**MEMORANDUM**

To: All Full-time Faculty and Professional Staff in the AFT bargaining unit

From: Career Development Election Committee -   
 Ralph Edelbach, *President, Local 2364,   
 AFT Appointee to Career Development Committee*  
 Janice Huang, *Academic Affairs,   
 College Appointee to Career Development Committee, Acting*

Date: October 28, 2013

Subject: Career Development Committee Election

The Career Development Committee has operated on an ad hoc basis since the new Agreement was ratified in August, 2012 with members elected in 2011 who volunteered to continue serving,.

An election of members is overdue and it has been decided that since the original term for which all current members has expired, an election for all eight elected members will be held prior to the next funding cycle, with the RFP planned to be distributed in December and proposals due to be returned in early February.

Elected members of the committee are drawn from eligible AFT employees in each of the following categories. Anyone in a category below who is willing to serve on the CDC should send an email to [cardev@tcnj.edu](mailto:cardev@tcnj.edu) with “**Career Development Committee Election**” in the subject line by 4 pm on **Tuesday, November 12, 2013.**

Complete information on the Career Development program can be reviewed by clicking [HERE](http://www.tcnj.edu/~cardev).

In the future, elections will be held as each term expires at the end of the spring semester.

**Categories Initial Term of Service**

School of Arts & Communication 1 year

School of Business 1 year

School of Education 2 years

School of Engineering 2 years

School of Humanities & Social Sciences 2 years

School of Nursing, Health & Exercise Science and the Library 3 years

School of Science 3 years

Professional Staff 3 years

Include in this email, your name, position, department, school, campus telephone number and campus email.

If more than one volunteer steps forward from each category, it will be necessary to hold an election for this position. An electronic ballot will be prepared and distributed if necessary as soon as possible after November 12, 2013.

The CDC normally has a luncheon meeting hosted by the AFT Local 2364 three times a year shortly after the deadline for submitting proposals. It has always been possible to make funding recommendation decisions during a two-hour meeting. Proposals are **distributed electronically** to members prior to the meeting to review ahead of time or to allow members a chance for input should they be unable to attend the meeting. **Serving on the CDC DOES NOT EXCLUDE one from submitting a proposal and having it funded—should it be recommended**. If a CD member cannot attend a meeting, their comments and input can be shared via email with other members.

Your participation in this process is encouraged and appreciated. A great number of AFT unit members have benefited from the CD program over many years. Without the active involvement of bargaining unit members, this program cannot continue to function as intended and be of value both to individuals as well as the College.

Thank you for considering this request.