GENERAL INFORMATION

Many universities provide the opportunity for faculty to create individualized career plans to support their career decisions and actions. As a college, we believe the Faculty Career Plan (FCP) provides an important framework for career discussions and goal setting with a mentor, fostering relevant professional growth and development and ultimately, the fulfillment of your career aspirations. We hope you will use the FCP tools and processes to successfully navigate your career pathway as opportunities and challenges arise and your professional aspirations evolve.

What is a Faculty Career Plan (FCP)?

a. An FCP is a tool to facilitate self-assessment and career planning.
b. It is intended to focus thoughtful consideration on current and desired skills impacting your career path.
c. Similar to an Individual Development Plan, it contributes to the development of career goals and incorporates steps (i.e., concrete actions) and timeframes in which to accomplish these goals.
d. An FCP provides an avenue for reflection on your career path at different developmental points.
e. It helps promote your success by considering both process and content (i.e., mentor-mentee relationship, establishment of a communication pathway, evaluation of your career aspirations and goals and how you accomplish these).
f. An FCP can contribute to a positive environment for retention.

How does a Faculty Career Plan differ from an Annual Evaluation?

a. An FCP is intended as a self-reflective, career advising tool; it does not determine your assignments, which are made by the chair.
b. An FCP is not used in the UF annual evaluation as a means of assessment.
c. An FCP is constructed primarily by you as the faculty member, not the chair or supervisor; however, it is not meant to replace your chair’s advice; it is meant to be complementary. It provides the opportunity for you to deliberately think about and receive feedback about your career and how you develop it over time.
d. An FCP can include goals that transcend education, research, and service.
e. An FCP provides a structured mechanism for informal exploration of career development ideas.
f. An FCP includes both short-term and long-term goals as part of your annual reflection.

Who needs to complete the FCP? The FCP can help anyone at any point in their career consider new pathways and opportunities and/or reinforce current directions. As a college, we strongly encourage every faculty member to consider completing an FCP based on self-reflection and discussion with a mentor. The specific expectations for completion are as follows:
• Expected Annually: Anyone with assistant professor, assistant scientist, lecturer, or assistant in their title (e.g., clinical assistant professor, assistant professor, clinical lecturer, senior lecturer, research assistant professor, etc.)
• Expected every 3 years: Anyone with associate professor in their title
• Recommended: Anyone with professor in their title.

What do I need to do to get started?

The college has created several documents to help you be successful in your career planning. These are listed below. If you are new to the career planning process, you will use the first five documents. If you have already completed an initial career plan, you will review the Self-Assessment questions and complete the annual re-assessment as part of your ongoing planning.

• General Information Sheet
• Self-Assessment Questions
• Mentee-Mentor Relationship
• FCP Instructions and Initial Plan
• Faculty Career Plan
• FCP Review - Established Plan

Setting up your first FCP:

1. Go through the Self-Assessment questions; these are provided to help you think concretely about your career aspirations and what you would like to accomplish each year to grow and be successful as a professional along your career pathway.
2. Think about possible mentors you would like to discuss your career plans with based on what you perceive your needs and expectations to be. The Mentee-Mentor Relationship is provided as a resource.
3. Discuss your potential mentors with your chair if you are comfortable doing so.
4. Once you identify your mentor, follow the instructions provided to draft an initial career plan.
5. Schedule a meeting with your mentor.
6. Finalize your career goals and action plan and get your plan underway.
7. Your chair will not serve as your mentor so if you are considering career options that directly affect your assignments in any way, you will need to discuss these assignments with your chair prior to implementing goals impacting assignments.

How do I select a mentor?

1. You will select your mentor from among the UF faculty.
2. Typically you will seek a faculty member who is at least one rank above your position; you can also consider faculty in the same rank with relevant experience to your career pathway.
3. Your chair will not serve as your FCP mentor but you are free to seek the advice of your chair at any time. (Note: Chairs can serve as mentors for faculty outside their department.)
4. Check with your department chair to see if the department has created a potential mentor pool. You may consider faculty from this pool or other potential mentors from either inside or outside the college.

5. Think about your overall career path and who might have followed a similar path or has experience in your areas of interest.

6. Think about the goals and activities you want to discuss and the types of career questions you typically like to seek advice on. Whom would you be comfortable exploring those questions with? Who has the expertise to offer sound advice?
   a. If you are already familiar with potential mentors, consider who you think you would effectively communicate with and with whom you believe you would develop a positive mentor-mentee relationship. Who do you believe would encourage and challenge you in the way you need? Discuss your list with your chair.
   b. If you do not know potential mentors, discuss potential options and seek recommendations from your chair. If you do not know the faculty who might serve based on their credentials, ask your chair to describe their personality and whether he or she sees the mentor as a good fit for you.
   c. Inform your chair of your mentor selection.

**What steps do I take if I have an established plan and it is time to review the FCP?**

1. Review the Self-Assessment questions. Are you still on the right track or are your career plans/interests changing?
2. Think about whether you want to stay with or change your mentor; discuss this with your chair if desired.
3. Complete the re-assessment draft. (See the document entitled *FCP Review – Established Plan*)
4. Schedule a meeting with your mentor.
5. Update changes to your goals and activities; change the document title from Draft to Final.
6. Remember to meet with your chair to discuss any implications your career planning has on your assignments or resource needs.
7. Implement modifications to keep you on track towards you continuing or changing career plans.