

# UNC Charlotte ADVANCE

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## Mid-Career Faculty Planning Process

### **Step 1 Articulate your Career Goals**

- What are your long-term career goals
  - Promotion to Full?
    - In what area of distinction?
  - Movement into an administrative role/position?
- 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 Seek understanding on the Promotion Criteria in your department or unit and College**

- Examine both departmental and college criteria and seek clarity as needed.
- Discuss criteria and guidelines for promotion with chair, dean, mentor, etc.
  - Attend ADVANCE Faculty Affairs Office-sponsored Faculty Forum
- Have expectations changed over time, and how have these changes coincided with your career progress?
- Ask to see samples of previous (and recent) successfully promoted candidates in your area.
- Compare the results of Steps 2 and 3.

### **Step 3 Conduct a Self-Assessment**

- Consider the trajectory of your career thus far.
  - How has its course changed, and why?
  - How has it departed from your original career plan/direction?
  - Have these departures been intentional? Have they been aligned with your changing interests and opportunities?
  - How has it been affected by work-life balance issues?
  - How has it been affected by needs of the department/unit?
  - What needs to be adjusted so that it aligns with your goals in Step 1?
- Assess your strengths and areas which need development.
  - What are your strengths and development needs?
  - What resources/mentoring do you need?
  - How is your current situation aligned with your department/unit needs and expectations?
  - Ask peers, mentors, others for their input on the above.
  - Examine previous performance feedback.
- Compare the results of Steps 2 and 3.

### **Step 4 Write a Mid-Career Plan**

- The plan should map out the general path you want your career to take and help match skills and strengths and performance expectations to your career choices and work activities. It is a changing, dynamic document that should be continuously examined and updated. The aim is to build upon current strengths and interests, and to align them with department needs and performance criteria, by identifying areas for development and providing a way to address them. The plan should incorporate the results of Steps 1-3 above, and should include:
  - A list of your skills and strengths that you can build on,
  - Specific skills, strengths, etc. that you need to develop,
  - Specific short- and long-term career goals and associated timeframes (what you want to achieve and by when)
  - A list of approaches/resources/strategies/training, etc., you will need to achieve your plan (e.g., how will you implement it?)

### **Step 5 Discuss Plan with Mentor or Chair**

- Specifically, seek their input on how realistic the plan and timetable is.
- Do they have ideas for obtaining the resources/implementing the plan?
- Do they see that the plan is aligned with department/unit needs?
- Do they feel the plan is aligned with the performance criteria?



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### **Step 6 Implement the Plan**

- Put your plan into action.
- Revise and modify the plan as necessary.
- Review the plan with your mentor(s) and chair regularly.