

# Individual Development Plan for Postdoctoral Fellows and Scholars

(modified from Vanderbilt University 1-2007)

The **Individual Development Plan (IDP)** provides a planning process that identifies annual progress, professional development needs, and career objectives for postdocs. The IDP serves as a communication tool between postdocs and their mentors. Each postdoc must complete and submit an IDP within six months of his or her initial appointment. Subsequently, each postdoc must complete and submit a renewed IDP at the time of annual reappointment (or every six months).

## Goals of the IDP

Help the postdoc identify:

Short-term needs for improving current performance

Long-term career goals and options and the necessary tools to meet these

## Benefits of the IDP

Identifying short-term goals will give postdocs a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. Postdocs will have a process that assists in developing and achieving long-term career goals. The IDP provides a tool for communication between the postdoc and the mentor (PI).

## Outline of the IDP process

The development, implementation and revision of the IDP requires a series of steps to be conducted by the postdoctoral fellow and the mentor. These steps are an interactive effort.

Thus,

both the postdoctoral fellow and the mentor must participate fully in the process.

## How to complete the IDP

Basic Steps	...For Postdoctoral Fellow	...For Mentor
Step 1	Write an IDP Share IDP with mentor and revise	Review IDP and help revise
Step 2	Implement the plan Revise IDP as needed	Establish regular progress review
Step 3	Survey opportunities with mentor	Discuss opportunities with postdoc

## **Individual Development Plan for Postdoctoral Fellows and Scholars**

### **A. Information/Signatures**

Name of Postdoctoral Fellow/Scholar: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI: \_\_\_\_\_

PI signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **B. Research Project(s)**

- Describe the aims and experimental approaches of your current research project(s).

- What is the significance of your research?

## C. Annual Progress Report

- List or briefly describe major research accomplishments this year (do not include publications or presentations here):
- List new techniques/expertise acquired this year:
- List references for publications submitted or published this year. List references for abstracts that were presented at meetings. In each case, underline your name in the author list.
- List your funding source(s) and grants applied for this year. Describe your visa status if appropriate:
- List honor/awards received this year:

- List intellectual and/or technical collaborations established or continued this year:
- List accomplishments this year in other aspects of career development (e.g. teaching, clinical, committees, course work, etc.). Include teaching of graduate students, undergraduate students, etc. in the laboratory:
- Describe/explain your level of satisfaction with your research progress this past year.
- Describe/explain your level of satisfaction with other aspects of your career development this past year.

### D. Plans For Up-Coming Year

- Research Project Goals for the up-coming year (be brief):
- What are your plans for improving your scientific writing skills and your oral presentation skills in the up-coming year?
- Anticipated research techniques to learn in the up-coming year:
- Anticipated publications to submit in the up-coming year (indicate projected titles):
- Anticipated meeting and workshop attendance in the up-coming year:

- Fellowship or other funding applications planned for the up-coming year. Describe your plans to alter your visa status if appropriate:
- Anticipated collaborations to establish in the up-coming year:
- Anticipated other professional training for the up-coming year (e.g. teaching, course work, etc.):
- How can your PI help you achieve your goals for the upcoming year? What do you want/need from your PI/mentor?
- [Question for Mentor] How can the postdoctoral fellow improve performance and achieve his/her goals for the upcoming year?

## **E. Career Goals**

- What are your short-term career goals? Describe your time line for achieving them?
- What are your long-term career goals? Describe your time line for achieving them?
- In reference to your career goals, what resources can your PI provide or help you find?
- What further research activity or other training is needed before it is appropriate to start a job search?
- When will you begin a job search? If you do not know, estimate.