

# Individual Development Plan

**UC Irvine**

**Department of Pathology and Laboratory Medicine**

**Faculty Mentoring Program**

**Instructions to Mentees:**

Please complete this form yearly and upload an updated copy to your Sharepoint folder.

**Instructions to Mentors:**

Please review the mentee's CV and this form prior to meeting your mentee.

---

**Date:**

**Mentee Name:**

**Departmental Mentor(s) Name(s):**

**External Department Mentor(s):**

**Mentee:**

---

**1. Academic Appointment**

Do you understand the series to which you are appointed and the expectations for advancement in this series?

\_\_\_\_\_ yes    \_\_\_\_\_ no

**Explain:**

**2. Current Professional Responsibilities**

List your major professional responsibilities.

1.

2.

3.

4.

5.

**2A. Do you anticipate any changes to your responsibilities in the coming year?**

If so, what? why?

**Mentee:**

---

**3. An estimate of my current time allocation is:**

\_\_\_\_\_ % Teaching/Training/Providing Mentoring  
\_\_\_\_\_ % Research  
\_\_\_\_\_ % Patient Care  
\_\_\_\_\_ % Administration/Other Services  
\_\_\_\_\_ % Total

**4. I am satisfied with the distribution of my effort and time.** \_\_\_\_\_ yes \_\_\_\_\_ no

If no, then how would you want to adjust this distribution?

\_\_\_\_\_ % Teaching/Training/Providing Mentoring  
\_\_\_\_\_ % Research  
\_\_\_\_\_ % Patient Care  
\_\_\_\_\_ % Administration/Other Services  
\_\_\_\_\_ % Total

**4A. What would you like to change to support this time distribution?**

a. things you're doing now that you want to quit:

b. things you've just been asked to do that you want to refuse to do:

c. things that you're doing that you want to continue:

d. things that you're doing that you would like to spend more time on:

e. things that you're not doing that you want to start:

**Mentee:**

---

f. strategies for improving the balance within the above 5 categories:

g. list workshops or tools you need that may assist you to improve your performance in any of the areas you are responsible for ( e.g., teaching, research, service)

**5. List colleagues which you have established collaboration(s) with over the past year.**

**6. Are there others you would like to collaborate with?**

**7. Future Professional Goals**

**Short Term Goals**

List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

a. Goal:

Expected outcome:

**Mentee:**

---

b. Goal:

Expected outcome

c. Goal:

Expected outcome

**7. Future Professional Goals (continued)**

**Long Term Goals:**

List your professional goals for the next 3-5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

a. Goal:

Expected outcome:

b. Goal:

Expected outcome:

**Mentee:**

---

c. Goal:

Expected outcome: