Florida Atlantic University

**Postdoctoral Fellow Individual Development Plan**

Updated 9/12/20

Postdoc Fellow:       Faculty Mentor:       Department:

Implementation Date (if new):       Review Period:

The Postdoctoral Fellow Individual Development Plan is a required document. It should be created at the onset of hire and updated each year thereafter. The purpose of the IDP is to help postdocs and mentors create a successful short and long-term strategy for postdoctoral training and career advancement as well as improve current performance. It also serves to document data necessary for the Office of Postdoctoral Affairs.

An initial Postdoc IDP should be completed in paper form and uploaded to Workday with a copy to the Office of Postdoctoral Affairs. Subsequent anniversary dates will trigger a Workday action for a review of the prior 12months with a self-assessment request to the Postdoc to be then submitted to the mentor for a written evaluation, discussion, and approval of the new plan submitted to HR. The Office of Postdoctoral Affairs will be notified when completed.

**GOALS FOR THE POSTDOCTORAL EXPERIENCE**

1. Describe the research project the postdoctoral fellow will undertake or has pursued to date:
2. Describe the skills the postdoctoral fellow wants to gain during the coming year:
3. List publications (in APA style) the postdoctoral fellow authored or co-authored over the last 12month review period.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number (issue number), pages. https://doi.org/xx.xxx/yyyy

1. Describe publications, authorship, type of journals etc. the postdoctoral fellow i**s planning** on working on; describe the progress that has been made toward publication:
2. Describe the grant applications the postdoctoral fellow will be writing either as an individual fellowship grant, or as a contribution to his/her mentor’s grant application, or any progress toward such objectives including his/her role:
3. Describe the professional conferences the postdoctoral fellow attended or is planning on attending, including whether s/he presented or plans to present, moderate etc. Include date, location, title of conference, role of postdoc (e.g. poster presenter):
4. Describe any mentoring responsibilities the postdoctoral fellow has pursued or plans to have:
5. Does the postdoctoral fellow wish to gain any teaching experience in the coming year?
6. What service activities are of interest to the postdoctoral fellow?
7. Any additional professional development goals?
8. Is this postdoc on track for promotion? Yes\_\_\_/ No\_\_\_

**CAREER GOALS**

1. What type of career does the postdoctoral fellow wish to pursue?
2. What can the mentor do to help the postdoctoral fellow achieve their career goals?
3. When does the postdoctoral fellow anticipate to start a job search?
4. Does the postdoctoral fellow have any practical impediments for reaching their career goals (e.g. visa issues, movability etc.)?
5. Additional Comments

This Individual Development Plan (IDP) was reviewed and discussed and will be used as a working document to help the postdoctoral fellow achieve his research and career goals. Progress will be reviewed annually via the annual evaluation process in Workday.

Date reviewed

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Name, Postdoctoral Fellow Name, Faculty Mentor

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Signature, Postdoctoral Fellow Signature, Faculty Mentor