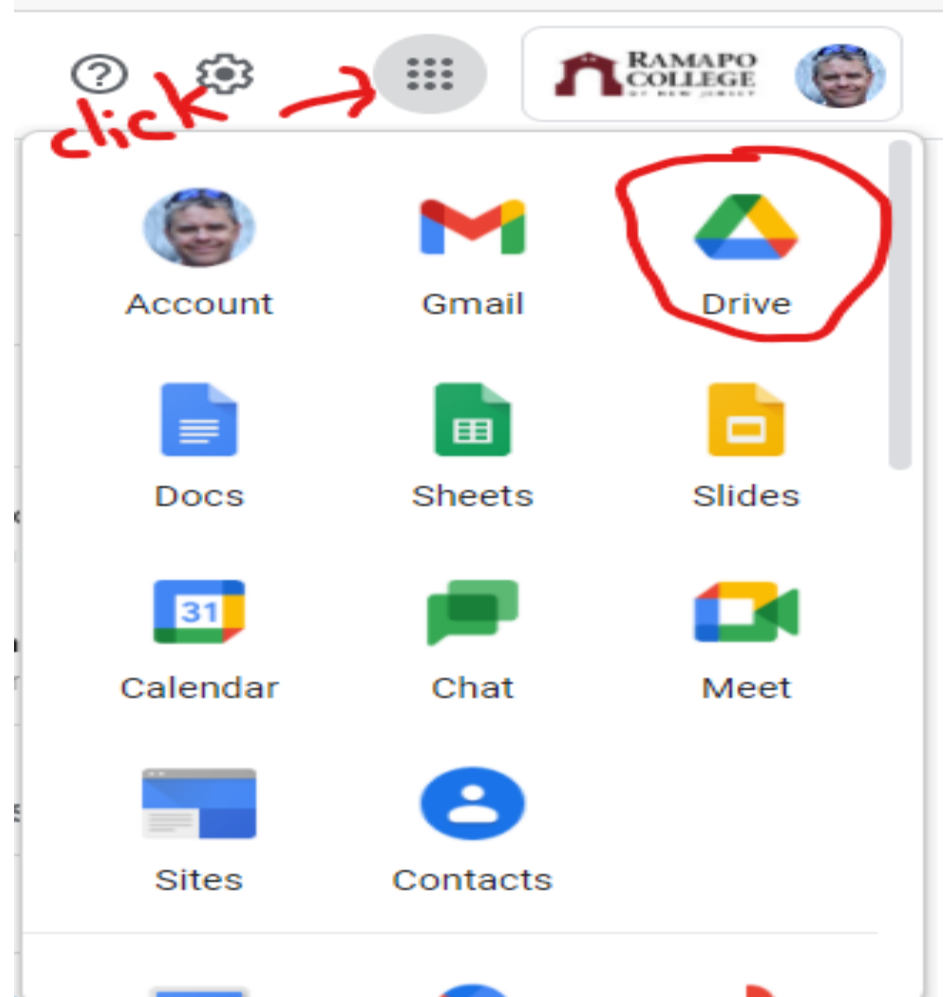
How to Access the Shared Folder on Google Drive

- **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 "Binder"**
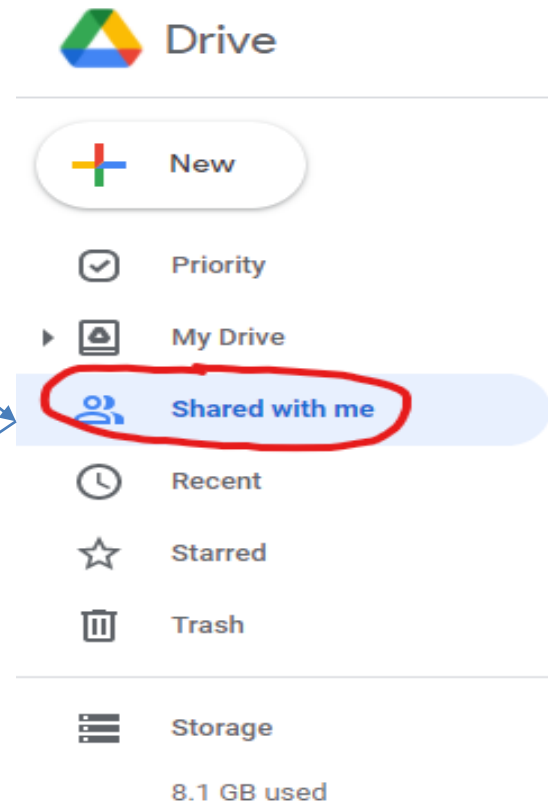
Jennifer Hicks McGowan   ER - Career Development

Main Folder Google Drive Screenshot:
(This is what your Main Folder will look like)
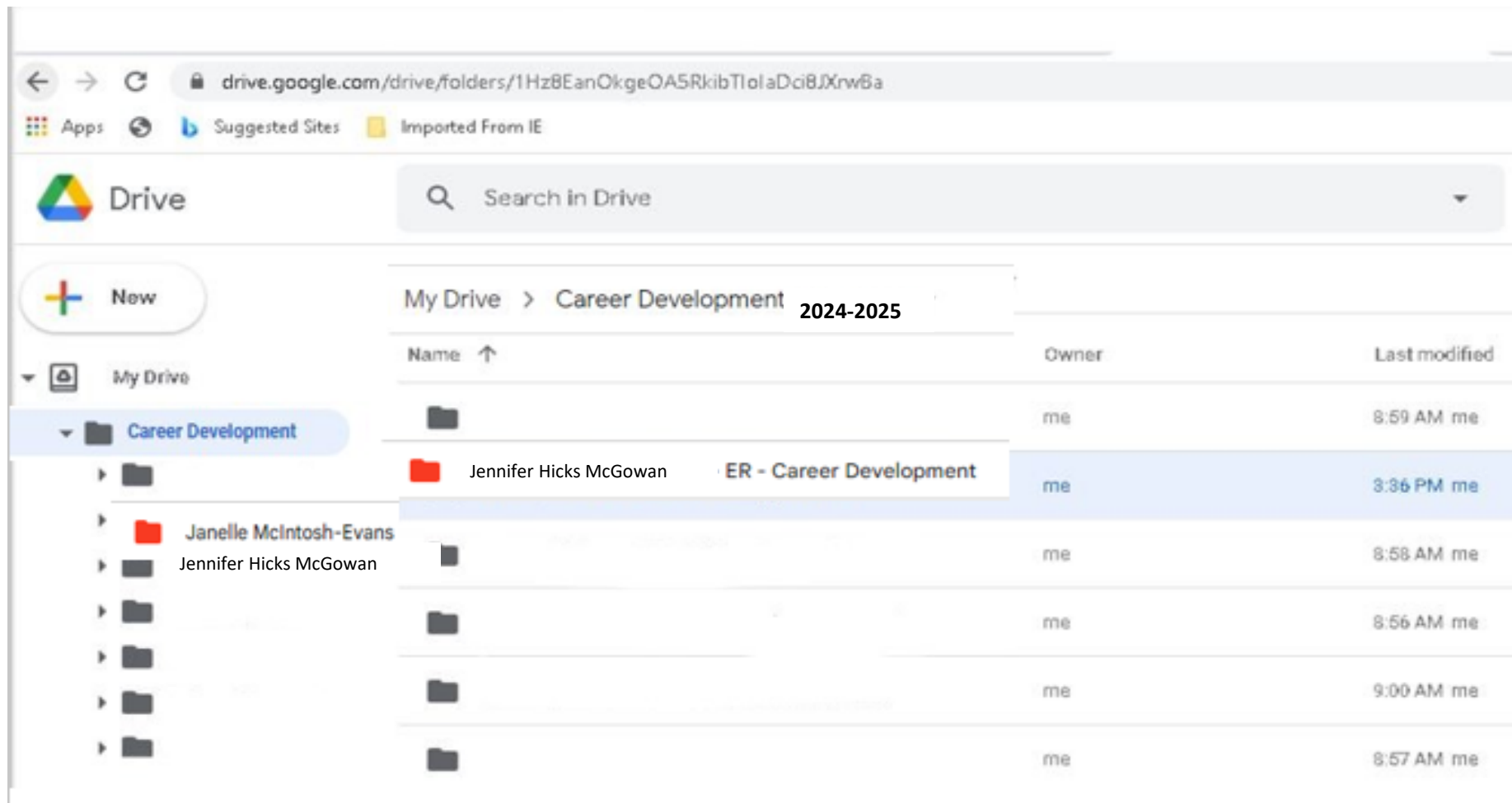
Creating Subfolders in Your eBinder

- Once the main folder (eBinder) is open, click "New" on the upper left hand side menu

- Select "Folder" to create new subfolders in your 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.

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Creating Subfolders in Your eBinder

Uploading Documents in Your eBinder

- Select the folder to upload your documents

- Select File Upload to upload a document.

- Note: All documents should be converted to PDF files.
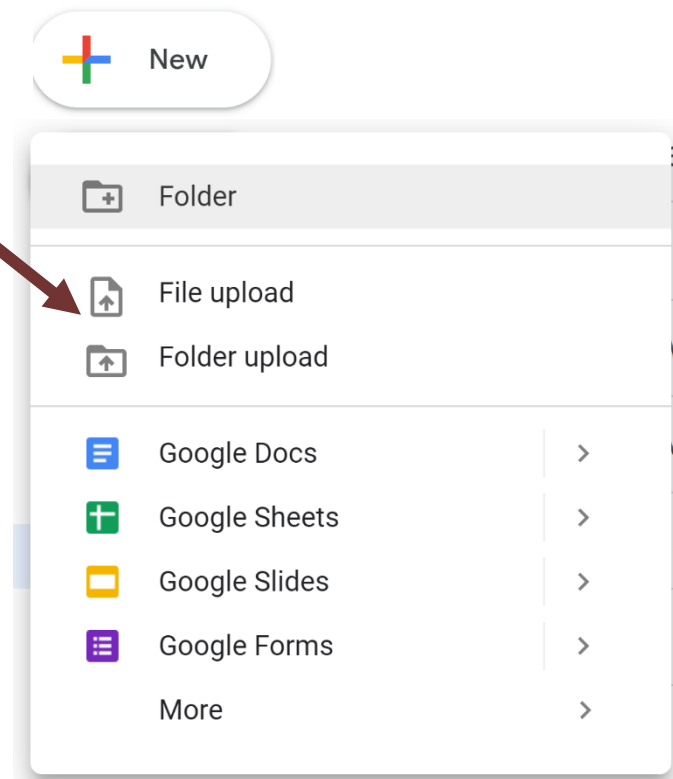
Subfolder with Documents Provided by Career Development Applicant

I. Self Assessment & CD Proposal

- One subfolder that contains two (2) pdf documents

- Self Assessment and CD Proposal are usually a single document

- If requesting funding candidate <u>MUST</u> include a Common Application Form- Appendix G in the FH

📁 I. Self Assessment & CD Proposal

Naming and numbering protocols is very important - Must name as above

II. Vita

- One subfolder that contains a pdf document

📁 II. Vita

Naming and numbering protocols is very important - Must name as above

Subfolder with Documents Provided by Career Development Applicant

III. Peer Observations

- One subfolder that contains two (2) peer observations

III. Peer Observations (2)

Naming and numbering protocols is very important - Must name as above

IV. Student Opinion Surveys – within last 5 years (aggregate data only)

- 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 – for example: MATH 121 Fall 2024 Student Opinion Survey

📁 IV. Student Opinion Surveys - within last 5 years (aggregate data only)

Naming and numbering protocols is very important - Must name as above

Subfolder with Documents Provided by Career Development Applicant

V. Supporting Documentation Relevant to Teaching Activity

Course Material Examples:

- **Course Syllabi titled as:**
    - SUBJ COURSE # SEMESTER Course Syllabus – e.g., BIOL 101 Fall 2023

- **Course PowerPoints, presentations, handouts, assignments, exams, etc. titled as:**
    - SUBJ COURSE # SEMESTER PowerPoint/ Presentation/Handout/etc. – e.g., COMM 229 Fall 2020 PowerPoint; INFO 233 Fall 2023 Handout; LITR 201 Midterm Essay, CHEM 211 Spring 2021 Final Exam

- **Sample Student Work titled as:**
    - SUBJ COURSE # SEMESTER Sample Student Work – e.g., ARTS 307 Spring 2023 Sample Student Work

📁 V. Supporting Documentation Relevant to Teaching Activity

Naming and numbering protocols is very important - Must name as above

VI. Other Supporting Documentation/Material

- Other information considered appropriate by the candidate

📁 VI. Other Supporting Documentation/Material

Naming and numbering protocols is very important - Must name as above

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

- Subfolder in Google Drive – contains up to four (4) pdf documents total and no subfolders

VII. Documents Provided by the Unit Assessment Committee, All-College CD Committee & Provost

Naming and numbering protocols is very important - Must name as above

Faculty Handbook
Employee Relations Website

- Detailed Career Development information is located on the

  - Employee Relations webpage: ER Webpage

    - Faculty tab

    - Career Development section

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

- All documents including the Career Development Calendar are located on the Employee Relations webpage.

Career Development Information
Points of Contact

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