

UMass Amherst Individual Development Plan Template for Postdocs

Introduction:

An Individual Development Plan (IDP) is a set of research, professional and career development strategies to help postdocs achieve success at UMass Amherst and beyond. The IDP is comprised of the following sections:

Section I: Research Objectives, Plans and Expectations (required under the postdoc collective bargaining contract)

Section II: Professional and Career Development Objectives (optional)

Within 1 month of your postdoc appointment start date, Section I should be initiated. Optionally, Section II may be completed at the same time or at a future date.

The Role of the IDP	
<ul style="list-style-type: none">• Empowers postdocs to take ownership of their path through a process of self-reflection, assessment and goal setting• Facilitates conversations with supervisors, allowing postdocs to verify expectations and seek feedback and guidance for research and career progression• Creates realistic road maps for long term goals, short term deliverables, progress milestones, and career development• Helps identify resources, strategies, and mentors for targeted research and career goals	
Role of the Postdoc in the IDP	Role of the Supervisor/PI in the IDP
<ul style="list-style-type: none">• Establish short-term research objectives, action plans and timelines for research progress• Clarify and document short-term research objectives• Identify professional and career development objectives; establish goals, action plans and timelines for progress• Create a plan for establishing and engaging a Mentoring Network and Professional References	<ul style="list-style-type: none">• Foster a positive and supportive environment for the sharing of constructive feedback• Discuss research objectives and expectations; help prioritize goals to achieve research milestones• Create an open dialogue to help postdoc align goals, skills, and interests with potential career paths• Help postdoc connect with resources and networks to advance research and career development goals

Name:		Department:
Date:	Principal Investigator (PI):	

Section I: Research Objectives, Plans and Expectations

1. Within 1 month of your postdoc start date, or after completing the Postdoc Research Progress Report (RPR), draft responses to Section I (A-C).
2. Schedule a meeting with your PI to discuss Section I.
3. Within 2 weeks of the above meeting, submit the updated draft to your PI.
4. Your PI will review the document as necessary.
5. Once revisions are complete, you and your PI will sign and date Section I D.
6. At any time, you or your PI can initiate a meeting to discuss proposed revisions to the document.

A. What are your short-term research objectives?

B. What is your plan to achieve these research objectives?

Research Goal(s)	Action Step(s)	Timeframe

*With all Goal Setting, make sure Goals are **SMART**- **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound

C. Additional Goals and Expectations During the Postdoc Appointment

Jointly with your PI, summarize any additional goals and expectations for your postdoc, such as publications, presentations, manuscripts, grant/fellowship applications, conference attendance, etc. If applicable, include required expectations of any sponsoring grant or contract.

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D. Signatures

I certify that I have reviewed Section I with my PI.

X

Postdoc Signature

Printed Name

Date

I certify that I have reviewed Section I with my postdoc.

X

Advisor Signature

Printed Name

Date

Section II: (optional) Professional and Career Development Objectives

To help identify and define short-term and long-term career and professional objectives, self-assessment tools are recommended. See Appendix I for more details.

A. Identify Career Objectives

Select two different career objectives that match your skills and strengths.

Career Objective 1:

Career Objective 2:

B. Set Professional and Career Development Goals*

Identify short-term goals in order to map out steps to achieve your long-term career objectives.

Professional and Career Development Goal(s)	Action Step(s)	Timeframe

*With all Goal Setting, make sure Goals are **SMART**- Specific, Measurable, Achievable, Relevant, Time-bound

C. Set Goals* to Establish and Maintain a Mentoring Network

Establishing and maintaining a professional network beyond your primary advisor is important for success at UMass and beyond. Potential mentors can include peers and near-peers (other postdocs), family, friends, former classmates, former employers, former professors, current professors in your department, professors in other departments, and professionals in your field. Remember, you should be thinking of building a team of mentors. No one individual will share all of your values and provide all of the components you need to be successful. When identifying potential mentors, consider:

1. How might this individual contribute to your professional development?
2. What strategies would help you establish and maintain a relationship with this individual?

Identify areas in your life and career preparation that would benefit from mentorship.	Who could provide this mentorship?	What are your action steps to engage and maintain relationships with your mentors?

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D. Establish Professional References

Your job search will be highly influenced by references who can offer specific information about your research and professional skills. Who will these references be and how will you ensure that these individuals will have enough information to provide a thorough reference?

Reference	Which of your skills can this reference talk about?	Strategy to inform and update your reference on your annual progress