

**CAS Dean's Faculty MAP (Mentoring and Advising Program)
Individual Development Plan (IDP)**

Mentee:

Mentor:

Date:

Time Allocation

1. What is your expected time allocation according to your contract or agreement (should equal 100%)?
 - Research %:
 - Teaching %:
 - Service %
 - Other (e.g., clinical, administrative) %:

2. What do you estimate is your current actual time allocation?
 - Research %:
 - Teaching %:
 - Service %:
 - Other (e.g., clinical, administrative) %:

3. If there are discrepancies, what strategies can you use to change your time allocation to meet expectations? What areas do you need to spend more time on, and what areas do you need to spend less time on? How might your mentor(s) help you in changing your time allocation?

Short Term Goals

What specific goals do you want to accomplish in the next 3–12 months? Consider all areas, including research, teaching, service, work-life balance, communication skills, technical skills, and even personal goals. Below, list your goals for the next 3–12 months. Be specific and indicate how you will assess if your goal was met (expected outcome). If relevant, list the names of any mentor(s) who might be able to help you keep you accountable.

Examples:

Goal: Submit a grant to support my research on the topic of X

Expected Outcome: Grant submitted to NSF by the grant deadline of [insert date]

Mentor(s): Dr. Toni (grantwriting mentoring); J. Smith (help me meet deadlines)

Goal: Improve my teaching by working with the Office of Instruction and Assessment and learning more about pedagogy

Expected Outcome: Higher overall student evaluations compared to last semester and positive feedback from a peer who observes my teaching

Methor(s): Dr. Frynd (observe me teaching and provide honest feedback)

4. Your Short Term Goals:

a. Goal:
Expected Outcome:
Mentor(s):

b. Goal:
Expected Outcome:
Mentor(s):

c. Goal:
Expected Outcome:
Mentor(s):

d. Goal:
Expected Outcome:
Mentor(s):

e. Goal:
Expected Outcome:
Mentor(s):

5. Do the following breakdown for *each* of your short term goals to keep yourself on track to attain your goals. Research shows that proximal goal setting in which you break up your larger goal into smaller goals enhances motivation, perceptions of self-efficacy, self-satisfaction, and task persistence.

In order to accomplish Goal a (above), what must be done in:

Three months:

Six months:

Nine months:

Twelve months:

[Repeat this breakdown for all remaining short term goals.]

6. Think about the steps you need to take to achieve your short term goals. Do you have questions about them? How can your mentor help you achieve your short term goals?

Long Term Goals

Think about ways in which you are satisfied and dissatisfied with your professional development at this point. Consider all areas again, including any aspirations for leadership roles and promotion or tenure. What would you like to develop, build on, or improve?

7. List your long term goals for the next 3-5 years. Again, be specific and indicate how you will assess if your goal was met (expected outcome) and any relevant mentor(s) who might assist you.
 - a. Goal:
Expected Outcome:
Mentor(s):
 - b. Goal:
Expected Outcome:
Mentor(s):
 - c. Goal:
Expected Outcome:
Mentor(s):
 - d. Goal:
Expected Outcome:
Mentor(s):
 - e. Goal:
Expected Outcome:
Mentor(s):
8. Think about the steps you need to take to achieve your long term goals. Do you have questions about them? How can your mentor help you achieve your long term goals?

Promotion and Tenure

9. Think about tenure or promotion. What questions do you have about tenure or promotion in your department, at the college-level, and at the University-level? Do you have a good sense of your current progress towards P+T? What are you unsure about? What issues do you need to discuss with your mentor?

Networking

10. What groups, networks, or people have helped you already with reaching your goals? What groups or individuals might advance your professional development and help you attain your goals? What steps do you need to take to meet these individuals or join these groups/networks? Who would you like your mentor(s) to introduce you to?