

The College of New Jersey
Career Development Program Process
November 13, 1997

I. The Purpose of the Career Development Program

This process is intended to enhance the natural dedication of individual faculty members and librarians to pursue a vigorous program of continuing professional development subsequent to the probationary period at the College. It is structured to aid employees in the development of a positive program of professional growth and career development.

Every five years, the individual tenured faculty member/librarian shall engage in an in-depth self-study to determine the manner in which he/she may best advance his/her own professional growth. Participation in this program will not only yield great personal reward but will also serve to satisfy the requirements of N.J.S.A. 18A:60-10. Additionally, participation will secure priority access to funds negotiated for this purpose, as well as any other institutional funds which may be made available. It is further recognized by the parties that a program of genuine career development for the improvement of instruction should be positive in nature and is best achieved in an atmosphere of trust and cooperation.

The career development program is not intended to constitute a replacement for or waiver of rights of any individual accruing under Title 18A of the Revised New Jersey Statutes. No personnel actions involving punitive procedures shall be based on or in any way use the results of the evaluations for the career development program. The employer shall not be prevented from following up leads developed in the career development evaluation process.

II. The Career Development Program Process

- A. The primary responsibilities of the Assessment Committees shall be the assessment of the individual's professional growth, contributions to the College, teaching effectiveness or effectiveness in librarianship, and the identification of any areas(s) for improvement.
- B. The departmental/school personnel committee will serve as the faculty/librarian Assessment Committee (AC). The membership of the personnel committee shall be limited to tenured faculty. Should the individual being assessed have reason to believe that a member or members of the personnel committee would not participate in his/her assessment in an equitable manner:
1. He/she may submit a written statement to the Dean identifying his/her concern within ten (10) working days of receipt of the formal notification of his/her assessment.
 2. The Dean will schedule a meeting within five (5) working days of receipt of statement to include the department chair, the faculty member, and if desired a representative from the Union. This process will be confidential. The Dean is charged with proposing a written resolution within fifteen (15) working days of the scheduled meeting. The Dean may excuse and/or substitute a member or members of the personnel committee from the assessment.

3. Should the individual being assessed have reason to believe that a substitute member or members of the Assessment Committee would not participate in his/her assessment in an equitable manner, he/she may submit a written statement to the Dean identifying his/her concern within five (5) working days of notice of the Dean's substitution. The Dean will respond to the faculty member's second concern in writing within five (5) working days.

4. The individual being assessed may appeal, in writing, the Dean's final resolution to the President or his/her designee within five (5) working days. Within fifteen (15) working days of receipt of the written appeal, the President or designee will respond in writing.

C. Assessments of faculty and librarians shall be based on the following:

1. A Self Study which includes a thorough and in-depth process of self reflection which should at a minimum include:

- a. An assessment of one's contributions to the direction/mission of the department, school and College over the last five years and one's intentions for future contributions;
- b. An assessment of one's teaching effectiveness or effectiveness in librarianship;
- c. An assessment of one's professional strengths and/or areas for improvement;
- d. Nature of career development assistance needed and purpose.

2. Peer Assessment which includes classroom observations, if appropriate. Provisions shall be made to provide advanced notice of the observation, and a post-evaluation conference. The faculty member observed shall have the opportunity to respond to the report of the classroom observation.

3. If appropriate, student input in the form of student evaluations collected using the College's Student Feedback on Teaching Form collected according to College and department procedures. The Assessment Committee shall have access to student evaluation summaries.

D. Consultation

1. Prior to preparing its report, the AC shall meet with the individual to discuss the assessment. At this meeting the AC may solicit from the individual such additional evidence, information and material as may be deemed relevant and necessary to the AC's deliberations.

2. The AC shall prepare a final report summarizing its findings including recommendations for resources needed for career development and to address any areas for improvement. This report shall be submitted to the individual being assessed. Within five (5) working days after the transmission of the report, the individual who is the subject of the report may present a written request to the AC to reconsider its recommendations. In the request, the individual shall state the specific reasons why he or she feels that the recommendation is inappropriate. If the AC grants the individual's request for reconsideration, it will expedite the

reconsideration process so as to allow for the overall completion of the assessment process in a timely fashion. The AC shall forward the final report and all supporting documentation to the President or designee with a copy to the individual.

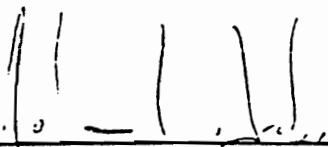
E. The AC report shall be comprehensive and shall include:

1. A review of the individual's professional growth, professional performance and contributions, including contributions to the department and college, primarily during the preceding five (5) years, and the individual's intentions for future professional growth and contributions.
2. An identification of the individual's strengths and teaching effectiveness and identification of areas of improvement, if any.
3. In addition, the AC may prepare a recommended plan for career development tailored to the individual's needs utilizing the resources available at the College under the Career Development Program. In the event the AC intends to prepare such a recommendation, the AC shall consult with the individual being evaluated.

F. The individual may forward to the President or designee a written response to the AC report. Any response shall be attached to the report.

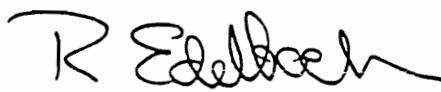
G. Except for appeals, the Dean of the individual's School (for faculty) or the Library (for librarians) shall be the President's designee in the review process. The Dean shall prepare a written statement based on a review of the report from the Assessment Committee; this statement shall include discussion and reasons for any disagreement that might exist between the Assessment Committee's and the dean's recommendations. In the case where there is disagreement, the dean shall confer with the individual and the Assessment Committee prior to writing his/her recommendation. A copy of the dean's statement shall be provided to the individual and the AC.

H. All materials generated in the career development assessment process shall be placed in the individual's personnel file.



For The College of New Jersey

11/13/97
Date



For AFT Local 2364

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