

## UNC Charlotte ADVANCE Faculty Affairs and Diversity Office Mid-Career Planning Document

### STEP 1: Articulate your Career Goals

- What are your long-term career plans?
  - ❖ 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/Unit and College

- Examine both departmental and college criteria and seek clarity as needed
- Discuss criteria and guidelines for promotion with chair, dean and mentor(s)
  - ❖ Attend ADVANCE FADO-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 it changed from your original career plan/direction? Why?
- ❖ 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?
- ❖ Has it been affected by needs of the department/unit?
- ❖ Does anything need to be adjusted so that it aligns with 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
- ❖ Ask peers and mentors for their input
- ❖ How is your current situation aligned with your department/unit needs and expectations?
- ❖ Examine previous performance feedback
- Compare the results of Step 2 and 3

### STEP 4: Write a Mid-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 – 3 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 5: 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 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 on a regular basis

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