**A Tool to Facilitate**

**Promotion and Tenure Planning**

**VCU SOM Office of Faculty Affairs**

**Our skills grow and develop over time and as our career changes. Learning new skills or enhancing current skills can help us develop areas that we are already working in or lead to new opportunities. Developing and enhancing skills can also help us we progress toward promotion and tenure.**

**Determining a Faculty Individual Development Plan (IDP) toward promotion and tenure requires that you evaluate your current and past accomplishments and then determine areas that you need to expand your work. Then comes the hard part - a thoughtful analysis of your strengths and weakness. Ask yourself what do I need to learn or practice to increase my accomplishments in the area of teaching, scholarship or service. Often talking to someone that works in that area can help you fine-tune the specific needs for learning to help with your opportunities for development.**

**VCU SOM Individual Development Plan**

**Think about these questions**

1. **What do I need to work on to meet the criteria for promotion and or tenure?**
2. **What are my strengths and weaknesses in this area?**
3. **What specific things do I need to learn in order to increase or improve my work in this area?**
4. **How can I learn this?**
5. **What resources will I need?**
6. **What is my timeline for accomplishing this goal?**

**Promotion To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ With or Without Tenure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Teaching** | **Scholarship/Research** | **Service (Clinical and Non-Clinical)** |
| **% Effort** |  |  |  |
| **Current Rating**  **(Unsatisfactory, Satisfactory, Very Good, Excellent)** |  |  |  |
| **Needed Rating** |  |  |  |

**What do you need to add?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area**  (Teaching, Research, Service) | **Skill**  **Needed** | **Steps to Take**  (mentoring, coaching, workshops, conferences, programs, courses, etc.) | **Resources**  **Needed** | **Timeline**  (Planned start and conclusion dates) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**VCU SOM Individual Development Plan**