

Individual Development Plan UVA SOM

GOAL: The goal of the UVA SOM Individual Development Plan (IDP) is to provide a platform upon which trainees (1) can explore and define career goals, 2) work with the mentor and/or advisor(s) to develop an individual training plan that meets the requirements of the training program while supporting progress towards the trainee's career goals; and 3) track progress in the training program.

TRAINEE: The SOM IDP is required of every BIMS student after his/her first year in the program and NIH- (training grant or other NIH extramural funds) supported postdoctoral fellow, and strongly encouraged for all other postdoctoral fellows.

ELEMENTS OF THE UVA SOM IDP:

1. **myIDP** (<http://myidp.sciencecareers.org>) – trainee:

This web-based platform has been developed to help trainees “explore career possibilities and set goals to follow the career path that fits [them] best.” Trainees should set up an account and work independently to **complete myIDP**. The **summary sheet** from the myIDP website should be printed and used as a platform for **discussion with the mentor and/or one or more advisors**.

****This meeting should take place *no later than October 15 of every year in the program.***

2. **Annual Performance Evaluation and Goals – trainee and mentor:**

This evaluation should be completed independently by both the trainee (**self evaluation**) and the mentor (**mentor evaluation**), after which the trainee and mentor will meet to discuss their respective evaluations.

****This meeting should take place *no later than October 15 of every year in the program.***

3. **Milestones Showing Progress Toward the Degree – Thesis Advisory Committee/ DGS and student (for students only):**

Each program will evaluate student progress through thesis advisory committee meetings and other program-specific platforms. These will begin in the second year, generally with the advancement to candidacy exam, and will take place a minimum of once per year thereafter. Progress and programmatic milestones will be tracked using program-specific forms, which will be maintained in the student's permanent folder.

DOCUMENTATION OF COMPLIANCE:

An IDP certification form should be completed by the trainee with appropriate signatures and submitted to the BIMS or departmental administrator **no later than October 31 of each year in the program**. Training Grant administrators may also require copies of the certificate.