Individual Development Plans (IDPs) provide a planning process that identifies both professional development needs and career objectives. The IDP can also serve as a tool to help facilitate communication between mentees and mentors. An IDP is one component of a broader mentoring program. Specifically, it helps mentees:

- Create annual plans to reach their career goals
- Establish target dates for academic and research milestones
- Set goals for the next year, including discussions about how to allocate time
- Define in detail the approach they plan to take in order to obtain the specific skills and knowledge needed, and anticipated time frames for obtaining those skills

An IDP will be required annually, and will be due on July 1 of each year.

Mentors may also choose to require the mentee to complete bi-annual progress reports.

**Individual Development Plan (IDP). The mentor’s role in the IDP process is as follows:**

- Review mentee IDP and help revise if necessary. Provide honest feedback – both positive and negative – to help mentees set realistic and relevant goals. Assess mentee time allocation needs, and provide advice on addressing time distribution challenges and barriers.
- Help mentee review and revise the IDP as needed. Annual review and revision will be required, but the IDP may be revised at any time as goals and skill needs change.

**Biannual Progress Reports. The mentor’s role in the Biannual Progress Report process is as follows:**

- Progress Reports are also available and mentors may want to require both progress reports and IDPs. Mentors should review the mentee Progress Report with them.
- Mentors should meet with the mentee to discuss progress made, challenges encountered, and goals for the next progress report period.
- Assess alignment of progress made with IDP goals. Revise IDP if necessary.