**Office of Academic Affairs and Career Development**

Individual development plan

The purpose of this template is to assist you in documenting information relevant to your career trajectory including short and long-term goals, barriers, accomplishments, and plans for acquiring the skills necessary to achieve your career goals. This template is aligned with the Annual Faculty Evaluation and will allow you to easily cut and paste information from one document to another. The document may be useful for self-reflection or for meetings with mentors or your Career Development Committee. This is a template meant to be a working document, to be utilized at the discretion of the end user, and to be altered in order to meet individual needs.

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| Name and degree |  |
| Year of initial faculty appointment |  |
| Current academic rank |  |

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| Goals for the current year, progress toward meeting goals, barriers encountered/foreseen, mitigation strategies. Goals may be created in the categories of research and scholarly activities, teaching and mentoring activities, clinical activities, service and citizenship activities, and leadership and management activities. | | | |
| Goals | Progress | Barriers encountered/ foreseen | Mitigation strategies |
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| 2. Additional significant achievements. |
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| 3. Distribution of effort (Should total 100%) | | | | |
| Research and scholarly activities | Teaching and mentoring activities | Clinical activities | Service and citizenship activities | Leadership and management activities |
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| 4. Long-term career goals (3–5+ years) | |
| Goals | Competencies/skills/knowledge needed (Areas you need to develop) |
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| 5. Development plan for acquiring competencies/skills/knowledge needed *(Areas you need to develop in order to achieve your long-term goals)* | | | | |
| Specific competencies/ skills/knowledge needed | Action steps for acquiring | Involvement of manager, mentors, etc. | Target dates/incremental milestones | Outcomes (successes or failures) |
|  |  |  |  |  |