REVISED 2026-2027 CAREER DEVELOPMENT CALENDAR
AS OF OCTOBER 28, 2026
FOR PROJECTS DURING 2027-2028 (July 1, 2027 - June 30, 2028)

Must be read in conjunction with American Federation of Teachers (AFT) Contract: See Appendix A Career Development (CD) Guidelines, Process, and Checklist for All Full-Time Employees.

2026

Monday, August 31, 2026 (on or before)
The Employee Relations (ER) provides the Deans with a list of faculty eligible to apply for Career Development, based on seniority and the completed years of service since last Career Development.

Thursday, September 24, 2026 (Tentative)
ER will conduct an Information Session (Time to be determined).

Friday, October 02, 2026 (on or before)
The Dean will arrange to meet with everyone in the CD cohort to discuss their accomplishments and contributions, as related to the three (3) areas of criteria over the past five (5) years. The mission, goals, and objectives of their primary program, their School, Library, and College and areas for improvement may also be discussed. **Please plan accordingly and keep in mind that you may meet with your Dean prior to this date.**

Friday, October 09, 2026
Applicants shall notify ER of his/her/their intent to apply for CD, for the purpose of establishing the digital folders.

Thursday, November 12, 2026 (on or before)
Per the Faculty Handbook, the CD applicants will submit a Common Application Form , a comprehensive self-assessment statement, along with all supporting documentation per the CD Checklist to the Unit Career Development Committee (UCDC) digital folders as established by ER. **Projects should be planned for the period of July 1, 2027 - June 30, 2028.**

Wednesday, November 25, 2026 (on or before)
The UCDC reviews and evaluates each CD application in accordance with the criteria. Improvement to teaching/librarianship will be given highest priority for any requested funding.

Tuesday, December 01, 2026 (on or before)
Prior to preparing its letter, the UCDC may meet with the CD applicant to discuss their self-assessment and/or any documentation submitted and to solicit additional evidence or information if this is deemed necessary by the UCDC.

Wednesday, December 09, 2026 (on or before)
The UCDC prepares final report and submits it to the individual being assessed. Within five (5) days the individual may present a written request to the UCDC to reconsider its recommendations. An individual may request and shall receive a conference with the UCDC during the reconsideration process.

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2027

Wednesday, January 20, 2027 (on or before)
The UCDC shall make accessible all documentation, along with its final recommendation to the All-College Career Development Committee (ACCDC) through ER.

Wednesday, February 10, 2027 (on or before)
The ACCDC will notify each CD applicant of its recommendation in writing.

Friday, February 12, 2027 (on or before)
The ACCDC submits its recommendations to the Provost via ER.

Friday, March 05, 2027 (on or before)
The Provost shall notify all applicants and the ACCDC of the decision.
The ACCDC may request a meeting with the Provost (i.e., in response to denials of funding) within five (5) business days. The Provost may accept, reject, or reconsider the ACCDC's recommendations.

Note: No Career Development funds should be used for Sabbatical. If you are eligible for both Sabbatical and Career Development (CD) in the same year and if you are planning to request funding for the CD, consider requesting a deferment so that if you needed funding for your CD project you would have an opportunity to compete for those funds following your Sabbatical (and approved CD deferment). Please keep in mind that no additional monies over the employees' salary can be approved while you are on a Sabbatical. Therefore, applying for CD during this AY cycle interferes with applying for a sabbatical leave.