Career Development 2025

(Abbreviated version of survey – for planning purposes only)
02/10/25

Q1.1 The Career Development (CD) program for AFT members is one of many ways individuals enhance their performance in their roles at the university. Open to faculty, professional staff, librarians, instructional specialists, and clinical specialists, this program is unique in that it offers opportunities for professional development to a range of employees and demonstrates the commitment of the university to support its growth as a result of the development of individuals.

The career goals and aspirations eligible for funding are varied and come from an assessment process outlined in the Local Selected Procedures Agreement (LSPA).

Career Development activities will vary according to needs. For example, applicants may propose to take a course, attend a workshop or conference, or engage in another learning experience or professional development opportunity to develop their skills.

Career Development funds are not to be used to do research. Research funding is available separately.

To apply you will need to submit the following items:
- Career Assessment Brief
- Career Development Proposal
- Resumé or CV
- General Budget Narrative

More information is available on the Career Development web page.   **Application due March 1, 2025 by 4:30 pm.**

Q7.1 **Career Assessment Brief (CAB)**

Provide a one-page Career Assessment Brief (file upload).
The Career Assessment Brief (CAB) is a brief discussion of a career-related need to enhance your work at the university and how this need can be fulfilled by participation in the Career Development program. The CAB may be based on previous reviews, current goals, or as a result of assessments or formal and informal feedback from others you work with including your supervisors and colleagues. These needs or goals may also be identified from your critical review of self-identified pathways for growth.

Q8.1 **Career Development Project Proposal Overview**

○ Provide the title of the Career Development Project (4)

_____

○ Proposal Time Period (Summer 2025 [July 1 start], Fall 2025, Spring 2026, or a combination of these periods) (8)

_____

○ Will travel be required to complete the proposal? (6)

_____

○ If yes, Indicate location of travel and when the travel would occur (N/A/ if no) (10)

_____

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Q8.2 Proposal Guidelines

A.   Indicate the value of the project to your professional career, as well as to the University and other faculty, librarians, and/or professional staff (e.g., follow-up, in-house seminars).

B. Indicate the category your proposals fall under; these categories are:
1. Expanding into or developing a new area of expertise. Provide an explanation of the importance of the new area of expertise towards your professional career.
2. Establishing new skills or areas of expertise through attendance at meetings, workshops, symposia, short courses, etc. Provide an explanation of why attendance is either essential, or the most cost-effective way to develop the new area of expertise.
3. Enhancing reputation as a researcher, teacher, scholar, artist and/or professional status or career by the presentation of papers, exhibitions of work, performances, presentations, etc.

C.   Discuss anticipated outcomes and indicate the time frame of the project. Projects for this application cycle must be conducted during the period 07/01/2025- 08/31/2026.

Give specific dates during which the funds will be expended.   The guidelines and requirements for Career Development Application should be followed when writing your proposal. All the items addressed should be included in the proposal.   The University Career Development Committee will review and evaluate your application based on these guidelines and requirements. Be sure your proposal is clear and concise.   The proposal should be a maximum of 5 double-spaced pages.

Q9.1 **Career Development Budget.**
Estimate the costs associated with the Career Development proposal. Enter the dollar amounts **(US dollars only)** for each relevant category. Enter "0" if there is no cost.

○ Registration (Enter "0" if there is no cost.) (1)

_____

○ Transportation - airfare, train fare, taxi, etc. (Enter "0" if there is no cost) (2)

_____

○ Lodging (Enter "0" if there is no cost.) (3)

_____

○ Meals (Enter "0" if there is no cost.) (4)

_____

○ Equipment/ Supplies (Enter "0" if there is no cost.) (5)

_____

○ Tuition and fees (Enter "0" if there is no cost.) (7)

_____

○ Other (Enter "0" if there is no cost.) (8)

_____

Q9.2 Provide a brief budget narrative that details each cost and its relation to the overall proposal.

The funds must be expended between 07/01/2025 -06/30/2026. The budget narrative will provide an estimated cost of the project and explain how the costs were estimated. It will explain how the funds will be used and ensure that the project costs are reasonable and well thought out. It will justify the need for the cost by line item with sufficiently clear information. Tables supplemented by narrative text are helpful to guide readers.

Tips:

For travel, explain with **detail** the mode(s) of travel, dates, meals, lodging, etc. All amounts should be in US dollars only. Travel regulations established by the Government Service Administration (GSA) limit travel expenses. See Montclair Travel Regulations for further travel guidance.

For equipment/ supplies, describe the materials specifically and state why existing university equipment does not suffice.

Q10.1 Upload resumé or CV here.

Q11.1 **Previous Career Development Awards** Have you received any Career Development awards in the past?

○ No (1)

○ Yes (2)

Q11.2 Tell us about the last Career Development Award you received.

○ Academic year award was received (4)
_____

○ Project Title (5) _____

○ Date the report was filed (6)
_____