



Professional Development & Learning

SUNY Upstate Medical University

Faculty Individual Development Plan (IDP)

The IDP is a self-assessment conducted by the mentee to identify areas of professional development that may be used to delineate measurable short- and long-term professional goals. The IDP should be used to facilitate both short term (micro-mentoring) and long term (on-going) mentoring relationship and updated at least once per year.

Faculty Individual Development Plan

1. Name _____

2. Date _____

3. Academic Rank _____

4. Primary Mentor _____

Additional Mentor(s) _____

5. Identify Personal and Institutional Long-Term Goals

- Why did you decide to join this program?

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

- List other goals you would like to discuss with your mentor(s).

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 goals.

- **Teaching: Excellence in Education**
 - Teaching, mentoring, syllabus development
- **Research:**
 - Conducting basic science and/or clinical research, presentations, publications, application for and receipt of grant support, peer review
- **Clinical Care: State-of-the-Art Clinical Care**
 - Direct patient care, chart review, related clinical activities, clinical budget performance
- **Service: Involvement in Professional Societies**
 - Participation or leadership in professional societies, committee membership, collegial activities (department, university, community, or national level)
- **Self-Development: Networking, Work-Life Balance, and Additional Mentors**
 - Participation in professional development activities or workshops, developing professional contacts, expanding network contacts, balancing work and personal life, utilizing additional mentors in specific areas of focus

Distribution of Efforts

Estimate the hours per week spent in each focus area, then list the percentages of total professional duties.

Focus Area	#Hrs/Week	% of Total Duties
Teaching		
Research		
Clinical Care		
Service		
Self-Development		
Total		

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.

Teaching

Year in Review: Please list last year's goal(s) and significant accomplishments (teaching appointments, invitations, course or program improvements, etc.). If the goals were not met, explain and identify barriers.

- Upcoming year's teaching goal(s):

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

- Identify barriers to achieving new goal(s):

Research/Creative Activities

Year in Review: Please list last year's goal(s) and significant accomplishments (publications, grants, presentations, invitations, etc.). If the goals were not met, explain and identify barriers.

- Identify in a single sentence the focus of your scholarly activity:

- Upcoming year's research goal(s):

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

- Identify barriers to achieving new goal(s):

Clinical Care

Year in Review: Please list last year's goal(s) and significant accomplishments (exceptional patient care, development of new techniques, clinical programs, etc.). If the goals were not met, explain and identify barriers.

- Upcoming year's patient care goal(s):

- Identify resources, collaborators, and time commitment needed to achieve goal:

- Identify barriers to achieving new goals:

Service

Year in Review: Please list last year's goal(s) and significant accomplishments. If the goals were not met, explain and identify barriers.

- Upcoming year's administration goal(s):

- Identify resources, collaborators, and time commitment needed to achieve goal:

- Identify barriers to achieving new goal(s):

Self-Development (Networking, Work-Life Balance, Additional Mentors)

Year in Review: Please list year's goal(s) and significant accomplishments. If the goal were not met, explain and identify barriers.

- Upcoming year's self-development goal(s):

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

- Identify barriers to achieving new 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
Teaching		
Research		
Clinical Care		
Service		
Self-Development		
Total		

9. We have met and discussed this annual Individual Development Plan (IDP).

Mentee: _____

Date: _____

Mentor: _____

Date: _____