



UNIVERSITY *of* MARYLAND
SCHOOL OF MEDICINE

Individual Development Plans

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THE PLANS:



THE PLAN YOU
TELL YOUR
ADVISOR

- "I'M GOING TO BE A
PROFESSOR AT A MAJOR
RESEARCH UNIVERSITY
AFTER I GRADUATE."



THE REAL
PLAN

- LOOK FOR CAREER
ALTERNATIVES.



THE SECRET
PLAN

- BECOME A
BAKER/ROCKSTAR/WRITER.

Individual Development Plans

- What they are
- Why they are useful
- Process of developing our IDP
- Elements of UMSOM IDP
- Future Directions

Individual Development Plans for Trainees

- Individual Development Plans are annual plans that trainees and PIs do together to discuss the trainee goals and progress
- A communication document to ideally inform training and give feedback to trainee
- Were more commonly done for other sectors, but not broadly done formally for trainees

UMSOM Development

- These were developed for Biomedical and Population Health Students (Masters and PhD)/Postdocs
- Other professional societies have IDPs (The American Psychological Association, etc) and other Universities for the humanities, business graduate students, etc.

Benefits of IDP

- Benefits for Postdoctoral Fellows and Graduate Students:
 - Assist in developing long term goals
 - Identifying short term goals will give clearer sense of expectations and help develop milestones
- Benefits for Faculty Mentors
 - Provides a communication tool between the trainee and the faculty mentor

Overview of the Goals of an IDP

- “Help students and postdoctoral fellows identify:
 - Long-term career options they wish to pursue and the necessary tools to meet these; and
 - Short-term needs for improving current performance”

BASIC STEPS

For Trainees	For Mentors
Conduct Self Assessment	Become familiar with available opportunities
Survey opportunities with mentor	Discuss opportunities with trainee
Write an IDP, share IDP with mentor and review	Review IDP and help revise
Implement the plan, revise the IDP as needed	Establish regular review of progress and help revise the IDP as needed

History

- 2002 – FASEB comes out with IDP guidelines
- June 2012 – NIH Biomedical Workforce Report
Recommended IDPs for Postdoctoral Fellows
- NIH Announcement in July 2013 Notice Number: NOT-OD-13-093
“The purpose of this Guide Notice is to announce that NIH encourages institutions to assist graduate students and postdoctoral researchers to achieve their career goals within the biomedical research workforce through the use of Individual Development Plans (IDPs). Institutions are encouraged to report on this in all progress reports submitted on/after October 1, 2014, using the Research Performance Progress Report (RPPR).”

Putting the IDP Together

- When developing IDP, we had a number of considerations from NIH directions:
 - We were “encouraged”
 - Needed to be implemented broadly
 - Needed to help them in achieving career goals in the biomedical workforce
 - Anyone supported by NIH funds

Putting the IDP Together

But – this came at an advantageous time:

1. Career and Professional Development Office expanded to include graduate students (previously was only postdoctoral fellows) in July 2013
2. Was an opportunity to let students, postdoctoral fellows and their mentors know about services that were available to them (both on and off campus)

Creation of UMSOM IDP

We decided to create a customizable form as a template:

- More direction would help students/postdocs in thinking about their career development
- Included elements that we thought were important to discuss that maybe would be left out (i.e. career paths.)
- Review from PI to get feedback on progress

Elements of UMSOM IDP

Communication
between
PI/Trainee

Awareness of
Accomplishments

Goal Setting

Opportunities

Feedback

Anatomy of the UMSOM IDP

1. Goals
2. Instructions
3. Part A – Completed by Trainee
4. Part B – Completed by Faculty Advisor

Goals of the UMSOM IDP

- **Goals**
 - Identify Scholar's research project goals, promote enhanced research productivity
 - Identify Scholar's professional development needs, foster career growth
 - Help ensure Scholar's expectations and goals are aligned with those of the faculty advisor
 - Provide constructive feedback to Scholar on the progress

Instructions

- Initial Draft done in first three months – annually thereafter
- For postdocs – encourages (but does not require) a advisory committee
- Trainees complete section A and give to faculty advisors prior to their scheduled annual review meeting
- Faculty advisors complete section B (their review) and discuss at the meeting

Anatomy of SOM IDP – Section A (Completed by Trainee)

Part 1: SUMMARY OF RESEARCH PROJECT:

1. Briefly describe your research project and major accomplishments
2. What new skills and education/training in new research areas would enhance your project and your professional development?
3. Attach NIH Biosketch

Communication
between
PI/Trainee

Awareness of
Accomplishments

Goal Setting

Anatomy of SOM IDP – Section A ***(Completed by Trainee)***

Part 2: PLANS FOR COMING YEAR

1. List research project goals
2. Scholarship or other funding applications planned for the upcoming year
3. Potential collaborations in the coming year, if appropriate
4. Plans for improving scientific writing and oral presentation skills in coming year. Brief outline of accumulating results toward a research paper or presentation in coming year.
5. Which workshops and seminars offered by GPILS/OPS or by partner groups on campus have you attended or do you plan to attend?

Communication
between
PI/Trainee

Awareness of
Accomplishments

Goal Setting

Opportunities

Anatomy of SOM IDP – Section A (Completed by Trainee)

Part 3: CURRENT CAREER GOALS

- List several alternatives if appropriate. (Career options may be explored at <http://myidp.sciencecareers.org>)

Communication
between
PI/Trainee

Goal Setting

Opportunities

Section B (Completed by Faculty Mentor)

- Research Project Progress
- Scholar's strengths
- Scholar's capabilities and performance needing improvement
- Comment on the scholar's supervisory and/or group management skills, oral and written communication skills, and participation in group meetings and seminars.
- Additional major points discussed during the IDP meeting.

Communication
between
PI/Trainee

Goal Setting

Feedback

Section B (Optional topics suggested for PI to address)

- Is the trainee's career development on track?
- What skills should the trainee improve or acquire in order to advance his/her career?
- Summarize what portion, if any, of the research project might be taken by the individual to initiate his or her independent research.
- If performance has been unsatisfactory, what are the specific goals that the trainee must meet?
- How can the Office of Postdoctoral Scholars/GPILS assist in helping your postdoc achieve his/her overall goals?

Communication
between
PI/Trainee

Goal Setting

Opportunities

Feedback

Implementation Timeline

- December 2013 Finalized first draft
- January 2014 For Postdoctoral fellows, this had to go through our Research Advisory Council
- February 2014 Edits were proposed, and a SOM Postdoc IDP was put in place
- February 2014 Then we went to the graduate programs, gave them a template based on the approved Postdoc IDP, and allowed each program to craft it to match their program

Timing of IDP Implementation for Trainees

Postdocs

- Initial IDP – done within the first three months of Postdoctoral Scholar’s employment
- Remainder of postdoc – done annually

Graduate Students

- Before Mentor is selected (first 6 months) (done with Graduate Program Director and Advisory Committee)
- After Mentor is selected (completed with mentor and sign off by committee and director.)

Collection

- Who was going to collect?
- Graduate students –they had a central Program focused office with an administrator that could collect these.
- Postdoctoral Fellows – since this was tied to the NIH Grants, and they are much more decentralized, we felt that the Departmental Administrators could collect this
 - For the Postdoctoral Fellows on Training Grants – this worked out very well.

Future Directions

- Looking to centralize the collection of the Postdoctoral IDPs
 - Office of Postdoctoral Scholars has now expanded, and we are planning on collecting them there
- Tying the responses to the central student/postdoc database so that it can populate our database as well

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