

# CAREER DEVELOPMENT COMMITTEE FUNDS

## **Composition and Eligibility**

The Career Development Committee (CDC) is a committee constituted of three designated members. It includes one duly elected, tenured faculty member or staff member serving on a multi-year contract, one appointed member from the local bargaining unit, and one member appointed by the administration. It concerns itself with the support of members of the bargaining unit, both faculty and professional staff, who have been assessed under the Career Development process and individuals in the bargaining unit who would like to change the emphasis of, or enhance, their professional careers.

## **Funding Priorities**

The following are the criteria in priority order for determining the allocation of Career Development funds:

1. *Employees who were assessed and found to have identified areas for improvement;*
2. *Applications which are consistent with the expressed direction/mission and needs of the University and/or to improve instruction;*
3. *The committee would like to encourage those who have received no or little previous financial support from the CDC or other internal award programs to submit relevant proposals.*

## **Guidelines for CDC Applications**

The CDC will receive and consider the report of the Assessment Committee along with all supporting materials and the statement of the Dean as President's Designee concerning all faculty who have been assessed. Employees not undergoing assessment may submit applications to the CDC as well. Both assessed and non-assessed employees should follow these instructions:

Applications are to be submitted using the [Internal Awards Online Application System](#).

Each application must include the following:

1. *Online Application – (completed in its entirety).*
2. *Online Application Budget Justification.*
3. *A detailed description of the project, using no more than two pages and including relevant information about the applicant and other faculty/staff involved, what equipment will be used and for what reason, the site(s) of the project, etc. The detailed description must use the side headings of **GOALS AND OBJECTIVES; ACTIVITIES; TIMETABLE; BENEFITS**, including how the project addresses potential areas of improvement or changed emphasis in your career.*
4. *An up-to-date curriculum vitae. (2 page maximum).*
5. *Understanding of Conditions for Internal Awards Form (Electronic agreement required)*
6. *Dean's signature (downloadable form available)*

## **Deadline**

Proposal applications are due no later than 5:00 p.m. on the call date.

The CDC will not consider incomplete proposals or proposals submitted after the deadline.

## **Opportunity for Response**

Each effected individual has an opportunity to respond in writing to the CDC's recommendations. Such responses should be forwarded to the President.

## **Responsibility of the CDC**

The CDC will prepare a report to the President containing its recommendations concerning the allocation of Career Development funds. In addition, the CDC will notify each candidate for assistance in writing of its recommendations concerning that candidate. Copies of those materials will be forwarded to the President, together with copies of all materials upon which the recommendations are based. The Union will also receive copies of all relevant materials upon which the CDC report is based.

## **Accountability**

All successful applicants of CDC funds will be asked to submit a status report to the CDC. The report must be submitted no later than October 15 of the year following the award and in addition to a summary of the project, should indicate the extent to which goals and objectives have been achieved.