

Revised as of September 12, 2024
2024-2025 CAREER DEVELOPMENT CALENDAR
FOR PROJECTS DURING 2025-2026 (July 1, 2025 - June 30, 2026)

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

2024

Monday, September 23, 2024 (Tentative)

Employee Relations (ER) will conduct an Information Session (Time to be determined).

Friday, October 4, 2024 (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, objectives of their primary program, the 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 18, 2024 (on or before)

Per the Faculty Handbook, the CD applicants will submit a Common Application Form found at [Common Application Form](#), a comprehensive self-assessment statement along with all supporting documentation per the CD Checklist found at [Career Development Checklist](#) to the Unit Career Development Committee (UCDC) digital folders as established by ER. Projects should be planned for the period of July 1, 2025 - June 30, 2026.

Friday, November 1, 2024 (on or before)

The UCDC reviews and evaluates each application in accordance with the criteria. Improvement to teaching/librarianship will be given highest priority for any requested funding.

Tuesday, December 3, 2024 (on or before)

Prior to preparing its letter, the UCDC may meet with the applicant to discuss their self-assessment and/or

Friday, February 14, 2025(on or before)

The ACCDC submits its recommendations to the Provost via ER.

Friday, March 7, 2025(on or before)

The Provost shall notify all applicants of 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 re