UNC Division of Gastroenterology and Hepatology

Individual Development Plan for Junior Faculty

*Adapted from the Federation of American Societies for Experimental Biology
(FASEB)’s Science Policy Committee*

**Individual Development Plans (IDPs)** provide a planning process that identifies both professional development needs and career objectives. Furthermore, IDPs serve as a communication tool between mentee and their mentors. An IDP can be considered one component of a broader mentoring program that needs to be instituted by all types of research institutions

**Goals of the IDP**:

Help the mentee identify:

* Long-term career options and the necessary tools to meet these; and
* Short-term needs for improving current performance.

**Benefits of the IDP**:

The IDP provides mentees with a process that assists in developing long-term goals. Identifying short-term goals will give mentees a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. The IDP also serves as a tool for communication between the mentees and mentors.

**Outline of IDP Process:**

The development, implementation and revision of the IDP require a series of steps to be conducted by the mentee and mentor. These steps are an interactive effort, so both the mentee and the mentor must participate fully in the process.

**BASIC STEPS**

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|  | *…for Mentee* | *…for Mentors* |
| Step 1 | Conduct a self-assessment; look at your skills, interests and identify areas where you want to improve, gain more knowledge or strengthen skills.  | Become familiar with available opportunities. |
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| Step 2 | Discuss goals and opportunities with mentor. | Discuss opportunities with mentee. |
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| Step 3 | Write an IDP, share with mentor and revise, if needed  | Review IDP and offer input. |
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| --- | --- | --- |
| Step 4 | Implement the IDP. Revise the IDP as needed.  | Establish regular review of progress and help revise the IDP as needed |

**Individual Development Plan**

**Name of Mentee:**  **Implementation Date:**

Name of Mentor:

**SELF ASSESSMENT**

**Personal strengths and weaknesses**

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**CAREER GOALS**

**Short and long term career goals:**

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**What does the mentee need to achieve/accomplish to pursue career goals (what will the mentee need to be successful)?**

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**Are there issues/concerns that impact the mentee’s** **ability to succeed?**

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**ADDITIONAL GOALS/CONCERNS**

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**This Individual Development Plan (IDP) was reviewed and discussed and will be used as a working document to assist both the mentee and the mentor with the overall goals, endeavors and expectations.**

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**Name of Mentee** **Name of PI/Faculty Advisor**

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**Signature of Mentee Signature of PI/Faculty Advisor**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name of Co-Mentor**

 **Date Reviewed:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **Signature of Co-Mentor**