





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.

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 (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)

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 for professional programs or conferences, including (a) 2020(a)(s)-2[(P)-7(a)6nie)257g6(m)9(s)]TJETQ EMC

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



# Applicant's Responsibilities

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 [\_\_\_\_\_]: 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



# Applicant's Responsibilities

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



# Applicant's Responsibilities

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.

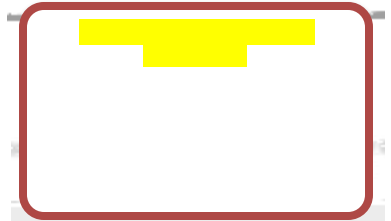
The report should summarize your activities and use of funding. For grants, it should indicate expenses incurred.

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.







Q&A



# CREATING YOUR e-BINDER

[Google Drive Access](#)

[Uploading PDF documents](#)

It has been agreed (Provost, AFT, and ER) that the College will utilize an electronic submission process for all required

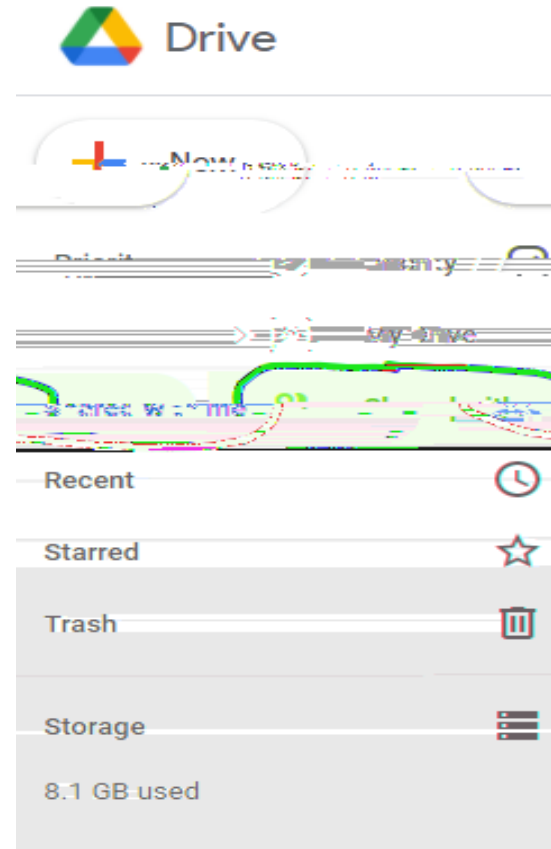
The Office of Employee Relations (ER) shall notify applicants of the cohort that is scheduled for Career Development.

ER will set up a Main Folder (which will be your **FOR** folder) in Google drive for each applicant to upload their documents. A link to the folder will be icant to

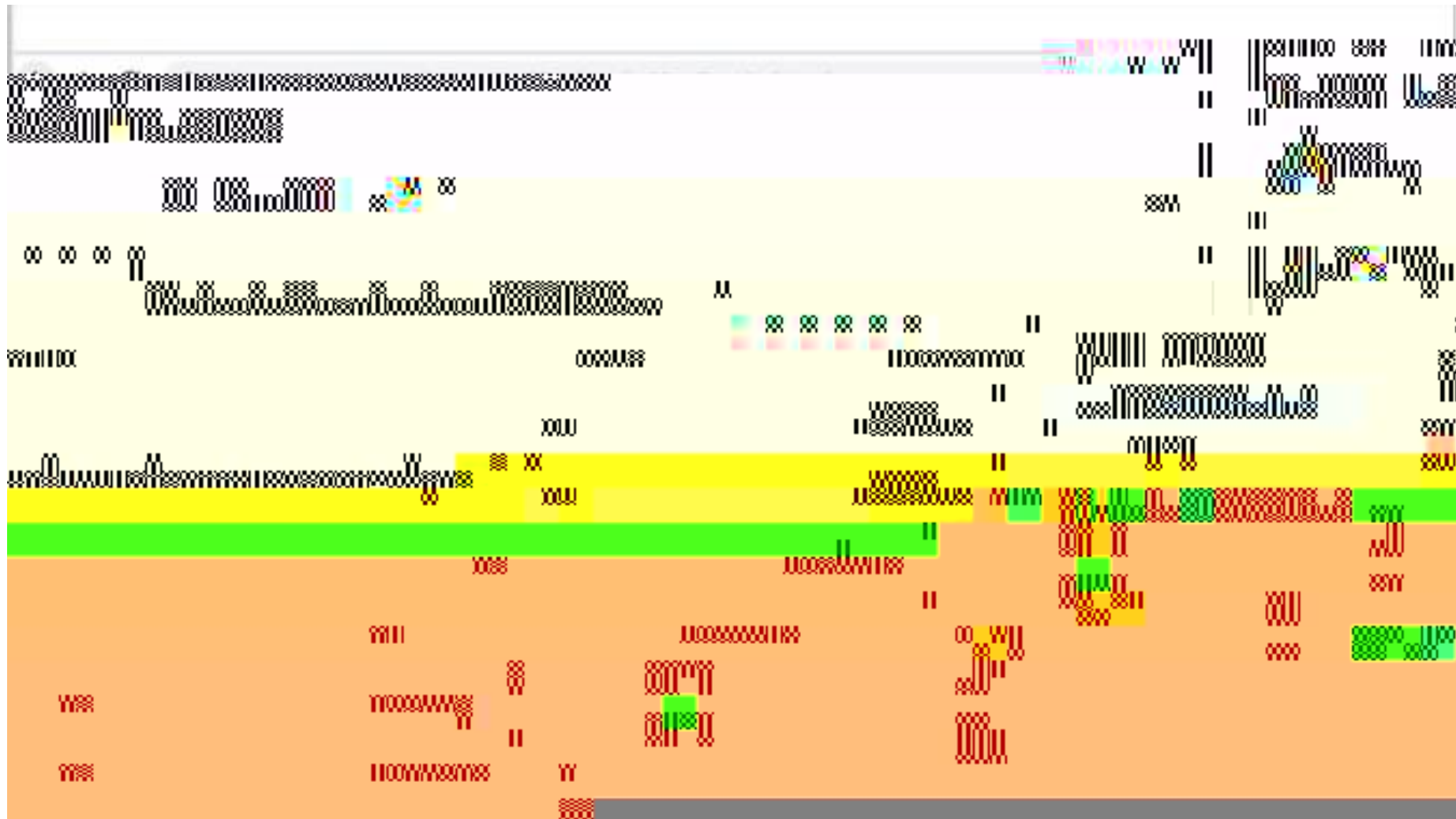




# How to Access the Shared Folder on Google Drive?



The main folder Google Drive will look like below:







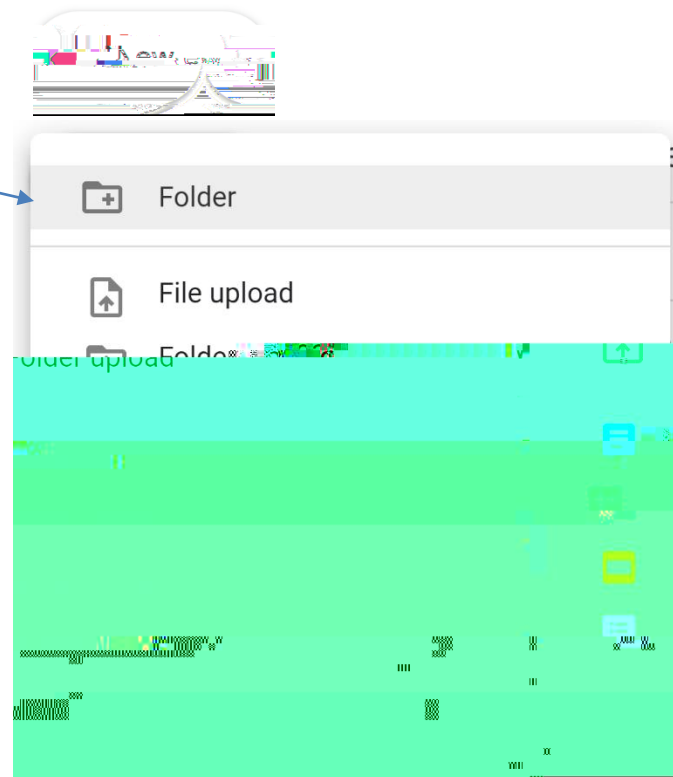
# Creating Folders in your e-Binder

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

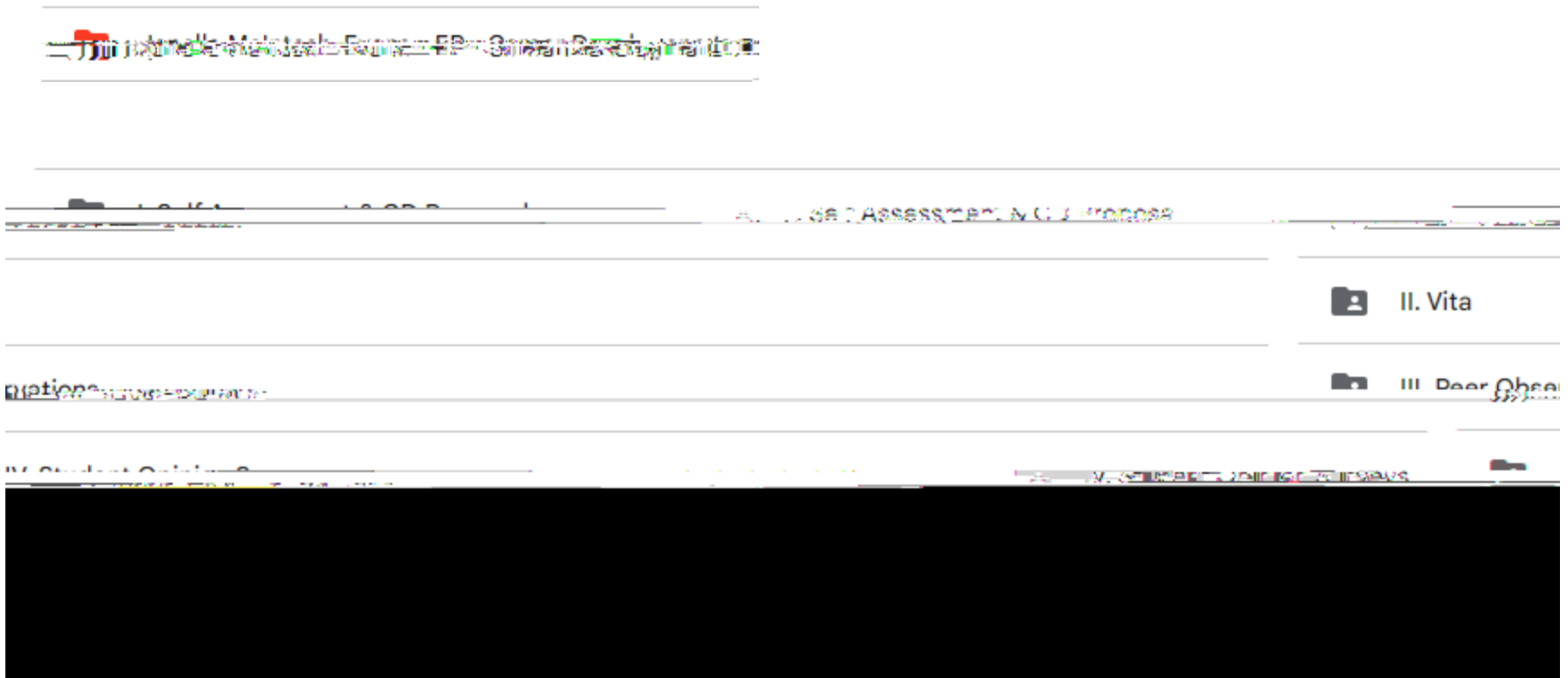
Select "Folder" to create new folder in your e-binder, e.g. I. Self Assessment & CD Proposal; II. Vita, etc. (repeat this step to create all your folders)

Select File Upload to upload a document.

Note: All documents should be converted to PDF's, etc.



# Creating Folders in the e-Binder



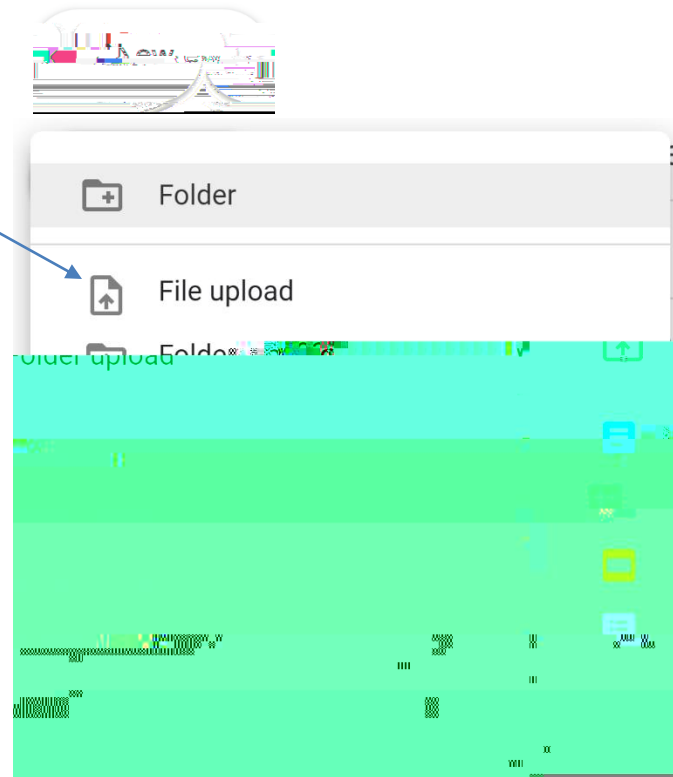


# Uploading Documents to your Folders

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

- Ø 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

Ø

## II. Vita



### III. Peer Observations

Ø One subfolder that contains Two (2) peer observations of classroom teaching that were conducted within the last three (3) years [\_\_\_\_\_]: If none exist, one (1) peer observation by a current member of the Unit Career Development Committee may be substituted.

Ø \_\_\_\_\_

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## 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](mailto:jdelossa@Ramapo.edu))

∅ (Note: not applicable to Librarians)

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## V. Other Supporting Documentation and/or Material

Ø Other information considered appropriate by the candidate

Ø \_\_\_\_\_  
\_\_\_\_\_





## VI. Unit Assessment Committee, All-College Career Development Committee & Provost Evaluations/ Recommendations (added later)

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

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Detailed Career Development information is located on the Employee Relations webpage

Ø ER webpage: <https://www.ramapo.edu/er/>

Ø Faculty tab

Ø 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.





Q&A