**SON TT Faculty Development Plan**

Name: Date:

Mentorship Committee: Assoc Dean for Research + 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 |
|  | Research sabbatical | Optional, 3 or 5th year |
|  | Promotion/tenure | Apply by April 30th of 5th year |

**Mentor Meetings**

Year 1: September, December, March, May

Year 2: September, December, May

Year 3-5: September & as requested

**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

**NOTE:**  Submit short and long term goals to SON Dean on an annual basis with Appraisal. See Appendix for examples.

**Year 1 (2 – 4 meetings)**

**Meeting 1 Beginning of 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
* Graduate student recruitment plan
  + Discuss resources available within department
* Teaching preparation (syllabus, evaluation, UD support, TA plan)
* [Internal grants description and deadlines](http://www1.udel.edu/research/preparing/internal-funding-faq.html)
  + Discuss and help prep for submission
* Teaching Peer review date
  + Set a date for one member of mentorship team to attend class
* Review platform where dossier will be submitted and become familiar
* Record keeping plan for scholarship, teaching, service in dossier
  + Develop a structure for collecting evidence that is simple and easy to remember.

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

*Paste Short term goals from worksheet here*

**Notes:**

**P & T 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 End of 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 (e.g., INBRE Summer Scholars, GUR, etc.)

**Progress on Short Term Goals:**

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

*Paste Short term goals from worksheet here*

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

**Scholarship**

* Describe your research line in one or two sentences.
* What are your long-term research plans? What support mechanisms? What is your timeline for these support mechanisms?

**Teaching Dossier Development**

* 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.

**Preparing for yearly performance review**

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

**Meeting 3 (Mid -semester)**

This meeting serves primarily as a check in and should occur at the discretion of the mentoring team and mentee.

**Action items:**

* Check in
* Progress report on short-term goals
* Review Chair’s performance evaluation (strategy modification)
* Teaching Peer review date (mentorship team)
* Review platform where dossier will be submitted

**Progress report on Short Term Goals:**

**Meeting 4 (End of Spring semester)**

This meeting is designed to help mentee prepare for summer

**Action items:**

* Check in
* Progress report on short-term goals
* Develop goals and strategy for summer research
* Discuss Dossier development
* Review timeline for grant proposals
* Update platform where dossier will be submitted

**Progress on Short Term Goals**

**Notes:**

**Year 2 (2 – 3 meetings)**

*Important benchmarks: 2 year review due in January.*

**Meeting 1 (Beginning of Fall semester)**

**Action items:**

* Check in
* Progress report on summer goals. Were goals met?
* Review workload
* Review SON promotion and tenure document and evaluate progress in each category
* Discuss plan for professional networking
* 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 2 (end of Fall semester)**

**Action items**:

* Check in
* Progress report on short-term goals
* Discussion of peer teaching review
* Discuss 2-year review dossier and items necessary for each category
* Develop scholarship, teaching and service statements
* Discussion of external reviewers for promotion and tenure

Progress on Short Term Goals

Progress on Long Term Goals

Notes:

**Meeting 3 (middle/end of Spring semester)**

**Action items:**

* Check in
* Discuss 2nd year review and create plan to address any concerns raised by mentors.
* Modify/update long - term goals and research plan.
* Discuss summer goals and strategies.

Progress on Short Term Goals

Progress on Long Term Goals

Notes:

**Year 3 (1 - 2 meetings)**

**Meeting (Beginning of Fall semester)**

**Action items:**

* Check in
* Progress report on summer goals. Were goals met?
* Review workload
* Review SON promotion and tenure 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
* Discuss networking and identifying potential external reviewers
* Plan date for peer review of teaching

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Optional spring meeting**

**Year 4 (1 – 2 meetings)**

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 research, teaching, service statements.

-Review SON promotion and tenure 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**

**Optional Spring Meeting**

Discuss 4th year review and create plan to address any concerns raised by mentors.

Discuss networking and identifying potential external reviewers

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Year 5 (1 – 2 meetings)**

Important benchmarks: Promotion and tenure in April.

**Meeting (Beginning of Fall semester)**

**Action items:**

* Check in
* Review workload
* Review SON promotion and tenure 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 in external reviewer letter
* Review curriculum vitae.

**Progress on Short Term Goals**

**Progress on Long Term Goals**

**Appendix: Short and Long Term Goals worksheet**

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

**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** | | |
|  |  |  |
|  |  |  |

**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 |  |