Individual Development Plan (IDP)

Postdoc Vanderbilt Email: [initial_arm_1][vandemail]

PI/Mentor: [initial_arm_1][mentor_first] [initial_arm_1][mentor_last]
PI/Mentor Email: [initial_arm_1][mentor_email]
PI/Mentor Phone: [initial_arm_1][mentor_phone]

IDP Overview

Please download and review the IDP instructions document.

[Attachment: "IDP-instructions_2.pdf"]

IDP Start Date: ______________________

A. Information

(Years of prior postdoctoral training as of [initial_arm_1][desigeesigdate]: [initial_arm_1][yrspostdoc])

Name of postdoctoral appointee:
First Name: ______________________

Last Name: ______________________

Appointee home department: ☐ VU ☐ VUMC
Department/program:  
☐ African American & Diaspora Studies  
☐ American Studies  
☐ Art  
☐ Asian Studies  
☐ Cinema and Media Arts  
☐ Classical and Mediterranean Studies  
☐ Communication Studies  
☐ English  
☐ European Studies  
☐ French & Italian  
☐ German, Russian and East European Studies  
☐ History of Art  
☐ Jewish Studies  
☐ Latino/Latina Studies  
☐ Philosophy  
☐ Religious Studies  
☐ Spanish & Portuguese  
☐ Theatre  
☐ Women’s & Gender Studies  
☐ Biological Sciences  
☐ Chemistry  
☐ Communication of Science and Technology  
☐ Earth & Environmental Sciences  
☐ Mathematics  
☐ Neuroscience (undergrad)  
☐ Physics & Astronomy  
☐ Psychology  
☐ Anthropology  
☐ Economics  
☐ Economics Develop. Program  
☐ History  
☐ Latin American Studies  
☐ Managerial Studies  
☐ Medicine, Health and Society  
☐ Political Science  
☐ Public Policy Studies  
☐ Sociology

Year in postdoctoral training at VU/VUMC:  

Total years in PD training:  

Current source of funding for postdoctoral training:  

B. Annual Research Progress Report (for those items that do not apply, just note N/A)

1. Research Project(s): Provide a brief overview of your current research project(s)

2. What were your main research goals for the past year?
3. Which goals did you meet? If you did not meet a goal, why not?

4. List all major accomplishments this year in your research, including:

   a. number of publications submitted or published:
      (Enter 0 if none.)

   number on which you were first author
      (Enter 0 if none.)

   references for publications submitted or published

   b. number of abstracts presented at meetings:
      (Enter 0 if none.)

   references for abstracts presented at meetings

   c. number of grants or fellowships applied for this year:
      (Enter 0 if none.)

   list grants or fellowships applied for this year:

   d. number of honors/awards received (including fellowships with entire funding periods, grants received, professional society awards or travel awards, etc.):
      (Enter 0 if none.)

   list honors/awards received:

   e. number of patents applied for this year:
      (Enter 0 if none.)
list patents applied for this year:

f. number of national or other professional meetings attended:
   (Enter 0 if none.)

national or other professional meetings attended (indicate meeting title, oral or poster presentation):

g. number of seminar presentations:
   (Enter 0 if none.)

seminar presentations (title, department, school):

h. number of new techniques/expertise acquired:
   (Enter 0 if none.)

list new techniques/expertise acquired (briefly describe):

i. number of ad hoc reviews of manuscripts
   (Enter 0 if none.)

ad hoc reviews of manuscripts (provide journal/publication title):

C. Career Development Progress Report

1. List all major accomplishments this year in your career development, including such things as:

   a. number of graduate students overseen:
      (Enter 0 if none.)
a. number of undergraduate or summer students overseen: 
(Enter 0 if none.)

list oversight of graduate students (name, academic level, project title):

list oversight of undergraduate or summer students (name, academic level, project title):

b. number of course lectures or lab sections: 
(Enter 0 if none.)

course lectures (department, course name) or lab sections (section title, supervised/unsupervised):

c. number of career development workshops at professional conferences: 
(Enter 0 if none.)

list participation in career development workshops at professional conferences:

d. number of professional development workshops/seminars at Vanderbilt: 
(Enter 0 if none.)

list participation in professional development workshops/seminars at Vanderbilt:

e. number of workshops by the Center for Teaching or other groups pertinent to your long-term career goals: 
(Enter 0 if none.)

list participation in workshops by the Center for Teaching or other groups pertinent to your long-term career goals:
f. number of organizations such as the Vanderbilt Postdoctoral Association with leadership role: 

(Enter 0 if none.)

& describe leadership in organizations such as the Vanderbilt Postdoctoral Association:


g. number of externships (job shadowing), company site visits, or internships: 

(Enter 0 if none.)

& list externships (job shadowing), company site visits, or internships:


h. number of committees worked on: 

(Enter 0 if none.)

& number of committees where you held an office: 

(Enter 0 if none.)

& describe committee work (indicate if you held an office):


i. number of community, volunteer projects with professional relevance: 

(Enter 0 if none.)

& describe community, volunteer work with professional relevance:


j. number of other professional activities not identified above: 

(Enter 0 if none.)

& list other professional activities not identified above:
D. Goals for the Upcoming Year

1. Briefly describe your research project goals for the upcoming year.
   a. What publications do you plan to submit (indicate projected titles)?

   b. What meetings, conferences, and workshops do you plan to attend?

   c. What grant or fellowship applications do you plan to submit?

   d. What collaborations do you plan to establish?

   e. What activities do you plan to participate in to address ongoing education in the responsible conduct of research (RCR)?

2. Briefly describe your career advancement goals for the upcoming year (e.g. building your professional network, conducting informational interviews with professionals in the field you want to pursue). What professional development training or activities do you plan to participate in (e.g. teaching, university service, courses, internships, etc.)?

3. Briefly describe your skill development goals for the upcoming year (e.g. technical skills you want to learn, gaining teaching experience, improving your writing skills)
E. Long-term career goals

1. What is your long-term career goal (e.g. staff scientist at a national lab, professional engineer in industry, professor at a research university, professor at an undergraduate institution)?

2. Approximately when do you hope to finish your postdoctoral training?

3. If you plan to finish within 12-18 months, estimate when you will begin a job search.

4. What further training or accomplishments are required before it is appropriate to start a job search?

5. How can your PI help you achieve your goals? What do you need from your PI?

Postdoctoral Fellow Signature

Postdoctoral fellow signature: ________________________________

Date of postdoctoral signature: ________________________________

Fellows: once filled out, click “Save and return later”. You will need this code to return to the IDP with your PI/mentor to review your responses.

Once you and your PI/mentor have reviewed and completed the form, save a PDF copy of your IDP for your records by using your web browser’s print function and choosing PDF as the printer. Once done, click “Submit”.

If you have any trouble, contact your SPOC.
If you're not sure who you're SPOC is, please contact your School's Dean's office to find out.
F. Feedback and Review (For the Mentor/PI):

1. Do you find the goals and timetable outlined above to be appropriate and feasible?

2. Please provide your assessment of the postdoc's progress during the past year, including any successes/challenges, as well as exceeding or failing to meet expectations.

3. How are you going to assist the postdoc to develop and achieve his or her specific goals?

PI Mentor Signature

I certify that I have reviewed this form with the postdoc.

PI name: ________________________________

PI signature: ________________________________

PI signature date: ________________________________

PI/Mentors: once filled out, make sure to sign the form above.

After you have reviewed your postdoc's responses and provided feedback click "Submit".

If you have any trouble, contact your SPOC.
If you're not sure who you're SPOC is, please contact your School's Dean's office to find out.
G. Self-Assessment of Competencies

Note: This section is required for postdocs appointed in the College of Arts and Sciences and is optional for all other postdocs.

Using the table below, reflect on your level of development in seven competency areas important for success in research: 1) Scientific Knowledge; 2) Research Skills; 3) Communication; 4) Professionalism; 5) Management and Leadership Skills; 6) Responsible Conduct of Research; 7) Career Advancement.

For each competency area, click the button in the column that most accurately describes your current level of expertise. Mark only one column per competency.

Always consider your career stage when assessing your competencies. Avoid comparing yourself to colleagues who are significantly more junior or senior than you.

Ask your research mentor to review your answers with you.

Pay close attention to the skills for which you and/or your mentor answered, "No basis to evaluate" or "Needs development." Are these skills you need to hone for your anticipated career path? Similarly, review skills that you identify as "strengths." You may wish to consider career paths that capitalize on these skills.

<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>No basis to evaluate</th>
<th>Needs development</th>
<th>Appropriate to career stage</th>
<th>Strength</th>
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</thead>
<tbody>
<tr>
<td>Scientific Knowledge</td>
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<tr>
<td>Broad based knowledge of science</td>
<td>○</td>
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<td>○</td>
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<tr>
<td>Deep knowledge of specific research area</td>
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<td>○</td>
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<tr>
<td>Critical evaluation of scientific literature</td>
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<tr>
<td>Research Skills</td>
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<tr>
<td>Technical skills related to my specific research area</td>
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<tr>
<td>Experimental design</td>
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<td>Statistical analysis</td>
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<tr>
<td>Interpretation of data</td>
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<td>Creativity/innovative thinking</td>
<td>○</td>
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<td>Navigating the peer review process</td>
<td>○</td>
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<td>○</td>
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<tr>
<td></td>
<td>No basis to evaluate</td>
<td>Needs development</td>
<td>Appropriate to career stage</td>
<td>Strength</td>
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<tr>
<td><strong>Communication</strong></td>
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<td>Basic writing and editing</td>
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<tr>
<td><strong>Writing scientific publications</strong></td>
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<td><strong>Writing grant proposals</strong></td>
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<td><strong>Writing for nonscientists</strong></td>
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<tr>
<td><strong>Speaking clearly and effectively</strong></td>
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<td><strong>Formulating and asking sound questions</strong></td>
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<td><strong>Presenting research to scientists</strong></td>
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<td><strong>Presenting to nonscientists</strong></td>
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<tr>
<td><strong>Teaching in a classroom setting</strong></td>
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<td><strong>Training and mentoring individuals</strong></td>
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<td><strong>Seeking advice from advisors and mentors</strong></td>
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<td><strong>Negotiating difficult conversations</strong></td>
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<tr>
<td><strong>Professionalism</strong></td>
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<tr>
<td>Demonstrating workplace etiquette</td>
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<tr>
<td>Complying with rules and regulations</td>
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<td><strong>Upholding commitments and meeting deadlines</strong></td>
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<td><strong>Maintaining positive relationships with colleagues</strong></td>
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<tr>
<td><strong>Contributing to discipline (e.g. professional society member)</strong></td>
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<tr>
<td><strong>Contributing to institution (e.g. committee participation)</strong></td>
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<tr>
<td><strong>Management and Leadership Skills</strong></td>
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<tr>
<td>Providing instruction and guidance</td>
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<tr>
<td>Providing constructive feedback</td>
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<td><strong>Dealing with conflict</strong></td>
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<td><strong>Planning and organizing projects</strong></td>
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<td><strong>Time management</strong></td>
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<td><strong>Developing/managing budgets</strong></td>
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<tr>
<td>Area</td>
<td>No basis to evaluate</td>
<td>Needs development</td>
<td>Appropriate to career stage</td>
<td>Strength</td>
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<td>Managing data and research resources responsibly</td>
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<td>Leading and motivating others</td>
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<tr>
<td>Creating vision and goals</td>
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<td>Serving as a role model</td>
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<tr>
<td>Responsible Conduct of Research</td>
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<td>Careful recordkeeping practices</td>
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<td>Understanding of data ownership/sharing issues</td>
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<td>Demonstrating responsible authorship/publication practices</td>
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<td>Demonstrating responsible conduct in human/animal research</td>
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<tr>
<td>Able to identify and address research misconduct</td>
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<tr>
<td>Able to identify and manage conflict of interest</td>
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<td>Career Advancement</td>
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<td>Creating and maintaining a professional network</td>
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<tr>
<td>Preparing application materials</td>
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<td>Interviewing</td>
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<td>Negotiating</td>
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</tbody>
</table>

Long-Term Goal Setting (Optional for all postdocs)

This section of the IDP is optional. It will be useful for trainees who seek additional structure and strategies for long-term career planning. We encourage trainees to discuss these goals with their research mentor. The Graduate School Career Development Office is also available for career advising appointments: https://my.vanderbilt.edu/gradcareer/.

Please refer to the provided template for further information and instructions.

[Attachment: “IDP Long Term Goal Template.doc”]

Upload completed OPTIONAL Long Term Goal Setting Table:
IDP Submission Date: ____________________________

After the IDP is completed and signed, click "Submit".

If you need to save your work and return later to complete or sign, click "Save and return later" and note the code. You can return to the form later by using the same link you initially used and entering the code.

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