

AHA2: Individual Career Development Plan

The **Individual Career Development Plan (ICDP)** is a planning process for faculty that identifies career goals, objectives necessary for achieving career goals, professional development needs, and progress toward achieving the career goals.

ICDP Benefits

Identifying short-term objectives will give faculty a clear sense of their own expectations and help identify milestones to achieve specific goals. The ICDP provides a tool for communication between the faculty member, his/her mentors, and division/departmental leadership.

Career Goals and Objectives

Your long-term career goals should be achievable through a series of short-term and medium-term goals. Three to six goals are a typically manageable number for a 36-month period, though you may use more or less. Objectives are the steps you will take to achieve your goal. Your objectives (or sub goals) will vary in scale, as some may be complex and others may only be simple one-off actions. You should feel empowered to add career development or learning activities to accommodate the specific action steps needed to achieve a goal.

“SMART” criteria are essential to create clear, focused goals.

Specific – State the task(s) at hand

Measurable – Quantitative or qualitative, manage the expectation

Achievable – Scope and resources permitting – *specify!*

Relevant – Tie your goals to your overall Development Plan

Time bound – State the deadline

When articulating objectives to complete your goals, include both strengths to leverage and areas needing further development. A strength to leverage signifies knowledge, skill or ability that can be used more effectively, maintained, or further developed to optimize performance. A development need signifies what knowledge, skills or abilities should improve as a result of the learning activities.

We suggest development of your ICDP by separating activities two ways: roles / activities in which you are currently engaged, as well as activities necessary for promotion in your academic ladder track.

Activities / roles / projects with assigned protected time:

Activity 1:

<p><u>Pros/ satisfiers:</u></p> <ul style="list-style-type: none">•	<p><u>Cons / challenges:</u></p> <ul style="list-style-type: none">•
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Concerns:

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

Activity 2:

<p><u>Pros/ satisfiers:</u></p> <ul style="list-style-type: none">•	<p><u>Cons / challenges:</u></p> <ul style="list-style-type: none">•
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Concerns:

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

Activity 3:

<p><u>Pros/ satisfiers:</u></p> <ul style="list-style-type: none">•	<p><u>Cons / challenges:</u></p> <ul style="list-style-type: none">•
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Concerns:

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

Activity 4:

<u>Pros/ satisfiers:</u> <ul style="list-style-type: none">•	<u>Cons / challenges:</u> <ul style="list-style-type: none">•
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Concerns:

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

Major activity / roles / projects without protected time:

Activity 1:

<p><u>Pros/ satisfiers:</u></p> <ul style="list-style-type: none">•	<p><u>Cons / challenges:</u></p> <ul style="list-style-type: none">•
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Concerns:

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

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Needs to support goals:

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<p><u>Pros/ satisfiers:</u></p> <ul style="list-style-type: none">•	<p><u>Cons / challenges:</u></p> <ul style="list-style-type: none">•
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Concerns:

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

What do I like doing that I am missing in the above roles / projects?

PROMOTIONS PLAN (for anything not reflected above):

Teaching

- What is/are my role(s) in UME/GME?
- What is/are my role(s) in advanced practice provider/interprofessional education?
- What leadership/administrative positions do I have/do I want in the realm of medical education?
- Do I review my teaching evaluations, and what areas of strength/improvement have been identified?
- Do I need additional teaching skills and/or knowledge in educational theory?
- Do I need engagement outside of my institution to get promoted? What have I done so far? Where are the opportunities?
- Do I have the right mentorship / sponsorship / coaching?

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

Service

- What leadership positions do I hold at my institution (including committee leadership positions)? What has my impact been?
- Have I led any clinical initiatives (including QI/PS projects)? What has the impact been?
- Am I an active member of national societies?
- Am I an active member of national/regional committees? Do I hold any leadership positions (e.g. conference director, committee chair)?
- Do I need engagement outside of my institution to get promoted? What have I done so far? Where are the opportunities?
- Do I have the right mentorship / sponsorship / coaching?

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals:

Scholarship

- What manuscripts have I/am I planning to submit? To which journal(s)? What are my ideas?
- What meeting abstracts/workshops have I/am I planning to submit? To which venue(s)?
- What is my role in “non-traditional” scholarship (blogging, podcasting)? If ‘none,’ do I see any benefit in considering such endeavors?
- Do I hold/do I want a journal/editorial position?
- In what area(s) am I a content “expert”?
- Have I published any scholarly work in this area?
- Am I leveraging this “expertise” for invited lectures at regional / national venues?
- What QI/PS project(s) am I involved in?
- What project/process of care do I/should I “own” at my home institution?
- What leadership/administrative positions do I have/do I want?
- What do I need to accomplish to get promoted?
- Do I have the right mentorship / sponsorship / coaching?

Short-term goals (6 months – 1 year): List clear metrics using SMART goal format and identify barriers.

Medium / long-term goals (2 – 3 years):

Needs to support goals: