

# UNC Charlotte ADVANCE

## New Faculty Planning Document

### STEP 1: Articulate your Career Goals

- What are your long-term career plans?
- What are your shorter-term goals that will ultimately take you there?
- How are these goals aligned with your department/unit needs and expectations?

### STEP 2: Establish a mentoring relationship with faculty from both inside and outside your home department

- Go to <https://advance.uncc.edu/programming/mentoring> to sign up for the ADVANCE Faculty Mentoring Program
- Attend the New Faculty Transitions Initiative offered through ADVANCE <https://advance.uncc.edu/programming/new-faculty-transitions>

### STEP 3: Seek understanding on the RPT Criteria in your Department/unit and College

- Examine both departmental and college criteria and seek clarity as needed
- Discuss criteria and guidelines for RPT with chair, dean and mentor(s)
- Ask to see samples of previous (and recent) successfully promoted candidates in your area

### STEP 4: Conduct a Self-Assessment

*Consider the trajectory of your career thus far*

- How has it changed from your original career plan/direction?
- Have these departures been intentional? Have they been aligned with your changing interests and opportunities?
- Has your career trajectory been impacted by work/life balance issues?
- Does anything need to be adjusted so that it aligns with your goals in Step 1?

*Assess your Strengths and areas that need further Development*

- What are your strengths?
- What specific areas need further development?
- Identify resources that can be utilized to develop these areas (e.g. CTL)
- Ask peers and mentors for their input

### STEP 5: Write a Career Plan

- Plan should map out the general path you want your career to take, and match skills, strengths and performance expectations to your career choices and work activities.
- Planning document to be viewed as a dynamic document that will be examined and updated on a regular basis

- Goal is to build upon current strengths and interests and align them with department needs and performance criteria by identifying areas for development and providing a strategy to address them
- Plan should incorporate results of Steps 1 – 4 above and should include:
  - ❖ A list of your skills and strengths that you can build on
  - ❖ A list of specific areas that require further development
  - ❖ Specific short and long-term career goals and relevant time frames (what you want to achieve and by when)
  - ❖ A list of approaches/resources/strategies/training you will need to implement your career plan

#### **STEP 6: Discuss Plan with Mentor(s) and Chair**

- Seek input on how realistic the plan and time frame is?
- Do they have ideas for obtaining appropriate resources to implement plan?
- Do they have ideas related to how to implement the plan?
- Do they think the plan is aligned with department/unit needs?
- Do they think the plan is aligned with the performance criteria?

#### **STEP 7: Implement the Plan**

- Put your plan into action
- Revise and modify the plan as necessary
- Review the plan with your mentor(s) and chair on a regular basis