

***Career Development Plan***

**Faculty Member’s Name:**

**Rank:**

**Date:**

**Department:**

*The purpose of this Career Development Plan (CDP) is to help you define your career vision and purpose, clarify values, assess your strengths, identify areas for growth, and delineate short-, medium-, and long-range goals, including how you plan to apply Leadership Institute learning during the Fellowship year. Because success in academia requires interacting with a variety of colleagues, this plan asks you to consider your network, including your mentors. The CDP ends by asking you to envision your career over the next 10 years using a timeline with important milestones.*

**Step 1: Career Philosophy**

* 1. What is your vision of your career? For example, if you could look 7 to 10 years into the future, what would you be doing? With whom? Where? What do you see as your unique contribution?

Enter your Career Vision here:

* 1. What is your vision of dental education? Again, think 7 to 10 years into the future. What has changed? What are you doing now to contribute to this vision of dental education? Research Discovery? The Profession of Dentistry?

Enter your vision of dental education here:

* 1. Values are beliefs about what is important in life. They shape our attitudes and our behaviors. If you were to identify core values that influence not only your career aspirations, but your entire life, what would they be? Please list the value and in a sentence or two, define what you mean (e.g., “Learning—I am committed to lifelong learning. I seek every opportunity I can to gain new knowledge. I read widely and enjoy learning through and with others.”). Please list five to seven (but no more than seven) core values.

Enter your Values Statement here:

* 1. Does your career give you the opportunity to live consistently with what you have identified as most important in your life? If not, what needs to change in your career to bring better alignment?

Enter your Career and Life Aspirations Alignment statement here:

1.5 Many people have personal mission statements. Mission statements usually define how one sees his or her purpose in life. Since much of life is spent at work, the importance of meaningful, purposeful work to overall well-being is clear. As you think about your career, please describe your overarching purpose in a sentence or two. Why do you do what you do and for whom? Compare your purpose statement to your vision and values. Are they compatible?

Enter your personal Mission Statement here:

**Step 2: Self-Assessment**

* 1. What strengths and abilities have gotten you to where you are now in your career?
  2. As you survey the future of dental education, including your own institution, what are the major opportunities for you?
  3. As you survey the future of dental education, including your own institution, what threats do you face? That is, what things in the environment that are outside of your control could have a detrimental effect on your career?
  4. What competencies (knowledge, skills, attitudes, and behaviors) do you need to develop to help you fulfill your purpose and reach your vision? You may find useful thinking about areas for development within categories such as: teaching, research, service/clinical practice, administration, etc.

|  |  |
| --- | --- |
| **Area** | **Competencies to Develop** |
|  |  |

**Step 3: Career Goals**

* 1. Now that you have identified your 7 to 10 year vision, values, and purpose what are your long-term goals. Please list them and identify a target date.

|  |  |  |
| --- | --- | --- |
| **Area** | **Goal** | **Target Date** |
|  |  |  |

* 1. What are your medium range goals (two to five years)? List your goals and identify a target date.

|  |  |  |
| --- | --- | --- |
| **Area** | **Goal** | **Target Date** |
|  |  |  |

* 1. What are your short range goals (one to two years)? List your goals and identify a target date.

|  |  |  |
| --- | --- | --- |
| **Area** | **Goal** | **Target Date** |
|  |  |  |

**Step 4: Resources**

4.1 What people in your current network are important to helping your reach your goals?

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| --- | --- |
| **Person** | **Ways in Which this Person Assists/Will Assist Me in Reaching My Goals** |
|  |  |

4.2 What networks do you need to build to help you reach your goals?

|  |  |
| --- | --- |
| **Person/Group** | **How/Why Important to Reaching My Goals** |
|  |  |

4.3 As your review your plan, how can the following people help you ?

1. Department Head
2. Other Mentors
3. College Leadership

**Step 5: Milestones—The Big Picture**

Review your career plan along a 10-year timeline. Identify five to seven major milestones along the way to your vision. The milestones may be the achievement of some of the major goals you listed above, an appointment to a new position or at a new institution, or other significant step that moves you forward.

2023

2030

2026

2025

Today