# DEPARTMENT OF MEDICINE MENTOR PROGRAM

# *INDIVIDUAL CAREER DEVELOPMENT PLAN*

**Your Name/Calendar Year:**

This career development plan is designed to help faculty and her/his mentor(s) to:

1. Define specific goals, mechanisms to achieve them, and outcomes for academic career development,
2. Establish both short and longer-term plans for career development that can be incorporated into career development awards, for promotion, or adapted for annual departmental faculty reviews,
3. Provide documentation and evaluate progress toward successful promotions and tenure submissions.

The career development plan should be reviewed by the scholar and mentor at least annually and should be updated as needed. Be as specific as possible; the more detailed the “road map,” the more likely you and your mentor(s) will know where you want to go and how to get there. This is intended to help prepare and assess readiness for promotion and save you future time and effort. *Once completed delete instructions.* **This plan has 4 parts: (1) your own mission, effort analysis, and self-assessment (2) identification of mentors and planned promotion referees; (3) goal sheet and growth plans for 1 and 5 years; and (4) SOM Matrix (covering teaching, scholarship, clinical activity, and service).**

## Part 1. Your Vision, Effort, and Self-Assessment

**Faculty personal mission and vision statements:**

It is helpful to define your personal mission and vision for your career and work. Think why are you here, why did you come here to work, what makes you persist through challenges for this work.

Examples are:

* **Vision**: to become a leader in stress reduction approaches for children and adolescents with the goal of reducing migraines.
* **My main goals are** to improve care coordination, and decrease emergency department utilization and hospital re-admissions for vulnerable populations through the use of cost efficient programs.
* **Overall goal**: build a career as an independent investigator focused on implementing generalizable, cost-effective transitions of care interventions.
* **Milestones**: To achieve my 5 year vision I will need to meet these annual milestones:
  + **In the next 12 months I will have completed** **X**
  + **By the end of Year 2 I will have completed X**
* **Vision**:
* **My main goals are:**
* **Overall goal**:
* **Milestones:** (monthly, quarterly, annual milestones that need to be achieved in order for you to reach your vision.)

**Effort analysis**: Please enumerate your major faculty activities by estimating your **percent effort** devoted to the activities in each section—keep it simple using a base number of realistic hours worked/clinical FTE (you must account for sleep—no one gets more than 7\*24=168) and actual worked %FTE that must add to 100%! It might help to do a simple time study for a typical week. You can reference this as you plan goals and professional development activities for the year. This could be a good subject to discuss with a mentor.

**Current Assessment of Effort and Gap Analysis:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of work | Percent effort PAID or ASSIGNED  (MUST ADD TO 100%) | Percent effort ACTUALLY in real life  (MUST ADD TO 100%) | GOAL for Percent effort PAID or ASSIGNED *next year*  (MUST ADD TO 100%) |
| Clinical Care |  |  |  |
| Teaching/Mentoring |  |  |  |
| Research/Scholarship |  |  |  |
| Service/Administration |  |  |  |
| Other |  |  |  |

**Personal SWOT Analysis**: (Reflection on your strengths, weaknesses, opportunities and threats)

* **Strengths**: What skills can you leverage? What traits or skills set you apart from others?
* **Weaknesses**: Areas in which you need to improve and the things that will set you back in your career.
* **Opportunities**: Assess external factors you can take advantage of to pursue a promotion, find a new job or determine a career direction
* **Threats**:  Consider barriers and threats to your career growth – external and internal factors that could hurt your chances to attain your goals

## Part 2. References and Mentors

**References**: For promotion review, please list at least 3 External and 3 Internal references for your promotion. These references must have at least the rank you seek or higher (not Assistant Professors). External reviewers will be non-CU (individuals without any faculty appointment or other affiliation with CU, including community physicians with volunteer faculty appointments) and internal references can be any CU affiliate faculty, including inside your department.

If you are unsure then ask your mentor to help introduce you to key people who might be future references.

**Internal**



**External**



**Mentors and Mentoring Team**: All faculty members no matter how accomplished benefit from mentoring. Identify mentors and advisors to balance knowledge of major areas of focus (content experts) and commitment to helping the mentee in professional development (career mentor). Include your affinity group leader. Add a role if you need it, even if you have not identified the right mentor, as a mentoring team gap.

|  |  |  |
| --- | --- | --- |
| Mentor type | Roles | Frequency of Contact |
| Career |  |  |
| Scientific/Clinical Specialty |  |  |
| Peer |  |  |
| Other… |  |  |

## Part 3. 1 and 5-Year Goals and Growth Plans

This component of the career development plan is a table outlining progressive career goals as identified by the faculty member and the mentors, the resources and strategies being used to meet those objectives, and the evidence used to assess the accomplishment of those objectives. A generic example is below that would need to be much more specific to be helpful to the faculty member and mentor(s). Goals could be within a “major” area (example on research), or across areas like working towards something in education/mentoring and also in clinical care, especially if you are working towards promotion to professor.

|  |  |  |  |
| --- | --- | --- | --- |
| Goals | Resources and Strategies | Evidence of Accomplishment | Who can help me? |
| 1 year goal 1:  Improve knowledge of research methods | -Weekly fellowship seminars  -Develop research curriculum for clinical fellows | -Comments on presentations  -Fellow evaluations of curriculum | Fellowship director, clinical mentor |
| 1 year goal 2:  Complete current research project | -Small grant application  -Data analysis completed by (date)  -Abstract presented at (meeting)  -Manuscript completed by (date) | -Small grant funded  -Abstract accepted  -Paper submitted to journal | Research director, co-author |
| 5 year goal:  Apply for K award | -Identify mentors  -Define local resources  -Complete preliminary studies by (date)  -Complete grant proposal by (date) | Grant submitted by (date) | Mentor, research director |

**Part 4. School of Medicine Promotion Matrix**

Familiarize yourself with the SOM Promotion Series and Criteria below.

