

## MENTORING ACADEMY FOR RESEARCH EXCELLENCE (MARE)

### INDIVIDUAL DEVELOPMENT PLAN MANUAL FOR MENTORS

**Welcome Mentors** to the new online Individual Development Plan (IDP) application manual. There are two entry points to the online application:

- Mentees will use the Mentee dashboard to create, submit and manage their IDPs
- Mentors will use the Mentors dashboard to review and monitor IDPs that their Mentees have submitted

### Contact Information

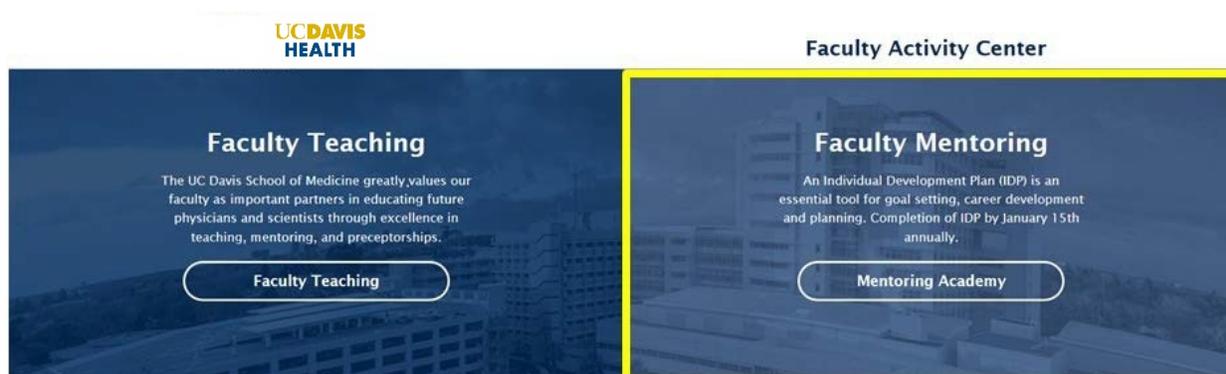
For questions related to how to use the application or to report error/bugs contact MARE at: [hs-mentoringacademy@ucdavis.edu](mailto:hs-mentoringacademy@ucdavis.edu)

Academic Action Questions Contact:

- The Department Academic Personnel Coordinator
- UC Davis Health Academic Personnel website: <http://health.ucdavis.edu/academicpersonnel/>
- Contact Academic Personnel: 916-734-4610

### Access

Mentoring Academy for Research Excellence online Individual Development Plan (IDP) at the Faculty Activity Center <https://fac.ucdmc.ucdavis.edu/activity-center/> Select Faculty Mentoring to access the IDP portal.



### Dashboards

Select the Mentor Dashboard to access IDPs.

## Mentee Dashboard

You have invested much in your career at this point. An individual development plan (IDP) is a tool to help you achieve your career goals. This web-based tool is developed for the UC Davis faculty members and trainees to help them be strategic about how to achieve their goals. We hope you will find the IDP process useful.

Click below to access your Individual Development Plan.

Please use Firefox or Chrome to complete the IDP.

[Mentee Dashboard](#)

## Mentor Dashboard

Welcome UC Davis faculty mentors. This web-based Mentor Dashboard is designed for you to view and manage the submission and acknowledgement of the mentee's individual development plans (IDPs).

Click below to access the Mentor Dashboard.

[Mentor Dashboard](#)

## Mentors

- Mentors need Kerberos ID to access system
- Mentee must have selected you as a Mentor in order for you to see their IDP
- A Mentee must start an IDP before you will see it on the Mentor Dashboard
- Mentor can only see that the Mentee has started an IDP "In Progress" but that they cannot "View" it
- "View" for Mentors, is only available for Pending, Acknowledged, and Returned
- A "Returned" IDP – only the Mentee can make edits to the IDP
- Once IDP is updated Mentee needs to resubmit the IDP to the Primary Mentor
- "Acknowledged/Approved" means that the Mentor has reviewed the IDP and there are no changes needed and the IDP requires no further action by the Mentee

The emails sent from the new IDP app may be directed to your Clutter or Spam folder; so be sure to check those folders when you being to use the IDP app in your department.