

Date: May 2, 2022
To: AFT Full-time Bargaining Unit Members (*faculty, librarians and professional staff*)
From: Nancy Lasher, Chair, Career Development Committee
Tim Clydesdale, Vice Provost
Subject: Career Development Proposals Spring & Summer 2022 (ending August 31, 2022)

Introduction:

The CD program is designed to aid full-time AFT unit members in the development of a positive program of professional growth and career development. Specific areas of professional improvement may be identified through the 5-Year Review process. As per MOA99: “When considering two or more proposals of comparable merit, the Career Development Committee will give preference to proposals that result from a Five-Year Review occurring within the past 12 months and that have the endorsement of the individual’s Departmental PRC and the Dean.”

The two primary objectives of this program are:

- 1) to improve instruction
- 2) to meet the expressed direction/mission and needs of the college.

In reviewing proposals, the Career Development Committee looks for evidence that the activity will support those goals.

Proposal Development:

Please keep these guidelines in mind when developing a proposal:

1. The Career Development Committee encourages applications for activities which:
 - a. develop the applicant's abilities in an appropriate and agreed upon new career area, *and/or*
 - b. enable the applicant to contribute to the college in new and enhanced ways, *and/or*
 - c. enable the applicant to have a broad impact on a department, group, or the college.
2. Proposals may be submitted by either individuals or departments. Examples of possible proposals include:
 - a. attending a focused seminar in one's professional area.
 - b. developing expertise in new or related areas and to incorporate that knowledge into instruction.
 - c. developing competencies in new technologies and methodologies which improve instruction and to assist in integrating those techniques into the curriculum.
 - d. hiring an expert in a discipline to help a department or group develop new competencies.
3. Career Development awards for travel and registration costs, workshops, courses, etc. concentrating on specialized areas should meet the previously stated criteria. Workshops/courses should have significant educational content and be appropriate for the individual's TCNJ career.
4. Requests to travel to general professional conferences lacking appropriate training or development components should be directed to departments or schools and not to the CDC. **CD awards are not made for giving a presentation or conducting research.**
5. Career Development awards to bring experts to lead on-campus faculty-development activities should meet the previously stated criteria and may be discipline-based or contribute to the work of faculty in multiple departments.

Proposal Submission:

We use the Faculty Process system for CDC submissions. Both faculty and professional staff have access to Faculty Process. Faculty Process can be accessed via the application ribbon near the top of the TCNJ Today webpage. If you have never used Faculty Process before, simply need a refresher, [there is on-demand video training available](#).

Please note there are two deadlines:

- [May 23rd is the last day to request a CDC application packet be created \(via this link\) in Faculty Process.](#)
- May 26, 2022 is the last day to upload application materials to your packet and submit them via Faculty Process.

Please submit:

1. **Proposal Summary Sheet** ([download via this link, then complete and upload to Faculty Process](#)).

Information concerning reimbursement rates for meals, lodging, mileage, etc. needed for completing the PSS can be obtained in the [TCNJ travel policy](#).

There is provision for the signature of your dean/director on the [Proposal Summary Sheet](#). That signature indicates that your proposal either is or is not "consistent with the expressed direction/mission and needs of the college." Due to Covid 19 it may not be possible to obtain an actual signature. You may substitute an email approval that you upload with your proposal summary sheet in Faculty Process. All documents should be saved as PDF files.

2. **Proposal**

Complete a proposal following the guidelines (posted within Faculty Process as well as the [TCNJ-AFT website](#)). Since only a few disciplines are represented on the Career Development Committee, it is important that all information included in a proposal be as clear and pertinent as possible. Please upload your proposal as a PDF.

3. **A Current Brochure, Flyer, or URL**

For proposals requesting funds to attend off-campus activities, a current brochure or flyer containing specific information about the proposed activity should be provided as a link on your proposal, or uploaded as a PDF file. If information is not yet available for this type of an activity, a brochure for a past event of the same type should be submitted.

4. **Campus Workshops**

For proposals involving on-campus workshops, provide information about the presenter(s), a draft outline of the activity, and how many faculty members are expected to attend the activity.

Application requests received after the deadline of May 23, 2022, and proposals submitted after the deadline of May 26, 2022, will not be considered.

Proposal Review and Approval Process:

1. Based on the nature of a proposal and/or the number of proposals qualifying for support, either full or partial funding may be recommended by the Career Development Committee, or a proposal may not be recommended for any funding based on the criteria described above.
2. The CDC will meet shortly after the RFP due-date to review proposals and make funding recommendations to the Provost. You will receive notification from the CDC concerning its recommendation on your proposal, but **official approval is made by the College President**. You will receive written notification of the President's decision from the Office of Academic Affairs.

3. Applicants should not make any commitments relative to their proposal until officially notified in writing by the Office of Academic Affairs. The Career Development Committee's recommendation is not official approval of the activity.