**[Your institution’s Name Here]**

**Annual Individual Career Development Plan**

|  |  |
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| NAME: | |
| SCHOOL: | DEPARTMENT: |
| DATE OF FACULTY APPOINTMENT: | POSITION TITLE: |
| YEAR: | DATE OF PLAN: |

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**1. Career Goal**

An Individual Career Development Plan is a professional tool which outlines long-term and short-term objectives that you and your mentor/supervisor have identified as important steps in your professional development. A comprehensive review of your career goals and objectives at the beginning of your experience as well as ongoing constructive feedback from your mentor/supervisor will increase the probability of your achieving your individual career goals.

Please indicate **one or more** of your individual career goals:

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| --- | --- |
|  | Please Specify (where applicable): |
| Academic |  |
| Public Sector/ Government |  |
| Private Sector/ Industry |  |
| Other |  |

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**2. Mentoring Team Approach**

In addition to the guidance of your faculty mentor/supervisor, the support of a faculty mentoring team will further enhance your experience. Mentoring team members may be selected either by the trainee or assigned depending upon the practices of the school. After consulting with your faculty mentor, please identify the two additional individuals who, along with your faculty mentor, comprise your mentoring team:

\* Co-mentors can be outside the university. Leave School, Department, Division blank for Non-Academic mentor.

**Primary Mentor**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Title |  |
| School |  | Department |  |
| Division |  |

Describe how your primary mentor will help you reach your career goals:

Describe your strategy for communicating with the mentor. Provide frequency of contact (weekly, monthly), method (in-person, email, phone) and the format of mentoring sessions (individual, with other mentors).

**Team Mentor\***

Name Click here to enter text.

Title Click here to enter text.

University or Organization Click here to enter text.

School Click here to enter text.

Department Click here to enter text.

Division Click here to enter text.

Describe the role of this mentor and describe how this person will help you reach your career goals.

Describe your strategy for communicating with the mentor (frequency, method, format):

**Team Mentor\***

Name Click here to enter text.

Title Click here to enter text.

University or Organization Click here to enter text.

School Click here to enter text.

Department Click here to enter text.

Division Click here to enter text.

Describe the role of this mentor and describe how this person will help you reach your career goals.

Describe your strategy for communicating with the mentor (frequency, method, format):

**3. Core Criteria**

The following elements represent the core competencies of a successful faculty appointment:

REQUIRED: IF APPLICABLE:

1. Scholarly Activities 6. Instructional Training and Experiences

2. Publication Plans and Activities 7. Clinical or Applied Experiences

3. Presentation Opportunities 8. Scholarly Independence Plan

4. General Transferrable Professional Development 9. Customized Career Competency

5. Career Specific Professional Development

Each field below is expandable to meet your individual situation and your stage of training. Short-term goals, such as learning objectives and skill acquisition, may be established annually, whereas long-term goals might be established initially and revisited as needed. You are not limited to three goals, and can add pages as needed.

The first five core criteria are universal for all faculty positions and are required modules. However, each faculty appointment is unique. Four additional fields with drop-down features are available for you to further design your experience to meet your personal career goals.

This plan also serves as a benchmark for you to conduct an annual self-assessment and will contribute to your mentor/supervisor’s assessment of your progress.

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| 1. **Scholarly Activities**   **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

\*\* Mark as Steps/Goals are completed

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| **2. Publication Plans and Activities**  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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| **3. Presentation Opportunities**  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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| **4. General Transferrable Professional Development** (e.g. networking, communication, leadership skills)  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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| **5. Career Specific Professional Development** (Customized to your future career goals or career exploration)  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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OPTIONAL: USE THE FOLLOWING CUSTOMIZED CATEGORIES AS NEEDED.

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| **6. Goal Category** Choose One. Click here to enter text.  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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| **7. Goal Category** Choose One. Click here to enter text.  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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| **8. Goal Category** Choose One. Click here to enter text.  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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| **9. Goal Category** Choose One. Click here to enter text.  **Timeline X\*\*** | | | |
| Goal #1 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
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| Goal #2 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |
|  | | | |
| Goal #3 | Click here to enter text. | Click here to enter text. |  |
| Steps/Training | Click here to enter text. | Click here to enter text. |  |
| Outcomes | Click here to enter text. | Click here to enter text. |  |

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SIGNATURES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Scholar* Date

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*Mentor/Supervisor* Date