

## Faculty Development Plan—Committee Meeting

First Name

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Last Name

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Email address

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Preferred Pronouns:

- She/Her/Hers
- He/Him/His
- They/Them/Theirs
- Other (specify)

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What percent of your protected time is allocated to research?

- < 75%
- 75-100%
- 100%

Estimate your percentage of time allocated to the following:

% Patient Care: \_\_\_\_\_

% Teaching: \_\_\_\_\_

% Administrative/Other Services: \_\_\_\_\_

Please identify the **five areas** where you feel your committee could be the most helpful over the **next six months**.

- 1. Read and critique grant applications
- 2. Critique early-stage ideas for research
- 3. Advise how to best allocate time across competing demands
- 4. Identify opportunities (for grants, training, other areas of interest)
- 5. Identify **external** speaking and leadership opportunities
- 6. Identify **internal** speaking leadership opportunities
- 7. Critique drafts of manuscripts
- 8. Connect with colleagues outside of Sinai
- 9. Introductions to other Sinai faculty
- 10. Advise on promotion readiness
- 11. Advise on grant management
- 12. Advise on recruitment of staff and trainees
- 13. Advise on prioritizing and balancing clinical, research, and teaching duties
- 14. Advise on short-term goals
- 15. Advise on long-term goals
- 16. Provide coaching on goals and strategies for achieving them
- 17. Advise on building a clinical practice
- 18. Advise on creating scholarship for a practicing clinician
- 19. Advise on developing a clinical niche
- 20. Advise on program development
- 21. Advise on curriculum development
- 22. Advise on curriculum assessment
- 23. Advise on mentor skills
- 24. Advise on leadership development
- 25. Provide feedback on clinical performance
- 26. Provide feedback on educational work
- 27. Advise on/discuss balance of work and personal life
- 28. Discuss challenges related to gender at work.
- 29. Discuss challenges related to race, ethnicity, background at work
- 30. Discuss challenges related to sexual orientation at work
- 31. Other (specify): \_\_\_\_\_

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Mentoring Committee Members:

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**Please attach your updated Sinai CV to this IDP so that your committee members can evaluate your last year's productivity in the context of your broader productivity.**

**Summary of activity since your last committee meeting (i.e. from the last few months)**

Number of peer-reviewed publications: \_\_\_\_\_  
Number of non-peer reviewed papers: \_\_\_\_\_  
Number of conference abstracts: \_\_\_\_\_  
Number of manuscripts submitted but not yet published: \_\_\_\_\_

Number of course lectures: \_\_\_\_\_  
Number of invited presentations outside of Sinai: \_\_\_\_\_  
Number of invited presentations within Sinai: \_\_\_\_\_  
Number of Grand Rounds given: \_\_\_\_\_

Number of conferences that you attended: \_\_\_\_\_  
Number of conferences attended by members of your lab (not including yourself): \_\_\_\_\_

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### Active Grant Support

How many new grants have you received since your last committee meeting?

- a) as a PI? \_\_\_\_\_
- b) as a Co-I? \_\_\_\_\_

New Grant #1

Title: \_\_\_\_\_  
Role: \_\_\_\_\_ % Effort: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
End Date: \_\_\_\_\_

New Grant #2

Title: \_\_\_\_\_  
Role: \_\_\_\_\_ % Effort: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
End Date: \_\_\_\_\_

New Grant #3

Title: \_\_\_\_\_  
Role: \_\_\_\_\_ % Effort: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
End Date: \_\_\_\_\_

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### Pending Grant Support

How many pending grants (submitted, but no funding decision yet made) have you submitted since your last committee meeting? \_\_\_\_\_

Submitted Grant #1

Title: \_\_\_\_\_  
Role: \_\_\_\_\_ % Effort: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Mechanism/program: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_

Submitted Grant #2

Title: \_\_\_\_\_  
Role: \_\_\_\_\_ % Effort: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Mechanism/program: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_

Submitted Grant #3

Title: \_\_\_\_\_  
Role: \_\_\_\_\_ % Effort: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Mechanism/program: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_

Have you encountered any barriers to submitting grants since your last committee meeting? If so, briefly describe those problems below.

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Have you had any grants rejected since your last committee meeting? If so, what is your plan for resubmission? Please consider sharing the evaluations and priority score with your committee members so that they can provide advice.

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Number of mentees at each level

High school: \_\_\_\_\_  
Undergraduate: \_\_\_\_\_  
Masters' students: \_\_\_\_\_  
PhD students: \_\_\_\_\_  
Postdocs: \_\_\_\_\_  
Other: \_\_\_\_\_  
Total mentees: \_\_\_\_\_

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**Short-Term Goals and Plans for the coming year**

Please paste your short-term goals from your previous FDP into the space below.

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Describe the progress you have made towards the goals above since your last committee meeting. Are there any barriers or problems that have slowed your progress towards these goals? What goals, if any, have you achieved?

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Please create a revised list of your goals for the next 12 months. Add any new goals, and remove any goals achieved, as appropriate.

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Do you have any specific questions about your short-term goals that you would like your committee to discuss with you? If so, specify here:

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### **Long-Term Goals**

Have you revised your long-term goals since your previous FDP? Please provide an updated list of long-term goals below.

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### **Questions for the Mentoring Committee:**

Is the faculty member making steady progress towards their short-term goals? Are there any barriers that you can help address?

If any grants were rejected, please discuss the reviewer comments and evaluate the plan for resubmission.

Are any new short- or long-term goals realistic?

Are there aspects of career development that are needed for promotion that are not included in the plans described above?

Based on the plans above, when should the faculty member apply for promotion?

