**Appendix A: Guide for ICDC meeting and reporting of current Activities and Career
Goals of the Faculty Member**

<http://dental.ufl.edu/about/human-resources/for-faculty/faculty-tenure-promotion-information/>

|  |
| --- |
| **Faculty name:** |
| **Department, track and rank:** |
| **Date of meeting and members present:** |

|  |
| --- |
| **AIM:** The primary purposeof this form is to document targeted activities that are consistent with the mentee’s career goals and subsequently move the mentee towards promotion. This document may also serve as the agenda so that mentors may provide helpful and efficient guidance during the meeting of the Individual Career Development Committee (ICDC). The mentee shall complete Sections 1, 2, and 3 and forward to ICDC members 1-2 weeks before the upcoming meeting. Providing this form from last year is also strongly suggested. Complete this form so that it works best for you. ***PROCESS:*** *Mentee should complete Section 1 and update each year when appropriate.**Section 2 allows mentee to provide a narrative on progress over the past year in completing the goals from section 3 of the previous year.* *Section 3 is about new or revised objectives and action steps to be taken in the next year that result in accomplishment of the targeted career goals. Some goals from the Faculty ToolKit may transfer to this section but many do not.* ***It is not necessary to list the courses to be taught, committee memberships, or that you will publish x papers (this is the status quo).*** *Only list these if relevant for discussion at that meeting. Use this section to create actions where you will improve your performance, gain new skills, and other needed specific actions that further your career towards tenure and/or promotion.* *Examples – ambiguous to targeted are as follows: a) Lecture in DEN9876, b) Improve my teaching in DEN9876, C) Improve my visual aids for DEN9876, D) Attend a seminar at the Center for Instructional Technology and Training titled “Improving Instructional Media” during the fall semester to improve my teaching in DEN9876.**Action steps should be specific and well defined and provide a time-line or end point. Following the meeting and any requested edits, the mentee then forwards this updated form to the committee, the Office of Faculty Affairs, and their Department Chair.* *This form as word document is available from the Office of Faculty Affairs. Edit this form to suit your needs.* ***Italic text should be deleted before forwarding to your mentors.*** |

|  |
| --- |
| **Section 1. Long term goals** |
| What are your career goals for the next 2-5 years? |
| What would you like to be doing at the peak of your career? |
| **Section 2. Provide a brief narrative review of progress towards last year’s goals***. You may note progress and if adjustments are needed to objectives/actions/accomplishments from the last report. Include obstacles that hindered progress towards or meeting your objectives. This should be discussed at the meeting.* ***Italic text should be deleted.*** |
| **Clinical Practice**: **Teaching**: **Scholarship/research**: **Service (local, national, international):**  |
| **Section 3. List objectives and targeted actions/accomplishments in each domain for the next year**. *Complete one or more for each professional domain that is relevant. Include individual action steps for growth objectives that requires actions when appropriate. Consider this the to-do list for improvement the next year.* ***Italic text should be deleted.*** |
| **Clinical Practice**: **Teaching**: **Scholarship/research**: **Service (local, national, international):**  |
| **Section 4. Additional focus** |
| Is there anything specific that you would like to obtain from this mentorship program that has not been addressed? |
| Additional comments and summary of the meeting if needed. |

|  |
| --- |
| **Appendix B – Individual Career Development Committee (Mentor Committee)**List of potential goals or activities to discuss and plan. This list is suggestive and not intended to be comprehensive. Not all apply to each faculty. |
| **Teaching*** Create a teaching portfolio (Section 11 of P&T packet)
	+ Write a teaching philosophy
	+ Document course lecturers
	+ Changes / improvements to courses
	+ Target course directorship
	+ Create a new course
	+ Improve or create teaching materials
* Receive regular Peer teaching evaluations
* Workshops and training received
* Be a mentor / advisor (academic / scientific)
* Educational publications or presentations
* Educational leadership goals
 | **Service*** Department committees
* College committees (2+ years once you better understand how the college works)
* University committees (5+ years – not required)
* Local community outreach
* K-12 activities
* Discipline (local, national, international)
	+ Associations
		- Special interest groups
		- Scientific/poster review committees
		- Accreditation / site evaluator
	+ Invited lectures
 |
| **Clinical Practice*** Create a clinical portfolio (Section 32 of P&T packet) that that describes:
	+ Unique skills
	+ Underserved patients seen
	+ Procedures performed
	+ Volume of work performed
* New skills to develop
* Clinical leadership
* Collect documentation of work (peer evaluation)
* Clinical publications or presentations
 | **Personal Growth*** Orientation to work assignments
* Barriers to progress
* Stress management
* Conflict resolution
* Leadership skills acquisition
* Assertiveness training
* Time management
* Communication skills
* Mentoring of others

  |
| **Scholarship/Research*** Scientific publications
* Other scholarly works
* Projects and collaborations
* Grants
* Invited lectures
 |  |