

researcher career development plan

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| **A Tool for Researchers Career Development**   * The Researcher Career Development Plan is a tool which researchers can use to explore career options, identify development gaps and opportunities, and support their career development and well-being; * It is recommended that, within three months of commencing their employment with TU Dublin, the researcher, under the guidance of their Principal Investigator (PI) and/or Mentor, draft a Career Development Plan; * It is also recommended that goals/activities set should be ‘SMART’, that is:        * While PIs and their research team members have regular informal meetings and conversations around career development, it is recommended that Researchers and their PI have a formal career development review meeting every six months; * Career Development will include a wide variety of formal and informal activity, from attendance at workshops, conferences, coaching around research proposal development as well as on the job activities; * The Career Development Plan is a tool to be deployed to promote career development activity relevant to the individual Researcher and their circumstances; * In some cases, a Researcher Career Development Plan may have been drafted as part of a research funding proposal application and this Plan can be used to review development activity and progress; * For any other information please contact Gerolmina Di Nardo, Researcher Career Development Manager at [researcherdevelopment@tudublin.ie](mailto:researcherdevelopment@tudublin.ie) |

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| **C:\Users\sandra.fisher\Pictures\career advisory.jpg**  **Researcher Career Development Planning Stages** | | |
| **Stage** | **Researcher Role** | **Principal Investigator (PI) Role** |
| **Stage 1**  **Reflection and Preparatory Work**  *During first three months* | ***Researcher Self-Assessment***   * Reflects on career aspirations and options; * Identifies role models and/or becomes familiar with requirements of future role/s e.g. via job descriptions, on-line profiles, etc.; * Shares self-assessment/initial draft of Career Development Plan with PI/Mentor. | * PI reviews this self-assessment |
| **Stage 2**  **Formal Career Development Meeting(s) with PI**  *Meeting to take place within the following three months* | * Meets with PI to finalise Career Development Plan; * Makes any adjustments to Career Development Plan; * Commencesimplementation of Plan | * Meets with Researcher to Finalise the Career Development Plan; * Ongoing informal activity and communication with researcher regarding implementation of the Career Development Plan |
| **Stage 3**  **Follow up/Regular Review Meetings**  *Ideally every six months* | * Formal Review Meetings; * Updating of Career Development Plan in respect of progress, new activity, etc. | * Attend Formal Review Meetings every six months; * Provide guidance and encouragement around development opportunities, progress, achievements and contribution. |

**Researcher Career Development Plan**

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| **EMPLOYMENT DETAILS** | |
| **First Name:** |  |
| **Surname:** |  |
| **Current Role in TU Dublin:** |  |
| **Based in (School/ Centre/Institute):** |  |
| **Commenced in TU Dublin on:** |  |
| **Contract Expiry Date:** |  |
| **Name of Principal Investigator/Mentor:** |  |
| **TU Dublin Email Address:** |  |

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| **Short Term Career Objectives** |
| **Thinking about your time in TU Dublin what would you like to achieve over the next 12 months? Use indicators such as peer review publications, research grant applications, leadership roles in your field, patents, conference presentations, teaching and supervision of PhD students, additional skills beneficial to your current role.** |
| **At the end of your current contract with TU Dublin, what new knowledge, skills, or personal attributes will you have acquired or enhanced? What will be different in your curriculum vitae compared to your curriculum vitae at the beginning of your contract?** |

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| **Medium - Long Term Career Objectives** |
| **What professional role would you like to achieve within the next 5 years? Is it within Academia or in Industry? Have you considered all your career options based on your skillset and knowledge trajectory? Use VIPS (Values, Interests, Personality, Skills)**  **What aspects of your curriculum vitae need to be developed and what actions/activity should you pursue in order to develop your curriculum vitae to match your career aspirations.** |

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| ***TU Dublin Researcher Career Development Framework (RCDF)  Identifying Areas for Development*** | | | | | | |
| **RCDF Area of Competence** | **Subcategories** | **Current Level of Expertise from 0 to 5** | **Planned Level of Expertise by the end of the contract from 0 to 5** | **Planned Action for Any gaps** | **Timeline** |
| Professional Research Skills | * data analysis * research grant writing * project management * research conduct * academic writing for publication * engagement and dissemination |  |  |  |  |
| Teaching & Learning | * Effective Teaching * supervision of PhD students * mentoring of students or more junior researchers |  |  |  |  |
| Career Development & Personal Effectiveness | * Career planning * Personal effectiveness. * Mentoring * Conflict Resolution & Negotiation skills * Building a social media presence * Dealing with the media |  |  |  |  |
| Innovation & Commercial Skills | * Technology and Patenting * Innovation led workshops * Intellectual Property & Copyright * Networking |  |  |  |  |
| Additional Skills  *Further education may be needed* | * Specific Skills identified in your short term objectives   + (list them here) * Skills identified in your long term objectives   + (list them here) |  |  |  |  |

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| ***Checklist*** | | |
| **Item** | **Yes/No** | **Action** |
| I have had or have scheduled an **Orientation Event** with my PI or the Researcher Career Development Manager. |  |  |
| I have undertaken or am scheduling **mandatory/recommended training**, for example, Health & Safety, Licence to Supervise, Licence to Interview, GDPR, Research Integrity, Unconscious bias |  |  |
| I have undertaken or am arranging any training or development needed immediately in order for me to fulfil my role in TU Dublin, for example, any research project specific training/development activity |  |  |
| I am aware that **TU Dublin has an** [**Employee Assistance Programme**](https://www.tudublin.ie/for-staff/human-resources/employee-assistance-service/) and know where to find more information about the service. |  |  |
| I am or are becoming familiar with relevant **national research funding** **agencies** and signed up to any e-zines that funding agencies have. |  |  |
| I am or am becoming familiar with **EU** **research funding structure and funding opportunities** |  |  |
| I have set up alerts for my research funding calls using [**Research Professional**](https://www.researchprofessional.com/0/rr/home)**.** |  |  |
| I have registered on **TU Dublin’s Research Information System (RIS)** – accessed via [TU Dublin REIS](https://www.tudublin.ie/intranet/research/planning-your-research/) section of website. |  |  |
| I am familiar with or intend to become familiar with the research proposal evaluation criteria commonly used by research funding agencies. |  |  |
| I have looked at the [**Research &** **Innovation services website**](https://www.tudublin.ie/research/) including intranet section and know where to get information and support around Research Support Services. |  |  |
| I have an [**Orchid ID**](https://orcid.org/)**.** |  |  |
| I have agreed a date with my PI for my **next Career Development Planning Review Meeting.** |  |  |

**CAREER DEVELOPMENT PLANNING AND   
REVIEW MEETING SCHEDULE**

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| **Career Development Planning/Review Meeting** | **Meeting Number and Timing** | **Time & Date** |
| Career Development Planning Meeting | Meeting 1  Months 1-3 Year 1 |  |
| Career Development Planning Meeting | Meeting 2  Months 4-6 Year 1 |  |
| Career Development Plan Review | Meeting 3  Months 7-12 Year 1 |  |
| Career Development Plan Review | Meeting 4  Months 4-6 Year 2 |  |
| Career Development Plan Review | Meeting 5  Months 7-12 Year 2 |  |
| Career Development Plan Review | Meeting 6  Months 4-6 Year 3 |  |
| Career Development Plan Review | Meeting 7  Months 7-12 Year 3 |  |
| Career Development Plan Review | Meeting 8  Months 4-6 Year 4 |  |
| Career Development Plan Review | Meeting 9  Months 7-12 Year 4 |  |
| Career Development Plan Review | Meeting 10  Months 4-6 Year 5 |  |
| Career Development Plan Review | Meeting 11  Months 7-12 Year 5 |  |

**RESEARCHER CAREER DEVELOPMENT PLANNING**

**Development Activity Log Record Summary**

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| **Date** | **RCDF Area** | **Activity/Achievement** | **Other/Notes** |
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***Career Development Planning/Review Meeting No. \_\_\_\_\_\_***

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Notes (Actions/Reminders etc.)***

***Career Development Planning/Review Meeting No. \_\_\_\_\_\_***

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Notes (Actions/Reminders etc.)***

**RESEARCHER CAREER DEVELOPMENT**

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