



**The Andy I. Choi Mentoring Program of the UCSF-GIVI
Center for AIDS Research**

Sample Individual Development Plan

Please complete this form and share with your CFAR mentor before your first meeting. Attach an updated CV using the recommended [UCSF template](#). Of note, this individual development plan may also be useful to share with your research mentor and other co-mentors every six months.

Instructions to Mentors:

Please review the mentee's CV and this form prior to meeting.

Date:

Mentee Name:

Mentor Name:

Time Allocation as Estimated by Mentee:

___ % Teaching/Training/Providing Mentoring

___ % Research

___ % Patient Care

___ % Administration/Other Services

How (if at all) would you like to change this time distribution?

Academic Appointment

If you are a post-doctoral fellow at UCSF, do you understand the requirements for successful completion of the fellowship, including completion of your research project(s), publication?

___ Yes ___ No ___ N/A

Describe any relevant issues:

If you have a UCSF faculty appointment, do you understand the series to which you are appointed and the expectations for advancement?

___ Yes ___ No ___ N/A

Describe any relevant issues:

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Current Professional Responsibilities

List your major professional responsibilities and if you anticipate significant changes in the coming year:

- 1.
- 2.
- 3.
- 4.

Future Professional Goals

Short Term Goals

List your professional goals for the coming **year**. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected outcome:

Long Term Goals

List your professional goals for the next 3-5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected outcome:

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Framework for Mentoring: Discussion points

- In what areas can CFAR mentorship be most valuable to you in the coming year?
- Please list any personal goals that you might want to bring up with your mentor for discussion (family issues, other personal aspirations)
- What challenges or obstacles do you anticipate in meeting your short and long term goals? How might you overcome them? Where can you find feedback, support and resources?
- Mentoring logistics (meeting frequency, location, best methods for contact, etc.)

Summary Comments

Actions to take forward

- 1.
- 2.
- 3.
- 4.
- 5.