**Faculty Individual Development Plan**

**How to use this document:**

1. Complete this document at the beginning of each academic year.
2. Read the entire plan and then complete each section with thoughtful attention.
3. Review your answers and assess the viability of your plan and work‐life integration strategy. Is it SMART?

Specific: Have I clarified precisely what needs to happen in each area?

Measurable: Will I know whether I have achieved my objective or not?

Attainable: Are the goals and objectives doable?

Result-oriented: Will my plan and strategy help to move me toward my goals?

Time‐limited: Does the plan include realistic time points and due dates?

1. Once you have completed your plan, share it with key individuals in your career and personal life, including your mentor(s), sponsor(s), department chair, and family members (if desired) for review. Request honest feedback.
2. Reflect on the advice, revise where appropriate, and determine your action steps.
3. Save a copy of your plan and keep it readily available for ongoing review.
4. This IDP is a living document, and the goals should be revisited throughout the year. Actively implement your plan. Use it as a map and guide for your goals and timeline during the upcoming year. Pull it out for recurrent mentoring meetings if appropriate.
5. Annually update, follow progress, and revise. Share during 3rd year review.

**Name:**

**Department/School/College:**

**Professional title and rank:**

**Calendar year:**

**Part I. Progress**

**1. Briefly review your research progress in the past year. (If you have any publications, presentations, etc., include them here.)**

**2. Briefly review your teaching progress in the past year.**

**3. Briefly review your service commitments in the past year.**

**4. What other activities have you been involved in? Have you been satisfied with the balance of activities? (E.g., coursework/training, mentoring, community engagement, clinical duties.)**

**5. Which experiences in the past year have been most valuable to you, your research, and/or your professional goals?**

**6. Describe any unusual or unanticipated challenges you experienced this year in trying to accomplish your goals. What actions have you taken to meet these challenges? How can your faculty mentor(s) help you?**

**7. Do you expect the balance of activities identified above will change in the coming year? If so, how?**

**8. Reflect on your time management skills in the past year. Are you satisfied with how you allocated your time regarding research, teaching and service, and work-life integration? What went well? What suffered? How could you improve for the upcoming year? What resources or tools do you need?**

**Part II. Career Goals**

**Describe your long-term goals (within the next 5-7 years). These should paint a vision of your future.**

1. **Research Goals: What specific research area (s) do you wish to explore? Are there particular methods or approaches you would like to gain familiarity with and/or become an expert?**
2. **Teaching Goals: What specific course(s) would you like to teach? Are there particular pedagogies or instructional methods you would like to gain familiarity with and/or become an expert? Are there ways you can integrate your research into your teaching?**
3. **Service: What professional committees or organizations would you like to join? Are there specific leadership roles you would like to gain experience in? Are there ways you can align your research with your service commitments?**
4. **Professional Development Goals: What professional skills would you like to acquire? Examples might include public speaking, grant writing, manuscript preparation, teamwork, personnel management, teaching, mentoring, etc.**
5. **Career Goals:** **What can I imagine for my future professional career? What do I want to accomplish? Who do I aspire to be? What do I envision my legacy to be?**

**Part Ill. Objectives**

**What activities could help you achieve the goals you outlined in the previous section: *Part II Goals*? For each category below, consider listing between 1 to 5 objectives in order of priority (as applicable).**

1. **Research Objectives: For example, a course, meeting, or workshop attendance (specify if possible); fellowship or grant application; anticipated publication (list tentative title if appropriate); may include objectives in the coming year or longer-term objectives. Include a relative timeline for each objective (i.e., are these objectives dependent on each other? Do some make sense to approach immediately, while others make sense to delay?)**
2. **Teaching Objectives: For example, new course development or re-design; courses, meetings, or workshop attendance (specify if possible); obtaining certification in a specific teaching method; guest lecture, improve course evaluations; etc.**
3. **Service Objectives: For example, serve on or chair a faculty committee within your unit, university, or professional organization; serve on a student committee (e.g., Ph.D. dissertation); etc.**
4. **Professional Development Objectives: For example, courses, meetings, workshop attendance (specify if possible), etc.**

**Part IV. Mentoring**

**Please complete the table below about each of your mentor(s). Add or delete rows as needed.**

|  |  |  |  |
| --- | --- | --- | --- |
| Mentor Name(s) | How often are you meeting? | Is this sufficient? | Do you initiate meetings? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2. What have you found most beneficial from the mentoring you have received? Is there anything that would improve your mentoring relationship(s)?**

**Part V. Well-being (optional)**

**Research environment: Features of your relationships with mentors, colleagues, and collaborators that are helpful and supportive to your well-being or issues that might negatively affect your progress.**

**Personal goals: What are your personal goals for the short term (1-3 years) and the long term? Rank them in terms of priority. (Examples: family, friends, exercise, health, hobbies, vacation)**

**Work-life integration: How will I develop the personal skills and life changes needed to realize my personal goals? How will I actively integrate my personal and professional domains? What do I need to accomplish this? Resources? Mentors? Who am I accountable to? What will you continue to do? Do differently?**

**Other stressors or concerns:**

**Part VI: Agreed Upon Action Plan for Next Year (Optional)**

**To be developed jointly with mentor(s) during or after discussion. Consider the following as you develop an action plan with your mentor(s) and sponsor(s):**

**List any activities you and your mentor(s)/sponsor(s) agree you should participate in to achieve your professional/career goals in the coming year.**

**What specific actions can you and/or your mentor(s)/sponsor(s) undertake to support your success (e.g., modify working styles, meetings to discuss progress, networking opportunities)?**

**How can your faculty mentor(s)/sponsor(s) help you achieve your goals?**

**Are there specific goals that you and your mentor(s)/sponsor(s) should discuss before your next meeting?**