

## Individual Faculty Career Development Plan (IFcDP) Checklist

for Mentor Meetings during First 24-months of plan implementation

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### 1. AGENDA for **1-1 MEETING WITH DEPARTMENT CHAIR**

(or designated MENTOR/SPONSOR)

#### GOAL SETTING - 30 minute meeting

##### **BEFORE THE MEETING**

Send any needed documentation to the Chair at least 48 hours in advance of the meeting. Bring a copy. Aim for 2-4 pages maximum length, not including updated CV

##### **DURING THE MEETING**

1. Review DRAFT goals, proposed objectives and metrics/measures.
2. Prioritize objectives to match desired outcomes for the year (target measures for 9-10-months from start date to match annual faculty feedback and evaluation cycle)
3. Discuss pending changes in the department that may affect progress toward goals
4. Discuss department priorities, confirm general goal alignment and /or modifications needed

##### **AFTER THE MEETING**

Confirm, via brief memorandum or e-mail, that proposed goals, objectives and benchmarks are aligned with selected academic career pathway and expectations for promotion and/or tenure

#### ANNUAL FEEDBACK - 30 minute meeting

##### **BEFORE THE MEETING**

Send ANNUAL REPORT memo or any required form to the Chair at least 48 hours in advance of the meeting. Bring a copy. Aim for 2-3 pages maximum length, not including updated CV

##### **DURING THE MEETING**

1. Review results associated with annual goals, objectives and proposed metrics/measures.
2. Identify comparators—your results as compared to peers at your rank
3. Discuss any goal that require modification due to circumstances beyond your control
4. Confirm continuity or changes to department priorities that may affect goal alignment

##### **AFTER THE MEETING**

- Confirm, via brief memorandum or e-mail, that action items to be addressed will be reported on by [when – specify date]
- Confirm that any new goals, objectives and benchmarks are aligned with selected academic career pathway and expectations for on-time promotion and/or tenure