

in Section 5.0 in this handbook. This statement may include qualitative statements from student opinion surveys and may include a proposal for a plan of career development that requests financial support/assistance, as needed. The proposal should describe development in identified areas for improvement in teaching/librarianship or acquiring new knowledge in a teaching area, or furthering the mission of the School, Library, and/or the College. This statement should be three (3) to no more than five (5) pages in length using eleven (11)-point Times New Roman font.

a. a summary of the individual's professional growth and professional performance and contributions, which should include contributions to the Convening Group, School, Library, and College during the preceding five (5) years, as well as the individual's intentions for future

8. Provost Review

8.1 The Provost shall review all documents received from the ACCDC and may request additional information from the ACCDC.

8.2 The Provost may or may not approve the ACCDC recommendation. In the event the Provost modifies or rejects any of the ACCDC's recommendations, the Provost shall set forth in writing relevant reasons for the discrepancy, which is sent to the ACCDC and the affected Career Development applicant.

8.3 The ACCDC may request a meeting with the Provost (i.e., in response to denials of funding) within five (5) business days.

9. Fair and Equitable Application of Procedures

9.1 The procedures for conducting Career Development review and the awarding of Career Development funding/support shall be fairly and equitably applied to all Unit members.

9.2 Violations are grievable under Article VII.B.1 of the CURRENT CONTRACT

9.3 If an arbitrator determines that a violation has occurred, the matter may be:

- a. remanded to the appropriate level for reconsideration, or
- b. set aside and a request made that the Career Development review process be re-done in its entirety *de novo* (from the beginning). If this occurs, the affected individual will be included in the next Career Development cohort. Any records or material related to the original assessment/cycle will not be included in the individual's personnel file.