

# **UCSF Clinician Educator - Individual Development Plan Mentoring Month - 2019**

Your IDP is a changing document, since needs and goals will almost certainly evolve over the year(s). The aim is to set clearly defined career goals. To assist in reaching those goals, your IDP will help create a roadmap for building upon current strengths and skills while providing a plan for you to address areas needing further development.

The specific objectives of an annual IDP are to:

- Establish clear short-term (next year) and long-term (3-8 years) professional goals
- Consider the contributions and importance of skill development, teaching, scholarship, leadership, networking/community, and mentorship/sponsorship related to your professional goals
- Outline a detailed plan to obtain specific skills and strengths needed (e.g., courses, technical skills, teaching, supervision) along with anticipated time frame for obtaining those skills and strengths.
- Define your current distribution of effort and time spent on effort areas
- Reflect on alignment between current effort distribution and future goals
- Identify changes to your effort distribution and strategies for improving alignment

## **GENERAL INFORMATION:**

1. Name:

2. Date:

## **For Trainees or non-Faculty Educators:**

1. Current position:

2. Next desired position:

## **For Faculty Educators:**

1. Year started on as faculty:

2. Present academic series:

3. Present academic rank:

4. Do you understand the criteria for promotion in your present series? If yes, please describe:

5. Have you completed an [Educator's Portfolio](#)?

## **GOALS**

1. What are your professional goals for the upcoming year?

2. What are your long-term (3-8 year) professional goals?

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3. What are some barriers to achieving these goals?

### **DEVELOPMENT OF SKILLS**

1. What skills do you currently have to move you towards these goals?
2. What skill development have you done to achieve or move you towards these goals?
3. What further skills do you need to be successful in achieving these goals?

### **TEACHING**

1. What type of teaching are you doing?
2. What type of teaching do you want to be doing?
3. For which teaching activities have you received evaluations?
4. Have you utilized the [UCSF Teaching Observation Program](#)?

### **SCHOLARSHIP**

1. What is the focus area(s) of your present scholarly work?
2. What do you hope to be the focus of your future scholarly work?

### **NETWORKING/COMMUNITY**

1. Do you feel like you are connected to a community of peers interested in similar work here at UCSF and/or as part of another organization?
2. Can you think of colleagues external to UCSF (with higher rank than your current) who would write you strong letters of support for promotion or change of series?
3. What gaps exist in your network or community that would help you move forward?

### **LEADERSHIP**

1. Do you have present leadership roles?
2. What leadership roles are you hoping to obtain?
3. What additional skills do you need to be an excellent candidate for this role(s)?

### **MENTORSHIP/SPONSORSHIP**

1. Who comprises your present mentoring team?
2. Who are your sponsors?

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### 3. What are knowledge/skill gaps in your mentorship team?

#### DISTRIBUTION OF EFFORT

**Current State:** Take an inventory of your efforts and time spent on professional activities in the last year. Please include clinical work, creative activities (research, other scholarship), teaching, administrative/leadership roles, faculty development, etc.

Area of effort	% Salary Support (% support you are given to do the work) Mark NA if you do not receive dedicated salary support for these areas	% Total effort (% time it takes to do the work)
<i>Add more rows as needed</i>		

**Reflection:** Review your previously identified goals and consider your current distribution of effort.

- What effort areas support your identified goals? Can you develop these areas further?
- What effort areas do not support your identified goals? Can you stop doing them?
- Where are the gaps? Do you have goals that have no distribution of effort?

**Future State:** Identify changes that would need to be made (if any) to make your effort distribution align more closely with your goals. Make a list of activities that fall within the following categories and include a target date for implementation:

- Things you are doing now that you want to quit:

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- Things you have been asked to do that you want to refuse to do:
- Things that you are doing that you want to continue:
- Things you are not doing that you want to start:
- Strategies for improving the balance within the above 4 categories to align best with your professional goals: