University of Colorado Denver
Individual Development Plan & Annual Progress Review
for Postdoctoral Fellows/Trainees

Instructions:
Ideally, the postdoc should complete this as planned activity within 90 days of beginning appointment as a Postdoctoral Fellow.
• The plan may give a general overview looking forward several years, but there should be more detailed plans for the coming year.
• Target dates should be included whenever possible. It will help direct effort.
The postdoc should make an appointment with the mentor[s] to discuss the plan and make adjustments.
Best practices would be for the plan to be reviewed and revised at least annually in consultation with the mentor[s].
• As goals are accomplished, notations should be made showing which goals have become accomplishments, and, if applicable, the item needs to be added to the CV, keeping it current.
• Goals not met in the first year can be moved into the plan for following years, or removed if no longer applicable.
• With these corrections, this form can be used for evaluation as well as planning.
It is encouraged that both mentor and postdoc use this plan and its revisions as a beginning point of discussion, both to assess performance and in directing progress in career development.
A current CV should accompany this form in discussions with your mentor[s].

Name: ___________________________   Employment Start Date: __________
Review Date: __________

Department/Division: _____________________________________________________

Advisor/mentor: _________________________________________________________

I. Research project goals (brief paragraph):

Brief Overview of your research project results and major accomplishments (one half page should be sufficient):

II. Research Productivity (include target dates for completion where possible):

A. Publications and papers in progress:

B. Fellowship or other Funding Applications (include fellowships with entire funding periods, grants written/applied for/received):

C. Patents:
D. **Honors/Awards** (professional society presentation awards, travel awards, campus awards, etc.):

E. **National or other Professional Meetings**: (indicate meeting title, oral or poster presentation, include dates):

F. **Campus Presentations** (seminars/poster sessions, etc. – give title & department, include dates):

G. **New areas of Research or Technical expertise**:

H. **Oversight/Supervision of Other Employees** (graduate or other students, PRAs, etc. – give name, academic level, project title) (ex: work flow assignments, scheduling, performance evaluation, leave permissions):

I. **Other Lab Management Responsibilities** (ex: purchasing, storage, budget, data, security, decision-making in absence of PI, etc.):

J. **Training** (seminars attended, courses taken, certificates earned, etc., include dates completed):

K. **Other pertinent goals for Research**:

III. **Other Professional Activity**:

A. **Teaching Activity** (course lectures, paper discussions, lab sections – give school/dept, course name and dates):

B. **Clinical Activity**:

C. **Committee or other Service Activity** (indicate if you hold an office or position requiring more than attendance at meetings):

D. **Other Professional Activities not identified above**:

E. **Other Activities** (community outreach, volunteer work, etc.) with professional relevance:

IV. **Career goals beyond the postdoc**: