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