

Extend your Faculty Development Planning-Detailed Reflection

GOAL SETTING

- What are my long-term career goals?
- What are my shorter-term goals that will ultimately take me there?
- How are these goals aligned with my department/unit needs and expectations?

CAREER REFLECTION- *consider the successes and challenges in your path so far:*

- How have my career or interests changed from my original plans/direction?
- Have these departures been intentional? Have they aligned with my changing interests and opportunities?
- Has my career progress or portfolio been impacted by work-life or campus climate issues?
- What are new demands on my job which could benefit from new skills?

STRENGTHS and RESOURCES ASSESSMENT

- What are my strengths to help me reach my goals?
- What specific areas need further development?
- What resources, skills, collaborators, or time are needed develop these areas?
- Barriers to attaining these resources or skills or time?
- What can support me to overcome these barriers?
- Ask peers and mentors for their input (we are our own worst critic).

WRITE THE PLAN

Align goals, strengths, skills, and resources needed with your action steps over time. A table can help organize your thoughts. While this process can be iterated and broken down into smaller chunks project by project and week by week, for now, think in years.

Prepare for Feedback *Self-reflection before asking for feedback on the plan or along the way*

- Am I comfortable asking for what I want?
- Am I open to hearing new ideas and feedback about my strengths?
- Am I ready for feedback which could make me uncomfortable?

DISCUSS THE PLAN WITH MENTOR(S) AND CHAIR

- Seek input on how realistic the plan and time frame are.
- Seek input on how aligned the plan is with my current situation.
- Do they have ideas for obtaining appropriate resources to implement plan?
- Do they have ideas related to how to implement the plan or its parts?
- Do they think the plan is aligned with department/unit needs?
- Do they think the plan is aligned with the performance criteria?

IMPLEMENT THE PLAN

- Incorporate the feedback in meaningful ways
- Put my plan into action.
- Revise and modify the plan as necessary.
- Review the plan with my mentor(s) and chair on a regular basis.
- Celebrate success along the way.

The ideas presented here have been met with success across a host of institutions, including those with robust ADVANCE programs. There exist other career planning templates and frameworks. Try out the formal template or make your own plan with the guiding questions and ideas. See work by [Buch, et al. 2011](#); <https://advance.uncc.edu>; [UNC Mentoring IDPs](#), [NCFDD](#), etc.