

This CDP should be completed at the start of the clinical faculty appointment and updated at least annually. If developed with input from mentors, the CDP can serve as a mentoring plan by which mentee and mentors work collaboratively toward realizing a mentee's professional goals and career vision.

What is your career vision?
How do you hope to achieve your career vision at the NIH?
What do you want to accomplish to advance as a clinical faculty member at the NIH? (See Titles Criteria attachment.)

* This CDP is modeled on the individual development plan for clinical faculty from the UC Davis School of Medicine and from other institutions (<https://faculty.medicine.uv.edu/let-us-help/mentoring/mentoring-toolkit/forms/>).

Career Development Plan for NIH Clinical Faculty*

1. **Name**

2. **Date**

3. **Institute/Center**

4. **Current Title** **Assistant Research Physician**
 Associate Research Physician
 Senior Research Physician
 None/Do not know

5. **Time Period at Current Title**

6. **Have Letter of Agreement?** Yes No Do not know

7. **Long Term Goals: Personal and Institutional**

To accomplish your long-term goals, where should you focus your time and effort?
How is your time and effort really distributed?

A title criterion may represent a long-term goal and thus can be broken down into multiple specific goals to be pursued in the next year.

Are you still on track to achieve your goals?
If you have encountered a barrier, who or what resources can help to overcome it? Is there a need to develop specific skills, in other words for further professional development?

8. Focus Areas and Distribution of Effort

Clinical care, research/scholarship, teaching/mentoring, and service/administration describe the 4 major areas where clinical faculty typically focus their efforts to fulfill their personal and institutional goals. The criteria for advancement from Assistant to Associate to Senior Research Physician can be categorized into these focus areas (see attachment). Thus, clinical faculty are not expected to fulfill all criteria for title advancement, given their diverse personal and institutional goals and hence effort across the focus areas. Professional development represents a fifth area of activities for clinical faculty to enhance their technical skills and knowledge as well as their career success and satisfaction.

Estimate the percentage of your weekly effort devoted to the following activities.

Focus Area	% Effort
Clinical Care	
Research/Scholarship	
Teaching/Mentoring	
Service/Administration	
Professional Development	
Total	

9. Specific Goals in Focus Areas

Identify the focus areas and title advancement criteria of relevance to you to help define your specific goals for the upcoming year, which in turn should advance you toward fulfilling your long-term personal and institutional goals.

Past goals

List any goals from last year and describe progress toward their achievement. If there was no significant progress, explain the reason, including any barriers encountered.

Next year's goals should describe specific activities with outcomes—such as mastering a new procedure, submitting an article, developing a new training curriculum, serving on a committee—and timelines for achievement. Each activity can be further divided into multiple steps, each with its own outcome and timeline.

specific examples of clinical care goals...

specific examples of research/
scholarship goals...

specific examples of teaching/mentoring goals...

Next year's goals

Under each focus area relevant to you, describe the specific goal(s) you have for next year. Then for each specific goal and its achievement, describe the activity or activities, the target date(s), and who and what resources can help.

Clinical Care

Research/Scholarship

Teaching/Mentoring

specific examples of
service/
administration
goals...

Service/Administration

Professional Development

Professional development activities include courses and programs to fill any gap in skills and knowledge that you identified as barriers to achieving past goals. They also include participation in societies and organizations to expand your professional network.

What can you change?

Given your specific goals for next year, what would be the optimal distribution of your effort?

Focus Area	% Effort
Clinical Care	
Research/Scholarship	
Teaching/Mentoring	
Service/Administration	
Professional Development	
Total	

10. We have met and discussed this CDP.

Mentee

Date

Mentor

Date

Mentor

Date