

INDIVIDUAL DEVELOPMENT PLAN

This plan is intended to serve as a guide to facilitate communications between a faculty member and their mentors. It is meant to launch the mentoring relationship, rather than define the relationship. At the beginning of the mentoring relationship, the plan should be completed by the mentee and then jointly reviewed and discussed with the mentor(s) in order to reach an agreement. The mentee should re-write the agreed upon answers before the plan is signed and dated. Additionally, the plan should be reviewed with and signed by the mentee’s department chair. The mentee is responsible for maintaining the agreement and reviewing/updating it as necessary.

1. What are your goals for the next year?
2. Where do you hope your career will take you in five years?
3. What type of assistance do you want from your mentors to help achieve your career goals?
4. What three topics would you like to discuss during your first mentoring meeting?
5. Do you have any career concerns that you want discussed and resolved?
6. Are there any additional topics/issues you want to discuss at future meetings?
7. What expectations do you have of your mentors?
8. What expectations do the mentor(s) have of the mentee?
9. How often, where, and for how long will you and your mentor(s) meet?
10. Who will schedule these meetings?

Mentoring interactions often involve sensitive topics and could result in a faculty member being vulnerable. It is anticipated that the mentee and mentor will behave professionally and treat each other with respect. All communication (e.g., emails and face-to-face communication) should be considered confidential. Additionally, all communication should be open, candid, and truthful. The mentoring relationship will be discussed annually with the department chair; the membership of the mentoring team will be re-evaluated at that time. If problems arise within the mentee/mentor(s) team, the team should meet with the department chair of the mentee.

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Mentee Signature Date

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Mentor Signature Date

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Mentor Signature Date

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Department Chair Date