**The College of New Jersey**

**Career Development and Individual Five-Year Review**  
**October 18, 2009**

**PREAMBLE**

The Career Development and Individual Five-Year Review process is intended to enhance the natural dedication of individual faculty members and librarians to pursue a vigorous program of continuing professional development subsequent to tenure at The College of New Jersey.  The process affirms the College’s commitment to the teacher-scholar model and is structured to aid faculty members and librarians in the development of a positive program of professional growth and career development.

**BACKGROUND**

Every five years, the individual tenured faculty member/librarian shall engage in an in-depth self-study to reflect on the manner in which he/she may best advance his/her own professional growth.  Participation in this program serves to satisfy the requirements of N.J.S.A. 18A:60-10 and MOA #62 between The College of New Jersey and Local 2364 of the AFT.  The five-year evaluation builds on the annual submission of the Faculty Professional Activities Form and C.V. as described in MOA 62. All parties recognize that a program of genuine career development should be positive in nature and is best achieved in an atmosphere of mutual trust and cooperation. The career develop­ment program is not intended to constitute a replacement for or waiver of rights of any individual accruing under Title 18A of the Revised New Jersey Statutes.  No personnel actions involving punitive procedures shall be based on, or in any way use the results of the evaluations for the career development program.

Faculty members and librarians may use this self-study as a springboard for seeking funds from the Career Development Program and other institutional funds that may be made available.  When considering two or more proposals of comparable merit, the Career Development Committee will give preference to proposals that result from an Individual Five-Year Review occurring within the past 12 months and that have the endorsement of the individual's Department Review Committee (DRC) and the Dean.

**THE FIVE-YEAR REVIEW PROCESS**

**A.  The Department Review Committee**

1.              A Department Review Committee (DRC) will be formed to assist the individual faculty member/librarian in a formative process of continued professional growth and development.  The DRC will review the written materials provided by the individual faculty member/librarian. The DRC will engage the faculty member/librarian in a conversation about his/her development as a teacher-scholar and how his/her future professional growth can further the department’s ability to deliver a first-rate educational experience.  Based on the submitted materials and conversation, the DRC will prepare a brief written report that includes a summary of the faculty member's/librarian’s development to date as a teacher-scholar, an evaluation of the faculty member's/librarian’s final plan for professional improvement or Career Development Proposal, and recommendations for resources needed for career development.

2.              The Department Review Committee (DRC) should consist of four or five members.  At least three of these members will come from the department’s/program’s personnel committee.  The faculty member undergoing review may select as many as two extra-departmental committee members to serve on the DRC, subject to his/her Dean's approval.  The membership of the DRC shall be limited to tenured faculty members/librarians.

**B.              Materials to be Submitted by the Faculty Member/Librarian**

The Five-Year Review shall be based on the following:

1.              *The Individual Faculty Member’s/Librarian’s Self-Study*. On a five-year cycle, the faculty member/librarian will engage in a thorough and in-­depth process of self-reflection.  The self­-reflectiondocument will include the following two elements:

a.               A reflective essay describing the individual's growth over the past five years in terms of his/her teaching or librarianship, academic advising and mentoring, scholarship, and service.

b. A draft plan for professional self-development. This is a brief outline of the individual's own professional objectives and future goals, how they might best be achieved, and what career development assistance may be needed.

2.               *A Curriculum Vitae Listing the Individual's Efforts and Accomplishments in the Areas of Teaching or Librarianship, Academic Advising and Mentoring, Scholarship, and Service in the PastFive Years*.  Faculty members who have undergone the tenure or promotions process since 2008 may want to simply update their CVs following the format outlined in the College's Promotions and Reappointment Document, Appendix I, Standard Application for Reappointment, Tenure, and Promotion.

3.              *Peer Review of Teaching*.  Faculty members undergoing a Five-Year Review must have at least two teaching observations during the five years prior to the review. The process for peer review of teaching will be the same as that described in the TCNJ Promotions and Reappointment Document, Appendix III: Peer Review of Teaching.  Faculty members are encouraged to pursue reviews from exemplary TCNJteachers inside or outside their departments.

4.              *Student Input*. Assessment of teaching effectiveness will also include student course evaluation summary sheets for the previous five years and all individual student course evaluations for at least the past two years.

**C.              Consultation of the Faculty Member/Librarian with the Review Committee**

1.              Based on the submitted materials, the DRC and individual will work toward a consensus plan of professional growth and development.  The DRC shall meet with the individual to discuss the submitted materials and engage the faculty member/librarian in a collegial and constructive conversation of how his/her future development can further the department’s ability to deliver a first-rate educational experience.Based on this meeting and any written comments that members of the DRC committee provide, the individual undergoing self-study will draft a final version of his/her plan for professional development.

2.              The DRC shall prepare a brief written report that includes a summary of the faculty member's/librarian’s development to date as a teacher-scholar/librarian-scholar, an evaluation of the faculty member's/librarian’s final plan for further professional improvement, and recommendations for resources needed for career development.  The report shall cite evidence in support of its observation. This report shall be submitted directly to the faculty member/librarian being assessed.  Within five (5) working days after the transmission of the report, the faculty member/librarian may present a written response to the members of the DRC and the Dean.  Five (5) working days after the transmission of the report, the DRC shall forward to the Dean all Individual Five-Year Review documents submitted by the individual undergoing self-assessment and its report.

3.              The Dean shall review the DRC report and may respond to the faculty member/librarian in the interest of contributing to the individual’s continued professional development. The faculty member/librarian may respond to the Dean’s response. The Dean shall provide to the Provost a copy of all documents generated by the review process.

**D.              Notification and Timeline**

1.       Eligible tenured faculty members will undergo Five-Year Review on a rotating basis so that faculty members within a department will come up for review on a staggered, five-year rotation.[[1]](http://www.tcnj.edu/~steering/200809/Five-Year%20Review%20Recommendation.doc" \l "_ftn1)

2.       Individual faculty members who apply, or reapply, for promotion or a performance-based multiple-range adjustment are exempt from the individual Five-Year Review for the next four years.

3.       Human resources will provide a list of individuals undergoing Five-Year Review within the College to Academic Affairs and within a school to the dean of that school.  Each dean's office will be responsible for providing a list of the individuals undergoing Five-Year Review within a department to the appropriate department chair.

4.       Human Resources will notify Academic Affairs and the deans on or about May 1st in the calendar year prior to the Individual Five-Year Review.  The dean's office will notify Department Chairpersons by May 15thin the calendar year prior to the Individual Five-Year Review.  Department Chairpersons will notify the individual faculty members undergoing review by May 20th.  The individual faculty members undergoing review will submit to the Review Committee all documentation described in section B above by October 15th in the year of their Individual Five-Year Reviews.

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[[1]](http://www.tcnj.edu/~steering/200809/Five-Year%20Review%20Recommendation.doc" \l "_ftnref1) A proposal for implementing this rotation and exempting faculty members who apply, or reapply, for promotion or a performance-based multiple-range adjustment for the next four years is described below.

a.        Human Resources will assign each eligible faculty member a Career Development Number, an integer between 0 and 4.  The integer assigned depends on when s/he received tenure, promotion to associate professor, promotion to professor, or a performance-based multiple-range adjustment, whichever has occurred most recently.  The number will be based on the year in which tenure, promotion, or performance-based multiple-range adjustment was approved.  Specifically, the formula will be Career Development Number = MOD(YEAR,5).  Thus, if a faculty member's most recent promotion or performance-based multiple-range adjustment received promotion to professor in 1998, his/her Career Development Number would be 3.

b.       Human Resources will update Career Development Numbers for faculty members upon promotion or performance-based multiple-range adjustment to reflect the year in which the promotion or performance-based multiple-range adjustment occurred.  Upon written request to Human Resources, an unsuccessful candidate for promotion or performance-based multiple-range adjustment will receive an updated Career Development Number that reflects the year in which his/her application was considered.

c.        Faculty members whose Career Development Number matches MOD(YEAR,5) will be up for review in that year.  For example, in 2012, faculty members with a CDN of 2 will be reviewed.  In 2015, faculty members with a CDN of 0 will be reviewed.