

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, 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 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 CD 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 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 11, 2024 (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.

2025

Wednesday, January 22, 2025 (on or before)

The UCDC shall make accessible all documentation, along with its final recommendation to the ACCDC via ER.

Wednesday, February 12, 2025 (on or before)

The ACCDC will notify each CD applicant of its recommendation in writing.

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 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.