

Individual Development Plan

UC Irvine

Department of Pathology and Laboratory Medicine

Faculty Mentoring Program

Instructions to Mentees:

Please complete this form yearly and upload an updated copy to your Sharepoint folder.

Instructions to Mentors:

Please review the mentee's CV and this form prior to meeting your mentee.

Date:

Mentee Name:

Departmental Mentor(s) Name(s):

External Department Mentor(s):

Mentee:

1. Academic Appointment

Do you understand the series to which you are appointed and the expectations for advancement in this series?

_____ yes _____ no

Explain:

2. Current Professional Responsibilities

List your major professional responsibilities.

1.

2.

3.

4.

5.

2A. Do you anticipate any changes to your responsibilities in the coming year?

If so, what? why?

Mentee:

3. An estimate of my current time allocation is:

- _____ % Teaching/Training/Providing Mentoring
- _____ % Research
- _____ % Patient Care
- _____ % Administration/Other Services
- _____ % Total

4. I am satisfied with the distribution of my effort and time. _____ yes _____ no

If no, then how would you want to adjust this distribution?

- _____ % Teaching/Training/Providing Mentoring
- _____ % Research
- _____ % Patient Care
- _____ % Administration/Other Services
- _____ % Total

4A. What would you like to change to support this time distribution?

a. things you're doing now that you want to quit:

b. things you've just been asked to do that you want to refuse to do:

c. things that you're doing that you want to continue:

d. things that you're doing that you would like to spend more time on:

e. things that you're not doing that you want to start:

Mentee:

f. strategies for improving the balance within the above 5 categories:

g. list workshops or tools you need that may assist you to improve your performance in any of the areas you are responsible for (e.g., teaching, research, service)

5. List colleagues which you have established collaboration(s) with over the past year.

6. Are there others you would like to collaborate with?

7. Future Professional Goals

Short Term Goals

List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

a. Goal:

Expected outcome:

Mentee:

b. Goal:

Expected outcome

c. Goal:

Expected outcome

7. Future Professional Goals (continued)

Long Term Goals:

List your professional goals for the next 3-5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

a. Goal:

Expected outcome:

b. Goal:

Expected outcome:

Mentee:

c. Goal:

Expected outcome: