

Professional Development Plan (PDP)

Mentees: Please complete this form every year and return to your mentor **before** your year-end meeting. Please attach an updated version of your CV.

Mentors: Please review this form and the mentee's CV before the year-end meeting.

Date:

Mentee Name:

Mentor Name:

Time Allocation as Estimated by Mentee:

___ % Teaching/Training/Providing Mentoring

___ % Research

___ % Patient Care

___ % Administration/Other Services

How (if at all) would you like to change this time distribution? Consider these things:

1. Things you're doing now that you want to stop doing.
2. Things you've just been asked to do that you may not want to take on.
3. Things that you are doing that you wish to continue doing.
4. Things you are not doing that you would like to begin doing.
5. A strategy for improving the balance with in the above categories.

Academic Appointment

Do you understand the series to which you are appointed and the expectations for advancement in this series? Are you on track to meet these requirements?

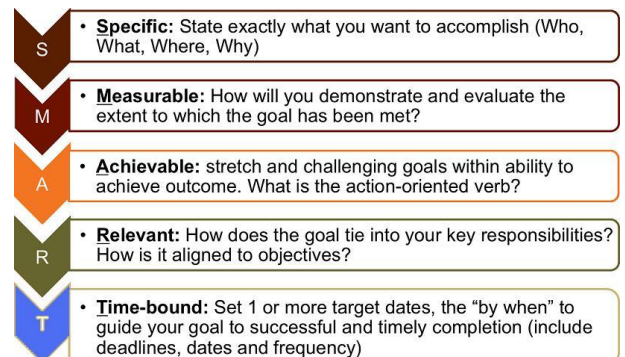
Current Professional Responsibilities

List all of your major professional responsibilities and if you anticipate significant changes in the coming year:

- 1.
- 2.
- 3.
- 4.
- 5.

Goals

It is important to set specific, measurable goals to keep you on the right path toward developing your career. Outline 1-2 short-term goals and one longer-term goal that you want to work on.



Short-Term(1 year)

Goal 1:

How will this positively affect your career path?

Action steps

- Start/Increase:

- Stop/Decrease:

Measures

Who Could Help

Future Considerations

Goal 2:

How will this positively affect your career path?

Action steps

- Start/Increase:

- Stop/Decrease:

Measures

Who Could Help

Future Considerations

Longer –term

Goal:

How will this positively affect your career path?

Action steps

- Start/Increase:

- Stop/Decrease:

Measures

Who Could Help

Future Considerations