**SON CT Faculty Development Plan**

Name: Date:

Mentorship Committee: Sr. Assoc Dean + 2

**Time Allocation:**

\_ \_\_ % Teaching

\_\_\_ % Research

\_ \_\_ % Service

Major Milestones timeline (fill in)

|  |  |  |
| --- | --- | --- |
| **Academic year** | **Description** | **Notes** |
|  | Hire date |  |
|  | 2 year review | January of 4th semester |
|  | 4 year review | January of 4th semester |
|  | 6 year review | January of 6th year |
|  | Promotion | Apply by April 30th of 6th year |

**Mentor Meetings**

 Year 1 - 2: 1 meeting per semester (2 total)

 Year 3 - 4: 1 meeting per semester (2 total)

 Year 5 - 6: 1 per year (more if needed)

**Important Promotion and Tenure documents to review**:

* [University P&T guidelines](http://facultyhandbook.udel.edu/handbook/44-promotion-and-tenure)
* [College P&T guidelines](https://sites.udel.edu/provost/files/2014/12/CHS-PT-5.12.09-2jhd0gr.pdf)
* SON P&T guidelines (see CT criteria)
* SON Faculty Handbook

**NOTE:**  Submit short and long term goals to Dept. chair on an annual basis with Appraisal.

**Year 1**

**Meeting 1 Fall Semester (Date: )**

**Action Items to discuss with Mentee**

* Check in (e.g. urgent issues, work-life balance, personal issues)
	+ Do any items affect timeline?
* Develop Short term goals for Year 1
	+ Discuss all three workload areas
* Teaching preparation (syllabus, evaluation, UD support, TA plan)
	+ Discuss and help prep for submission
* Teaching Peer review date
	+ Set a date for one member of mentorship team to attend class
* Record keeping plan for each workload area in dossier
	+ Develop a structure for collecting evidence that is simple and easy to remember.

**Short Term Goals.** Work with your mentoring team to develop a list of professional goals for the coming year in each area of workload.

Add Short Term Goals here

**Notes:**

**Promotion Documentation**: Maintain a record of all activities in digital form (e.g. meeting programs with title and abstract of talk, thank you letters for service on a committee, letters from students, nominations for awards, awards received, acceptance rates for papers or proposals).

**Balancing workload allocation**: Discuss teaching activities/evidence. Discriminate among service activities. Service at this level should be fairly light and should constitute a role where the mentee’s strengths are highlighted. Identify journals of interest and send a note to the editor offering to review papers

**Meeting 2 Spring Semester (Date: )**

**Action items:**

* Check in (e.g. urgent issues, work-life balance, personal issues)
* Progress on short term goals
* Development of long-term goals and research plan
* Dossier development
* Preparing for first Annual Performance Review
* Discuss Teaching Peer review
* Discuss graduate student funding for summer research

**Progress on Short Term Goals:**

**Add updated STG here**

**Long Term Goals.** What are your goals for the next 1 – 2 years?

**Add LTG here**

**Dossier Development:** Discuss specific evaluation categories and standards for evaluation. Discuss developing philosophy statements.

**Teaching Dossier Development**

* Look through Promotion criteria and create evidence that documents progress.
* Briefly document any changes you will make to your course(s) in the coming semester to improve the course
* List any activities you have participated in designed to improve teaching performance.

**Service Dossier Development**

* Describe any service activities and your role in them.

**Scholarship**

* What research are you participating in?
* What are your long-term research plans? What support mechanisms? What is your timeline for these support mechanisms?

**Preparing for yearly performance review**

**Discussion of peer review of teaching and recommendations for changes.** Be sure mentee documents efforts to improve teaching performance.

**Notes:**

**Year 2**

Important benchmarks: 2 year review due in January.

**Meeting 1 Fall semester (Date\_\_\_\_\_\_\_)**

**Action items:**

* Check in
* Progress report on summer goals. Were goals met?
* Review workload
* Review SON CT promotion document and evaluate progress in each category
* Discuss plan for professional networking
* Plan for presentations at national or international meetings
* Plan date for peer review of teaching

Projects (3) -

1. Evaluating course redesign. Is it effective in improving retention of material?
2. Review - how are program objectives carried forward throughout curriculum.
3. Apply for GUR

Fund small project(s), apply for funding for some basic equipment. Find collaborators in SON on projects, in CHS. Link to outcomes from classes.

**Submit work to nursing education/other appropriate journals.**

**Progress on Short term Goals:**

**Progress on Long Term Goals:**

**Discuss 2 year review preparation**

**Meeting 2 Spring Semester (Date\_\_\_\_\_\_\_)**

**Action items**:

* Check in
* Progress report on short-term goals
* Discussion of peer teaching review
* Discuss 2-year review and letter from committee
* Develop scholarship, teaching and service statements

Progress on Short Term Goals

Progress on Long Term Goals

**Discuss 2nd year review and create plan to address any concerns raised by mentor/appraisal.**

Notes:

**Year 3**

**Meeting Fall semester (date\_\_\_\_\_\_\_)**

**Action items:**

* Check in
* Progress report on summer goals. Were goals met?
* Review workload
* Review SON promotion document and evaluate progress in each category
* Develop Short-term goals for Year 3
* Update research plan and grant proposal timeline
* Plan for presentations at national or international meetings
* Plan date for peer review of teaching

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Meeting Spring Semester (date\_\_\_\_\_)**

**Action items:**

* Check in
* Review workload
* Preparation for 4 year review

-Review 2 year review and detail progress

-Update research, teaching, service statements.

-Review SON promotion document and evaluate progress in each category

-Develop Short-term goals for Year 4

* Update research plan and grant proposal timeline
* Plan for presentations at national or international meetings
* Plan date for peer review of teaching

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Year 4**

Important benchmarks: 4 year review due in January.

**Meeting (Beginning of Fall semester)**

**Action items:**

* Check in
* Review workload
* Preparation for 4 year review

-Review 2 year review and detail progress

-Update, teaching, research, service statements.

-Review SON promotion document and evaluate progress in each category

-Develop Short-term goals for Year 4

* Plan for presentations at national or international meetings
* Plan date for peer review of teaching

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Meeting Spring Semester (Date\_\_\_\_\_)**

Discuss 4th year review and create plan to address any concerns raised by mentor/appraisal.

Discuss networking and identifying potential external reviewers

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Year 5**

**Meeting (Beginning of Fall semester)**

**Action items:**

* Check in
* Review workload
* Review SON promotion document and evaluate progress in each category
* Develop Short-term goals for Year 5 based on promotion and tenure document
* Plan date for peer review of teaching

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Meeting (Spring)**

**Action items:**

* Check in
* Prepare statements to include review letters
* Review curriculum vitae.

**Progress on Short Term Goals**

**Progress on Long Term Goals**

Appendix A: Short and Long term Goal worksheets

Please fill out or update this information in September and February prior to your meeting with your mentor.

**Short Term Goals.** What are your goals for the next 6 – 12 months?

|  |  |  |
| --- | --- | --- |
| **Goal** | **Details/Action items** | **Goal Completion Date** |
| **Scholarship** |
|  |  |  |
|  |  |  |
| **Teaching** |
|  |  |  |
|  |  |  |
| **Service** |
|  |  |  |
|  |  |  |

**Long Term Goals.** What are your goals for the next 1 – 3 years?

|  |  |  |
| --- | --- | --- |
| **Goal** | **Details/Action items** | **Goal Completion Date** |
| **Scholarship** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Teaching** |
|  |  |  |
|  |  |  |
| **Service** |
|  |  |  |
|  |  |  |

Appendix B

**Sample Short & Long-Term Goals**

1. Be specific about goal

2. Provide specific date or narrow range of dates

3. Develop plan to achieve goal in details/action item

**Short Term Goals (note these are examples only)**

|  |  |  |
| --- | --- | --- |
| **Goal** | **Details/Action items** | **Goal Completion Date** |
| **Scholarship** |
| Submit pre-proposal to *Specific External Funding Organization* | Collaboration with *Specific Faculty* Role: Co-PI, Award Length: 4 years, title and award amount to be determined |  |
| Submit *“Specific Manuscript*” paper to *Specific Journal* | * List co-authors
* Action plan for writing
 |  |
| **Teaching** |
| Identify 1-2 courses to teach consistently until tenure | Identify specific courses to teach on a regular basis for at least 3 years, balancing my research & teaching loads so I am well positioned to go up for tenure |  |
| **Service** |
| Become a reviewer for field-specific journal |  |  |

**Long Term Goals**

|  |  |  |
| --- | --- | --- |
| **Goal** | **Details/Action items** | **Goal Completion Date** |
| **Scholarship** |
| Publish 2 manuscripts currently under review | Discuss priorities and revision plan with co-authors  |  |
| **Teaching** |
| Develop a graduate-level course | Brief description of course content.Plan for proposing to curriculum committee  |  |
| **Service** |
| Serve on a SON search committee |  |  |
| Serve on a committee for a *specific professional organization* | Purpose of this goal is to work towards becoming more prominent on the national/international stage  |  |