

Individual Development Plan

Date:

Mentor Name

Mentee Name

Time allocation as estimated by Mentee:

_____ % Teaching/training/providing mentoring

_____ % Research

_____ % Patient Care

_____ % Administration

_____ % Creative Professional Activity

How (if at all) would you like to change this time distribution? Consider your 5 lists:

- 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**

Academic Appointment

Do you understand the expectations for your career advancement within the University?

Yes

No

Explain:

Current Professional Responsibilities

List your major professional responsibilities and if you anticipate significant changes in the coming year

1.

2.

3.

4.

5.

Future Professional Goals

Short Term Goals

List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome)

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected Outcome

Long Term Goals

List your professional goals for the next 3 to 5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected Outcome