

***Initial Faculty Individual Development Plan (IDP)***

**1. Name**

**2. Date**

**3. Faculty Track and Rank**

🞎 Tenure-track 🞎 Assistant Professor

🞎 Non-tenure-track 🞎 Associate Professor

 🞎 Professor

**4. Mentor (s) (if decided)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Identify Personal and Institutional Long Term Goals**

*Why did you decide to work at a dental school?*

*What do you personally hope to accomplish in your career?*

*List your Tenure or Promotion requirements (see COD Norms and Guidelines)*

*List other goals discussed with Chair/Division head.*

**6. Areas of Focus: Definition and Distribution of Effort**

The following five areas of focus generally describe the areas where faculty direct their efforts to successfully accomplish their personal, institutional and academic series goals.

**• Education**

Teaching, student advising, continuing medical education (CME), new course development

**• Research/Scholarly Activity**

Conducting basic science, educational, and/or clinical research, presentations, publications, application for and receipt of grant support, copyrights and patents, editing, and peer review

**• Clinical Care**

Direct patient care, chart review, related clinical activities, clinical budget performance

**• Service/Leadership/Administration**

Participation, leadership, or administrative roles in governance, committees, other university activities, professional organization, and/or community. Suggested service priority: Department, COD, University, Professional, Community

**• Professional Development**

Faculty Development activities, leadership programs, CME training, earning advanced degrees,

|  |  |  |
| --- | --- | --- |
| **Focus Area** | **# Hrs/Week** | **% of Total****Duties** |
| Education |  |  |
| Research/Scholarly  |  |  |
| Clinical Care |  |  |
| Service/Leadership/Administration |  |  |
| Professional Development |  |  |
| **Total** |  |  |

 developing professional contacts, consulting in one’s field, expanding network contacts, balancing work and personal life, utilizing additional mentors in specific areas of focus

**Distribution of Effort**

Estimate the hours per week to be spent in each focus area, then list the percentage of total duties.

**7. Specific Goals in Focus Areas**

 Complete the focus areas that specifically apply to the criteria for your academic series that will help you accomplish your personal and institutional long- term goals.

**a) Education**

*Upcoming year’s goal (s in education:*

*Long-term goal(s) in education:*

*Identify resources, collaborators, and time commitment needed to achieve goal(s):*

*Identify any potential barriers to achieving goal(s):*

**b) Research/Scholarly Activities**

*Describe in a single sentence the focus of your scholarly activity.*

*Upcoming year’s research/scholarly goal(s):*

*Long-term research/scholarly goal(s):*

*Identify resources, collaborators, and time commitment needed to achieve goal(s):*

*Identify any potential barriers to achieving goal(s):*

**c) Clinical Care**

*Upcoming year’s clinical care goal(s):*

*Long-term clinical care goal(s)*

*Identify resources, collaborators, and time commitment needed to achieve goal(s):*

*Identify any potential barriers to achieving goal(s):*

**d) Service /Administration**

Note: Recommended service priority for new faculty (to be discussed with Department Head): Department, School, University, Professional, and Community.

*Upcoming year’s service goal(s):*

*Long-term service goal(s)*

*Identify resources, collaborators, and time commitment needed to achieve goal(s):*

*Identify any potential barriers to achieving goal(s):*

**e) Self Development**

*Upcoming year’s self-development goal(s):*

*Long-term self-development goal(s):*

*Identify resources, collaborators, and time commitment needed to achieve goal(s):*

*Identify any potential barriers to achieving goal(s):*

**8. Optimal Distribution of Effort**

Revisit the table, “Distribution of Effort,” in step 6. Create a new Optimal Distribution of Effort table, taking into account your specific goals listed in step 7.

|  |  |  |
| --- | --- | --- |
| **Focus Area** | **# Hrs/Week** | **% of Total****Duties** |
| Education |  |  |
| Research/Scholarly  |  |  |
| Clinical Care |  |  |
| Service/Leadership/Administration |  |  |
| Professional Development |  |  |
| **Total** |  |  |

**9. Mentors Needed**

Considering your goals and plans, list here the type of mentor(s) you might need. These might include individuals who work in your scholarly area, those who can assist with career planning in other areas, or those with specific skills that you hope to develop. This should be discussed with your primary mentor to locate suitable co-mentors as needed.

**10. We have met and discussed this Individual Development Plan (IDP).**

*Note: Your IDP should be reviewed and revised annually.*

Faculty Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head (or Designated Mentor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Version 2 - Revised January 2014*

*Adapted from Robertson, 2004 AAMC Faculty Affairs Professional Development Conference.*  [*www.ucdmc.ucdavis.edu/facultydev/docs/NewCareerMntrgIDP.rtf.*](http://www.ucdmc.ucdavis.edu/facultydev/docs/NewCareerMntrgIDP.rtf)