



# KEAN

## A-328 CAREER DEVELOPMENT PROGRAM

Review and Notification Timetable  
Academic Year 2023-2024

A-328 Activity	To be Completed on or Before
1. FIRST NOTIFICATION to academic departments of faculty/librarians scheduled for assessment.	Nov. 27, 2023 (Mon.)
2. SECOND NOTIFICATION to academic departments of faculty/librarians scheduled for assessment. This includes distribution of case packets to all Assesseees scheduled for A-328 review via <i>Interfolio</i> .	Jan. 8, 2024 (Mon.)
3. FORMATION AND INITIAL MEETING 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> . (See pg. 3 of the Career Development Program, for guidelines on forming Assessment Committee.) a. At the initial meeting of the Assessee and the Assessment Committee, collection of all assessment documents will be projected for completion between January 19, 2024 and March 1, 2024. b. At option of Assessee and Assessment Committee, peer observations and/or student observations of candidate's classroom teaching – two elements of the Career Assessment file - may already have been collected during the later part of the Fall 2023 semester when initial notice of the 2023-2024 Career Development Program for Tenured Faculty/Librarian went out. Otherwise, these observations and evaluations may be collected in Spring 2024, at any time during the seven-week period prior to March 1, 2024 (the date set for completion and filing of all assessment documents).	Jan. 19, 2024 (Fri.)
4. Assessee submits self-study with all required materials via <i>Interfolio</i> . (See pg. 6 of the Career Development Program, headed <u>Self-Assessment by Tenured Faculty/Librarian</u> , for listing of elements required in self-study.)	Mar. 1, 2024 (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	Mar. 20, 2024 (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 for details on forming the Assessment Committee.

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.

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. 25, 2024 (Fri.)
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. Mar. 29, 2024 (Fri.)
  - 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). Apr. 8, 2024 (Mon.)
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. Apr. 11, 2024 (Thurs.)
10. President reports to Board of Trustees for action where necessary. May 6, 2024 (Mon.)
11. President notifies Assessee of final career development plan. May 13, 2024 (Mon.)