**Health Sciences Jr. Faculty Career Development Plan (CDP)**

**Mentee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Series: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Appointment & Promotion Timeline**

* Have you obtained your department’s promotion and advancement guidelines?

Yes\_\_ No\_\_\_

* Are you aware of what is required for promotion in your series and in your department? Yes\_\_ No\_\_\_
  + When is your next review file due? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + When is your appraisal file due? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + When is your promotion file due? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have you met with your Chair or Chief to discuss your progress to promotion?

Yes\_\_ No\_\_\_

**Instructions to Mentees:** Please complete this form yearly and provide a copy to your mentor before your mentoring session meeting. Attach an updated CV.

**Instructions to Mentors:** Please review the mentee’s CV and CDP prior to each meeting

**1. Definition of Junior Faculty Effort in Specific Focus Areas**

The following six areas of focus for faculty to address their personal, institutional and academic series goals.

* *Teaching—Excellence in Education*

Direct teaching (core lectures, electives, seminars, laboratory teaching course, grand rounds, etc.), course direction, course development, instructional design, assessment of learner performance, advising and mentorship, educational research, Clerkship Director, graduate student/post-doctoral fellow training, clinical attending, Independent Study Project committee member, PhD committee member, Continuing Medical Education (CME) course director, etc.

* *Research/Creative Activity—Leadership in Innovative Research*

Conducting basic science and/or clinical research, presentations, publications, application for and receipt of grant support, copyrights and patents, editing, and peer review, etc.

* *Clinical Care—State-of-the-Art Clinical Care*

Direct patient care, innovative clinical practices, need better stuff here, quality improvement projects, etc.

* *Community Engagement—Civic Responsibility and Comprehensive Research*

Conducting community engaged and/or participatory research, building relationships, presentations and workshops, implementation of interventions, etc.

* *Service—Participation in University Governance*

Participation in governance, committee membership, collegial activities (suggested service priority: Department, School of Medicine, UC San Diego Health Sciences, university, professional, and community)

* *Self Development—Networking, Work-Life Balance and Additional Mentors*

Faculty Development activities, leadership programs, CME training, earning advanced degrees, participation in professional academic associations or societies, developing professional contacts, consulting in one’s field, expanding network contacts, balancing work and personal life, utilizing additional mentors in specific areas of focus, etc.

**2. Professional Goals in Specific Focus Areas**

Please complete the focus areas that specifically apply to the promotion criteria for your academic series established in your department’s promotion and advancement guidelines. This will help you establish and accomplish your short and long-term goals.

* *Teaching—Excellence in Education* 
  + Year in Review: Please list last year’s goal(s) and significant accomplishments (teaching appointments, invitations, course or program improvements, etc.). If the goals were not met, explain and identify barriers.
  + Upcoming year’s teaching goal(s):
  + Identify resources, collaborators, and time commitment needed to achieve goal(s):
  + Identify barriers to achieving new goal(s):
* *Research/Creative Activity—Leadership in Innovative Research* 
  + Year in Review: Please list last year’s goal(s) and significant accomplishments (major publications, grants, presentations, invitations, etc.). If the goals were not met, explain and identify barriers.
  + Identify in a single sentence the focus of your research/creative activity.
  + Upcoming year’s research/creative goal(s):
  + Identify resources, collaborators, and time commitment needed to achieve goal(s):

Identify barriers to achieving new goal(s):

* *Clinical Care—State-of-the-Art Clinical Care* 
  + Year in Review: Please list last year’s goal(s) and significant accomplishments (exceptional patient care, development of new techniques, clinical programs, etc.). If the goals were not met, explain and identify barriers.
  + Upcoming year’s clinical care goal(s):
  + Identify resources, collaborators, and time commitment needed to achieve goal:

* + Identify barriers to achieving new goals:
* *Community Engagement—Civic Responsibility and Comprehensive Research* 
  + Year in Review: Please list last year’s goal(s) and significant accomplishments (community based activities, talks, projects, publications). If the goals were not met, explain and identify barriers.
  + Identify in a single sentence the focus of your community engagement activity.
  + Upcoming year’s community engagement goal(s):
  + Identify resources, collaborators, and time commitment needed to achieve goal(s):
  + Identify barriers to achieving new goal(s):
* *Service—Participation in University Governance*

Recommended service priority: Department, School, University, Professional, and Community.

* + Year in Review: Please list last year’s goal(s) and significant accomplishments. If the goals were not met, explain and identify barriers.
  + Upcoming years’ service goal(s):
  + Identify resources, collaborators, and time commitment needed to achieve goal:
  + Identify barriers to achieving new goal(s):
* *Self Development—Networking, Work-Life Balance and Additional Mentors* 
  + Year in Review: Please list year’s goal(s) and significant accomplishments. If the goal were not met, explain and identify barriers.
  + Upcoming year’s self-development goal(s):
  + Identify resources, collaborators, and time commitment needed to achieve goal(s):
  + Identify barriers to achieving new goal(s):

**3. My Current Distribution of Effort**

Estimate the hours per week spent in each focus area, then list the percentage of total duties.

|  |  |  |
| --- | --- | --- |
| **Focus Area** | **# Hours per Week** | **% of Total Duties** |
| Teaching |  |  |
| Research |  |  |
| Clinical Care |  |  |
| Community Engagement |  |  |
| Administration/Service |  |  |
| Self-Development  (Networking, Work-Life Balance, Additional Mentors) |  |  |
| **Total** |  |  |

**4. My Optimal Distribution of Effort**

Revisit the table, “My Current Distribution of Effort,” in #3. Create a new “My Optimal Distribution of Effort” table, taking into account your Professional Goals (see #2).

|  |  |  |
| --- | --- | --- |
| **Focus Area** | **# Hours per Week** | **% of Total Duties** |
| Teaching |  |  |
| Research |  |  |
| Clinical Care |  |  |
| Community Engagement |  |  |
| Administration/Service |  |  |
| Self-Development  (Networking, Work/Life Balance and Additional Mentors) |  |  |
| **Total** |  |  |

We have met and discussed this annual Career Development Plan (CDP).

**Mentee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CDP - Mentoring Meeting Journal Worksheet**

Use this page to record the discussion points in each of your mentoring meetings.

|  |
| --- |
| Date: |
| Check-In (e.g. urgent issues, work-life balance, personal issues): |
| Goal Discussion: |
| Action Items: |