

TERM FACULTY CAREER PLANNING RESOURCE GUIDE

This is an optional resource for faculty and administrators. Adapt the steps for your needs. It is only intended to be used as a guide. It is not required.

1. Self-assessment

- a. Review your Position Responsibility Statement (PRS)
- b. Examine your scholarly trajectory
- c. Identify strengths and contributions
- d. Identify areas which need to be developed
- e. Discuss self-assessment with mentors and department chair

2. Assess current mentor relationships

- a. Do you have a productive relationship with current mentors?
- b. Are your mentors positioned to help you make your next step?
- c. Do you need to create or adjust your mentoring plan?

3. Discuss your career plan with your mentor(s) and department chair

- a. Is your plan realistic?
- b. What are your ideas? Your commitments?
- c. Is your plan aligned with departmental needs?
- d. Is your plan aligned with your PRS and performance criteria for advancement?

4. Identify Advancement Criteria

- a. Review departmental and college governance documents
- b. Discuss criteria/guidelines with department chair and mentors
- c. View portfolios of recently successful candidates by either requesting them from colleagues or contacting the Provost's Office to review Exemplary Term Faculty Portfolios

5. Write an Career Plan

- a. Include short- and long-term goals and timelines.
 - Define areas of contribution
 - Develop list of faculty development needs
 - Connect your goals to departmental goals. Discuss with your mentor(s) and department chair.
 - b. List resources needed to achieve goals
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Planning for Advancement

Read about Evaluation, Renewal, and Advancement of Term Faculty [in the Faculty Handbook Section 5.4](#) and [Provost website](#).

The Office of the Senior Vice President and Provost makes a selection of [Exemplary Term Faculty Portfolios](#) available for faculty review throughout the year. These documents offer good examples of the variety of ways in which faculty summarize and present their work. These portfolios are organized by College and are available for faculty review via CyBox. If you are interested in reviewing these dossiers, please contact Mel Lee at mklee@iastate.edu or Megan Peterson at meganmp@iastate.edu, or call 515-294-9591.

Preparing your materials

Review your [College's templates and guidelines](#).