

Faculty Development Plan

Part 1

Instructions for Mentee:

1. In advance of your first meeting, email this Plan and your updated CV, reflecting your current position, to your mentor.
2. Arrive to your first meeting with two printed copies of both.
3. Keep responses thorough, yet succinct.
4. Both mentor and mentee should sign the documents and each retain one copy.

I. Name: _____

II. Background: *What are the key life events that have brought you to this point in your career?*

III. Personal Mission Statement:

A. What are your professional goals?

B. How do you like to use your time in a professional setting?

IV. Goals and Time:

A. What do you hope to accomplish in the next 3 months?

B. What do you hope to accomplish in the next 1 year?

V. Areas of Focus/Effort in Work/Life:

A. Knowing what you know about academia and faculty life at Jefferson – East Falls, complete this chart reflecting your expectations for your first year.

Area of Focus	Hours per week	Relation to Goals (Direct/Indirect)
Research/Practice and Scholarship		
Teaching		
Administrative/University Service		
Community Engagement		
Professional Self-Development		
Personal Wellness		

Individual Career Development Plan

Part 1

B. Is this distribution of effort supportive of your short and long term goals?

C. How will your areas of focus/activity help you achieve your long term goals?

VI. Input on Mentoring Plan:

A. How do you hope your mentor will help you meet your goals or build specific skills?

B. How often do you hope to meet? (The minimum requirement for meetings is twice in the first semester and once for every semester following. More is encouraged.)

C. Are there others who can contribute to your mentoring/career development plan? Please detail who and how you believe he/she can help.

VII. Concerns: *Do you have any concerns you about acclimating to life at Jefferson, at this time?*

VIII. Signatures

We have met and discussed Phase I of the faculty development plan.

Mentee Signature:

Mentor Signature:

Date:

Date: