

Faculty Development Plan Part 2

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 second 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. Personal inventory to assist in your career development planning:

What do you value?

What energizes you?

Is your life in balance?

Are you achieving both your personal goals and professional goals?

What skills do you possess?

What else do you bring to the table?

What are your unique assets?

What opportunities do you see on the horizon that you can capitalize on?

III. Professional inventory of current activities/roles.

Now that you have been at the University for a short time, reflect on your daily and weekly life.

Which activities/roles are not in concert with your goals and can and should be eliminated?

Which activities/roles can and should be delegated?

Where should you spend more time/energy?

Where should you spend less time/energy?

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IV. Given everything listed above, what are the specific tasks that you need to accomplish in the next one to 2 years in order make progress toward reappointment and ultimately promotion?

What are your faculty development/skill building needs?

What time/resources do you need?

Who are the collaborators you need?

Who do you need to network with?

Are there organizations you should become involved with?

Are there opportunities you need to create?

V. Concerns: *Do you have any concerns at this time?*

VIII. Signatures

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

Mentee Signature:

Mentor Signature:

Date:

Date: