



# KEAN

## A-328 CAREER DEVELOPMENT PROGRAM

Review and Notification Timetable

### Calendar for Academic Year 2024-2025

A-328 Activity	To be Completed on or Before
1. FIRST NOTIFICATION to academic departments and faculty/librarians scheduled for assessment and case packets opened in <i>Interfolio</i> .	Nov. 4, 2024 (Mon.)
2. FORMATION OF ASSESSMENT COMMITTEE: Assessee and Assessment Committee Chairperson <sup>1</sup> consult on the choice of two other members of Assessment Committee <sup>2</sup> . a. At the option of Assessee and Assessment Committee, peer observations may be collected during the later part of the Fall 2024 semester. Otherwise, these observations may be collected in Spring 2025, at any time prior to Feb. 21, 2025 (the date set for completion and filing of all assessment documents).	Nov. 22, 2024 (Fri.)
3. SECOND NOTIFICATION and INITIAL MEETING OF ASSESSMENT COMMITTEE: At the initial meeting of the Assessee and Assessment Committee, collection of all assessment documents will be projected for completion by Feb. 21, 2025.	Jan. 6, 2025 (Mon.)
4. Assessee submits self-study with all required materials via <i>Interfolio</i> <sup>2</sup> .	Feb. 21, 2025 (Fri.)
5. Prior to preparing its final report, Assessment Committee meets with Assessee to discuss its evaluation and recommendations. Following this meeting, Assessment Committee provides the Assessee with the final report in writing and forwards materials to the College Dean/University Librarian (who serves as President's designee). Written response by the Assessee to the Assessment Committee's report may be attached to the report.	Mar. 7, 2025 (Fri.)
6. Assessee may present a written request to the Assessment Committee to reconsider its evaluation and recommendations. If this request is granted, the Assessment Committee will notify the College Dean/University Librarian and President.	Mar. 19, 2025 (Wed.)

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<sup>1</sup> Department or library chairperson serves ex officio as chair of the Assessment Committee except in their own case, when the senior or next senior faculty/librarian in the department serves as chair.

<sup>2</sup> See *Career Development Program Guidelines* posted on the *Faculty Processes & Forms* [website](#) for details on forming the Assessment Committee and for a listing of elements required in the self-study.

7. College Dean/University Librarian notifies Assessee of their independent evaluation and recommendations. If findings are different from those of the Assessment Committee, a conference between the Dean/University Librarian, Assessment Committee and Assessee will be scheduled.
  - a. Where appropriate, assessment reports and statements will be forwarded to the Career Development Committee
8. Whenever consulted, the Career Development Committee makes recommendations for sponsored career development to the College Dean/University Librarian and President (with appropriate notification to the Assessee).
9. Assessee may address the President in writing regarding the recommendations from the Career Development Committee. The President may accept, reject, or modify recommendations and shall notify the Assessee.
10. President reports to Board of Trustees for action where necessary.
11. President notifies Assessee of final career development plan.

Mar. 28, 2025 (Fri.)

Apr. 4, 2025 (Fri.)

Apr. 11, 2025 (Fri.)

May 5, 2025 (Mon.)

May 12, 2025 (Mon.)