



INDIVIDUAL DEVELOPMENT PLAN (IDP)

Why Complete an IDP?

Faculty at all career stages have multiple responsibilities (e.g., scholarship, teaching, mentoring, service), each of which places demands on their time. Success in any one of these domains requires setting priorities, charting short- and long-term goals, and effectively allocating one's time across multiple goals. Individual Development Plans (IDPs) are a proactive tool to help you identify both short- and long-term career goals and manage your time, thus fostering your ability to achieve multiple goals simultaneously.

Here, we provide guidelines for how to create an IDP and use it as a strategic road map to advance both your short- and long-term goals. We recommend creating and refining your IDP in consultation with your mentorship team (e.g., department chair, departmental faculty mentor, university faculty mentor) to help align your development goals with your mentorship interactions and expectations of your department and college/school/unit. Your mentor(s) may provide valuable feedback on the types of activities that will help you achieve your goal(s), how much time to budget for those activities, as well as how to prioritize their execution. Your IDP thus not only serves as a goal-setting and planning tool, but also can provide structure to your mentorship experience.

IDP Worksheet Instructions:

This worksheet provides a framework for creating your IDP. We have designed it to be useful no matter where you are in relation to your career goals or how long you have to achieve them. Different sections of the worksheet allow you to consider goals with different time horizons — from those that might take a single year to longer-term goals that might take 3-5 years to achieve.

When creating your IDP, we recommend that you first focus on a goal that has a time horizon of approximately 1 year. Starting your planning with a short-term goal can help you understand how best to engage with the IDP framework, which you can then scale up for planning your longer-term goals. Furthermore, considering both short- and long-term goals simultaneously with your mentor will allow you to gather their knowledge about how to achieve short-term success while also advancing a longer-term target.

The worksheet has columns labeled: **Major Goals, Goal Milestones, Skills, Resources Needed, Action Steps, and Timing**. To get the most out of this worksheet, we suggest following these steps:

Step 1: Identify Major Goals. You should identify the major goals you hope to achieve on both short- and long-term horizons. It can be helpful to consider goals for which you are seeking structured mentorship to help organize those activities and identify potential sources of support. **List these goals in the Major Goals column.**

Step 2: Identify Goal Milestones. As you work toward your goal(s), there will be milestones you need to reach along the way. For each goal, ask yourself: What steps do I need to complete to reach my overarching goal? What order do I need to pursue those steps? How much time will each step take? Will I need additional training, time, financial resources, equipment, or assistance to reach each step along the way? **List each step in the Goal Milestones column.**

Step 3: Identify Required Skills. Decide if you need specific skills to fulfill your goal milestones. Skills you might consider are training in: a particular research design or approach, writing within a new discipline, or managing interdisciplinary teams beyond your own group. **List these in the Skills column.**

Step 4: Identify Required Resources. Will your goal milestones require additional resources, e.g., financial, staff support, space, access to core facilities or archives? For instance, you might need to acquire privileges and travel to another institution to gain access to new archival materials. **List your requirements in the Resources column.**

Step 5: Determine your Action Steps. Action steps are those you take to advance through your goal milestones, gain new skills, or acquire new resources. Action steps can include participation in training workshops, identifying and hiring new staff, collecting preliminary data, or developing proposals to gain access to additional financial resources. List specific actions that you will take to advance your goal(s) in the Action Steps column. **List specific actions that you will take to advance your goal(s) in the Action Steps column.**

Step 6: Determine the Time Horizon for Each Action Step and Milestone. Estimate the time it will take for you to achieve each Action Step and Milestone along the path toward your Major Goal(s). Be sure to allow time for mistakes, restarts, and unforeseen problems. **Indicate the time horizon for each Action Step (for each Milestone) in the Timing of Steps column.**

Step 7: Meet with your Mentor. Once you have drafted your IDP, discuss your plan with your mentor(s). They can provide feedback regarding all aspects of your IDP, including feasibility, timing, possible alternatives, etc.

INDIVIDUAL DEVELOPMENT PLAN: SHORT-TERM GOAL(S)

(Approximately 1-year time horizon)

Major Short-Term Goals What do you want your vita to look like a year from now?	Goal Milestones Smaller goals needed to reach each major goal	Skills To be learned/ developed	Resources Needed Money, support, time	Action Steps Training, research, delegating, etc.	Timing of Steps Estimated start and completion
1					
2					
3					

INDIVIDUAL DEVELOPMENT PLAN: MID-RANGE GOAL(S)

(Approximately 2- to 3-year time horizon)

Major Mid-Range Goals What do you want your vita to look like 2-3 years from now?	Goal Milestones Smaller goals needed to reach each major goal	Skills To be learned/ developed	Resources Needed Money, support, time	Action Steps Training, research, delegating, etc.	Timing of Steps Estimated start and completion
1					
2					
3					

INDIVIDUAL DEVELOPMENT PLAN: LONG-TERM GOAL(S)

(Approximately 3- to 5-year time horizon)

Major Long-term Goals What do you want your vita to look like 3-5 years from now?	Goal Milestones Smaller goals needed to reach each major goal	Skills To be learned/ developed	Resources Needed Money, support, time	Action Steps Training, research, delegating, etc.	Timing of Steps Estimated start and completion
1					
2					
3					