1. Name____________________________________ 2. Date____________________

3. Academic Series and Rank

4. Primary Mentor____________________________________
   Additional Mentor(s)____________________________________

5. Identify Personal and Institutional Long Term Goals

   Why did you decide to work at a medical school?
   What do you personally hope to accomplish in your career?
   List your Academic Series requirements (see Academic Criteria for Series)

   List other goals discussed with Chair/Division head.

6. Areas of Focus: Definition and Distribution of Effort

   The following five areas of focus generally describe the areas where faculty direct their efforts to successfully accomplish their personal, institutional and academic series goals.

   • Teaching—Excellence in Education
     Teaching, student advising, continuing medical education (CME), new course development
   • 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
   • Clinical Care—State-of-the-Art Clinical Care
     Direct patient care, chart review, related clinical activities, clinical budget performance
   • Service—Leadership in Governance

10/18/17
Participation or leadership in governance, committee membership, collegial activities. Suggested service priority: Department, SOM, UCDHS, University, Professional, 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

**Distribution of Effort - Time Allocation**

Estimate how you allocated your time last year (July 20__-June 20__) and indicate how you will change this time distribution for the coming year (July 20__-June 20__) to accomplish all the goals stated in your IDP. Indicate any barriers you perceive to making time allocation adjustments:

<table>
<thead>
<tr>
<th>Area of Effort</th>
<th>% Time 20__ - 20__</th>
<th>% Time 20__ - 20__</th>
<th>Potential Barriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Patient Care</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Teaching, training or mentoring others</td>
<td></td>
<td></td>
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<tr>
<td>Administration</td>
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<tr>
<td>Service</td>
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<tr>
<td>Self-Development (coursework, seminars, workshops, skills training, etc.)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total % Time</strong></td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**7. Specific Goals in Focus Areas**

Complete the focus areas that specifically apply to the criteria for your academic series that will help you accomplish your personal and institutional long-term goals.

**Teaching**

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 and Research Related/Creative Activities**

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 scholarly activity.*

**Upcoming year’s research goal(s):**

*Identify resources, collaborators, and time commitment needed to achieve goal(s):*

*Identify barriers to achieving new goal(s):*

**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 patient care goal(s):**

*Identify resources, collaborators, and time commitment needed to achieve goal:*

*Identify barriers to achieving new goals:*

**Service**

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 year’s administration 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, 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):*
8. We have met and discussed this annual Individual Development Plan (IDP)

Mentee_________________________________________ Date____________________

Mentor_________________________________________ Date____________________

Mentor_________________________________________ Date____________________

Mentor_________________________________________ Date____________________

Mentor_________________________________________ Date____________________

*Adapted from IDP form presented by Russell G. Robertson MD, Medical College of Wisconsin, 2004 AAMC Faculty Affairs Professional Development Conference.