

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- Goals not met in the first year can be moved into the plan for following years, or removed if no longer applicable.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: