

Professional and Personal  
Development:  
The Professional Mission Statement  
and Developing Habits of a Successful  
Academic Faculty Member  
2025  
Worksheet Packet

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## Objectives

- Develop and describe how your own Professional Mission Statement can guide your next few years of faculty work
- Identify your current projects list and describe how it aligns with your Professional Mission Statement
- Define how the **4/20 Habits for Academic Success** (Colleagues; Environment; Successful Style; Citizenship) can help you develop successful academic

habits

# Professional Mission Statement Worksheet

## Linking Your Passions to Academic Activities

### **Professional Mission Statement: Draft #1**

One sentence... 30 words or less... Capture your passion (use strong language). Specificity is important and a valuable professional mission statement should state one concept or commitment, not multiple ones (avoid conjunctions in the statement).

Why is this so important – have you described what you’re doing rather than why? Rewrite based on answer to why? A valuable professional mission statement, in addition to be short should be 1) specific; 2) compelling; and 3) measurable

### **Professional Mission Statement: Draft #2**

Why is this so important to YOU?  
When you can’t answer that anymore you’ve got a good draft of your PMS

### **Professional Mission Statement: Draft #3**

# Current Projects List Worksheet

1. List your current working projects.
2. Rate the degree of alignment/congruence (**High / Medium / Low**) with your Professional Mission Statement for each activity.
3. Rate the perceived priority of your supervisor (Division Chief / Department Chair) for each activity.

	Specific Project / Activity	PMS Alignment/ Congruence	Supervisor Priority	Expected Completion Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

# Successful Faculty Worksheet

## Characteristics of “Successful” Academic Faculty: 4/20 Habits of Successful Faculty

For each item listed below, rate the degree to which it is true of you now:

**Mostly True = M    Somewhat True = S    Not True = N**

Items	True Now			Notes
<b>Colleagues</b>	M	S	N	
1. Associate/collaborate with distinguished colleagues in your field				
2. Have a colleague network which includes senior colleagues, peers, administrators and staff				
3. Collaborate with colleagues on writing, teaching, research and or administrative				
4. Regularly obtain guidance and feedback from senior colleague(s)				
5. Maintain regular contact with professional colleagues outside your institution				
6. Borrow resources from colleagues pertinent to a new assignment (e.g. lecture notes slides)				
<b>Environment</b>				
7. Local peers who are academically productive				
8. Supportive work climate (e.g., colleagues, available resources)				
9. >10% of time protected for academic pursuits (Need more if research)				
10. Institution supports your pursuit of topics which you deeply value				
11. Direct report (chair, division chief) appreciates and values your work				
<b>Successful Personal Style</b>				
12. Academically productive during first five years of your appointment				
13. Work in small bursts of time (rather than waiting until you have a big block) as well as large bursts				
14. Pursue several projects simultaneously				
15. Pursue topics about which you care- consistent with your values				
16. Perceive that you have some autonomy				
17. Take risks				
<b>Citizenship</b>				
18. Regularly attend national meetings				
19. Active in regional/national organizations				
20. Locally active on medical school/university committees, working groups, curricular decisions				