

**ANNEX A**  
**CAREER DEVELOPMENT CHECKLIST**

**Career Development Committees will only consider written and signed documents, with the exception of student opinion surveys and oral presentations delivered by the candidate.**

**REQUIRED DOCUMENTATION**

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**I. Self-Assessment Statement**

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 described in Section [5.0-Criteria-for-Appointment-Reappointment-Promotion-and-Reappointment-with-Tenure](#) of the Faculty Handbook. 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.

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**II. Career Development Proposal**

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

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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];

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Timetable by which the project will be carried out;

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Expected measurable outcomes;

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Detailed budget, if funds are requested; and

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Information on any additional funding already received or being sought for the proposed project

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**Curriculum Vita**

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**Supporting Materials:**

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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 Personnel Committee may be substituted.

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

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

## REPORT OF COMPLETION OF CAREER DEVELOPMENT PROJECT

**This completed document should be e-mailed to the Provost with a copy to the Dean and ER within one semester after the completion of the project or activity.**

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| <b>Faculty Name:</b>  |
| <b>Career Development Project Title:</b>                          |
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| <b>Description of Career Development Activities (with dates):</b> |
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| <b>Expected Outcomes (based on what was originally proposed):</b> |
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| <b>Achieved Outcomes:</b>   |
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| <b>Areas of Impact due to the Achieved Outcomes:</b>              |
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| <b>Future Plans:</b>  |
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