

Appendix 1 UCSF Faculty Mentoring Program

Instructions to Mentees:

Please complete this form yearly and give a copy to your mentor before your mentoring session.
Attach an updated CV in the recommended format

Instructions to Mentors:

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

Date:

Mentor Name:

Mentee Name:

Time allocation as estimated by Mentee:

_____ % Teaching/training/providing mentoring

_____ % Research

_____ % Patient Care

_____ % Administration

_____ % Other Creative Professional Activity

How (if at all) would you like to change this time distribution? Consider your five lists:

1. Things you're doing now that you want to quit:
2. Things you've just been asked to do that you want to refuse to do:
3. Things that you're doing that you want to continue:
4. Things that you're not doing that you want to start:
5. Strategies for improving the balance within the above 4 categories:

Academic Appointment

Do you understand the expectations for your career advancement within the University?

___ Yes

___ No

Explain:

Current Professional Responsibilities

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

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Future Professional Goals

Short Term Goals

List your professional goals for the coming year. 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 to 5 years. Indicate how you will assess if the goal was accomplished.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

3. Goal:

Expected Outcome

Are you satisfied with your personal-professional balance? If not—what are your plans for modifying how you spend your time?