

Mentoring Action Plan

This plan is the early-career faculty counterpart to the EARTH Individual Development Plan used by graduate students and postdoctoral researchers.

Mentee: _____

Mentor: _____

Date drafted: _____

Program year: _____

1. Self-Assessment

Where do you want your career to be in three to five years?

What are your strengths as a researcher, teacher, and colleague?

Which skills, experiences, or relationships will most affect whether you get there?

What would make this program year a success for you?

2. Priority Goals for the Program Year

Identify two to four goals for the next six to twelve months.

Goal	Action steps	Success indicators	Target date
<i>Submit one external proposal as PI</i>	<i>Identify two solicitations by October; draft specific aims; send to mentor four weeks before the deadline</i>	<i>Proposal submitted; full draft circulated on schedule</i>	<i>March 2027</i>

3. Longer-Term Goals

Identify two to four goals on a two-to-three-year horizon.

Goal	Desired outcome	Timeline

4. Support Requested from Your Mentor

Mark the areas where mentor input would be most useful this year. Use the notes to say what specifically you are asking for. “Review my specific goals in February” is actionable, versus more ambiguous items, such as: “help with proposals.”

- ☐ Proposal development and funding strategy
- ☐ Building and sustaining a research program
- ☐ Recruiting, advising, and mentoring graduate students
- ☐ Publication strategy and manuscript development
- ☐ Promotion and tenure navigation
- ☐ Teaching and course development
- ☐ Collaboration within NSF ERC EARTH
- ☐ Industry engagement and external partnerships
- ☐ Leadership and professional service
- ☐ Professional visibility and networking
- ☐ Managing workload and competing priorities
- ☐ Sustainable work practices and well-being
- ☐ Other:

5. Mid-Year Review

Which goals should be adjusted, dropped, or added?

What support would help most in the second half of the year?

6. Year-End Reflection

What did you accomplish this year?

What will you carry forward into next year?

What are your next steps, and who in your network supports them?

7. Review Record

Review	Date	Mentee signature	Mentor signature
Initial plan			
Mid-year review			
Year-end review			