



## **Individual Development Plan**

### **A Customizable Template for North Carolina A&T State University School Faculty**

**Purpose:** The creation of an Individual Development Plan (IDP) is a planning process for identifying a faculty member's career objectives, professional development needs, and academic progress. The IDP can also serve as a communication tool between- faculty and their mentors. By customizing and completing this template, faculty can methodically plan their short- and long-term career goals, obtain feedback on their progress, and identify strategies for overcoming obstacles and maximizing opportunities.

#### **How to use this document:**

- 1. Complete this document at the beginning of each academic year.**
- 2. Read the entire plan, then complete each section with thoughtful attention.**
- 3. Once you have completed your plan, share it with key stakeholders (for example, your mentor, department head). Request honest feedback.**
- 4. Reflect on the advice, revise where appropriate, and add in your action responses.**
- 5. Save a copy of your strategy and keep it readily available for ongoing review.**
- 6. Actively implement your strategy. 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.**
- 7. Annually update, follow progress, and revise. An IDP should be a living document; its contents will change as your needs and goals change and as you grow professionally.**

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Name:

Today's Date:

Your current academic title and rank:

Your department:

Your mentor(s):

## 1. Identify a Vision and Mission for Your Career in Academia

A **career vision statement** describes what the world looks and feels like as a result of your professional work. A clear, compelling vision can have a magnetic effect, pulling you towards it as you focus on your work.

*Your vision statement will answer, "WHAT do I want to be a part of creating?"*

**Example vision statement:** I will become a well-known and respected leader in research for Alzheimer's Disease. My research will contribute to medical advancements for early detection before irreversible brain damage or mental decline occurs. My goal is to discover a new strategy for early diagnosis.

**My vision statement:**

A **career mission statement** defines what you will do in order to achieve your vision. Your mission is the reason you work at a particular job or institution; it gives meaning to your work life. Simply put, your mission describes the difference you intend to make in the world through your professional accomplishments.

*Your mission statement will answer, "HOW will I do my part to achieve the vision?"*

**Example mission statement:** *To expand and disseminate knowledge on Alzheimer's Disease, early detection symptoms, methods for early detection, genetic markers, and methods to slow the rate at which Alzheimer's causes irreversible brain damage.*

**My mission statement:**

## 2. Identify Strategic Goals (3, 5, or 10 years) that Align with Your Career Vision and Mission

Strategic goals are achievable in the stated timeframe and measurable. They are so straightforward that an objective third party can assess whether you achieved them. By reaching these goals, you grow closer to fulfilling your mission and realizing your vision.

*Your strategic goals will answer: "10 (or 5) years from now, what specific goals will I have met, bringing me closer to achieving my mission?"*

### Example strategic goals for the next 5 years:

1. *Complete and submit one proposal to NIH to research on early detection methods for Alzheimer's in women.*
2. *Present and publish the findings from these trials.*
3. *Develop a synthesis of the literature and facilitate a consensus document on the use of supplements in slowing down the onset of Alzheimer's Disease.*

### My strategic goals (specify time frame):

### 3. Declare Annual Goals for Different Areas of Your Work Life

<p style="text-align: center;"><b>My annual goals</b></p> <ul style="list-style-type: none"> <li>• Articulate goals for the coming year in all relevant professional development areas.</li> <li>• Feel free to customize this template by deleting, adding, or altering the categories.</li> </ul>	<p style="text-align: center;"><b>Outline of plans for accomplishing my goals</b></p> <ul style="list-style-type: none"> <li>• What <u>skills</u> do I need to acquire?</li> <li>• What <u>professional development activities</u> will aid me?</li> <li>• What <u>resources</u> do I need?</li> <li>• With whom will I <u>collaborate</u>?</li> <li>• Who are potential <u>mentors</u>?</li> <li>• How will I measure my <u>outcomes</u> and successes?</li> <li>• What <u>timeline</u> and <u>benchmarks</u> will I set?</li> </ul>
<p><i>Research, Scholarship</i></p>	
<p><i>Education, Teaching, Mentoring</i></p>	
<p><i>University Service</i></p>	
<p><i>Other Service, Public Outreach</i></p>	
<p><i>Professional Networking</i></p>	
<p><i>Leadership, Administration</i></p>	

## 4. Create a Timeline for Annual Goal Completion

Develop a timeline for fulfilling your annual goals and attach it to this IDP. Reference your timeline regularly throughout the year to stay on track.

## 5. Review the Expectations for Your Academic Appointment

**Do you understand the track to which you are appointed and the expectations for advancement in this track?**

Yes

No

**Explain:**

## 6. Examine Your Time Allocation for Different Areas of Your Work Life

**By your best estimate, how did you allocate your time during the past year? How, if at all, will you change this time distribution in the coming year?**

	This Year	Next Year
% of time spent on teaching	_____	_____
% of time spent on research and/or scholarly work	_____	_____
% of time spent on training or mentoring others	_____	_____
% of time spent on university and department service	_____	_____
% of time spent on administration and other duties	_____	_____
Total % of time	<u>100</u>	<u>100</u>

**How (if at all) would you like to change this time distribution? Consider the following:**

1. Things you're doing now that you want to quit
  
2. Things you've just been asked to do that you want to refuse to do
  
3. Things that you're doing that you want to continue
  
4. Things that you're not doing that you want to start
  
5. Strategies for improving the balance within the above 4 categories

## 7. Evaluate Your Prior Successes, Disappointments, and Revelations

Which of the previous year's goals did you meet? What did you learn?

What factors, resources, and individuals helped you reach those goals? (Consider paying this forward and sharing your experiences to help others. Thank those who assisted you.)

What reasons can you identify for not reaching any of these goals? (e.g., need for further development, too many goals, revised my goals, time management, lack of resources, major changes in department priorities, special circumstances or life factors). Which of these reasons need to, and can, be changed to ensure your future success?

## 8. Update Your CV

Update your CV and attach the updated document to this IDP so that you and your mentor can carefully track your progress.

## 9. Implement Your Individual Development Plan

- Filling out your IDP is just the beginning of the career development process. The IDP serves as your roadmap. Don't just file it away somewhere. Academic careers are increasingly difficult to manage, so paying attention to your milestones and ensuring your efforts are appropriately focused will help ensure a successful career.
- Plan to set an annual (or more frequently, if appropriate) meeting with your mentor(s) for the explicit purpose of reviewing and discussing your IDP.
- Revise and modify this plan as necessary. It is not cast in concrete; it will need to be updated as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.