This is an optional resource guide for faculty and administrators. Adapt the steps for your needs.

1. Plan your career goals and trajectory
   - Review Position Responsibility Statement (PRS) [Faculty Handbook Section 3.4]
   - Know your PRS
   - Identify strengths, areas of contribution, impact, and excellence
   - Pinpoint areas of growth
   - Take advantage of opportunities for faculty development
   - List resources needed to achieve your goals
   - Set short- and long-term goals (e.g., 1-year, 3-year, 5-year)
   - Evaluate whether your plan is realistic and aligns with department needs
   - Seek advice and input from your department chair, mentor(s), and/or senior colleague(s) at ISU and beyond.

2. Study Evaluation, Renewal, and Advancement of Term Faculty resources
   - Evaluations, Renewal, and Advancement of Term Faculty Appointments [Faculty Handbook Section 5.4]
   - Term Faculty Appointments
   - Advancing Your Term Career at ISU
   - College governance documents and templates
   - Departmental governance documents
   - Exemplary Term Faculty Portfolios

3. Communicate your career plan and goals
   - Meet with your department chair. Assess alignment among your plan, your PRS, and advancement criteria
   - Build/cultivate a network of mentor(s) and/or senior colleague(s) at ISU and beyond who can help you achieve your career goals
   - Adjust your career plan and goals, as needed