SKMC Individual Career Development Plan

Name: ________________________________

Department: __________________________

Current Rank/Track: ____________________

Date: _________________________________

Personal Mission Statement (Why are you here?):

Long Term Goals (5-10 years):

What do you hope to accomplish in the next 5 to 10 years?
Areas of Focus/Effort:

*How do you spend your time and what is the focus of these activities? Is this distribution consistent with your long term goals? How will your areas of focus/activity help you achieve your long term goals?*

<table>
<thead>
<tr>
<th>Area of Focus</th>
<th>%Effort/Hours per week</th>
<th>Relation to Goals</th>
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</thead>
<tbody>
<tr>
<td>Education</td>
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<tr>
<td>Research/Scholarship</td>
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<tr>
<td>Clinical Care</td>
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<td>Administrative/Service</td>
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<td>Community Engagement</td>
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<tr>
<td>Self-Development</td>
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How will your current promotion track help you achieve your long term goals? What must you achieve in the next 5 to 10 years in order to be promoted? How does this fit in with your long term goals? Are they aligned?

What are the skills necessary to achieve your goals and to achieve promotion? Do you have them? If not, what is the plan to achieve them?

Are there any barriers to achieving your goals? What are they and how will you overcome them?
Does your promotion track require scholarship? If so, identify the focus of your scholarship in a single sentence? How does scholarship help you meet your long term goals?

What is your mentoring plan? Who will be your primary mentor? How did you choose your mentor? How can they help you meet your goals or build specific skills? How often will you meet? Are there others who can contribute to your mentoring/career development plan? Who are they and how can they help?

Given everything listed above, what are the specific tasks that you need to accomplish in the next one to two years in order to move you closer to your goals, closer to 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?
Complete this personal inventory to assist in your career development planning:

What do I value?
What energizes me?
Is my life in balance?
Am I achieving my personal goals as well as my professional goals?
What skills do I most solidly have?
What else do you bring to the table?
What are my unique assets?
What opportunities do you see on the horizon that you can capitalize on?
Make an inventory of current activities/roles
   Which are not in concert with your goals and can and should be eliminated?
   Which can be delegated?
   Where should you spend more time/energy?
   Where should you spend less time/energy?

We have met and discussed this individual career development plan
(Note: this career development plan is for the faculty member’s self-reflection, therefore this signature section is optional)

Faculty Member ____________________________
Date ___________________
Mentor ____________________________
Date ___________________

Chair signature ____________________________