Tecnológico de Monterrey

Step-by-step guide:

My Classification Plan

My Classification Plan is a support tool that will help you develop a vision for the future and establish your objectives and commitments for the next 3 to 5 years, and will allow you to advance in your Classification.

Below you will find a step-by-step guide to learn and take advantage of this tool.

Tool Structure

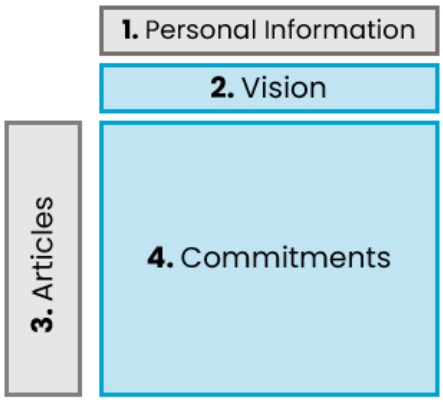
My Classification Plan is made up of 4 sections:

1. Personal information: where you should register your profile as a professor.

2. Vision: where you will write a short statement with your vision to advance in your academic career.

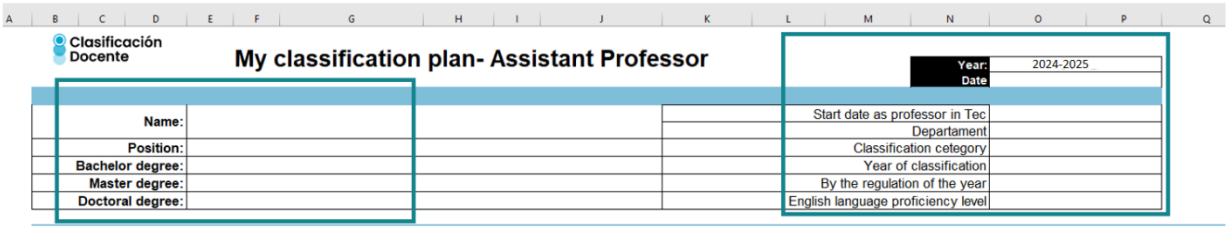
3. Articles: where you will find each article of the regulation, according to the category (Assistant, Associate, Full) and corresponding dimension (teaching, intellectual vitality, service).

4. Commitments: the objectives you commit to do in a certain period.



1. Personal information

Complete the form with the information requested in each cell, which corresponds to your current situation as a full-time professor at Tecnológico de Monterrey.

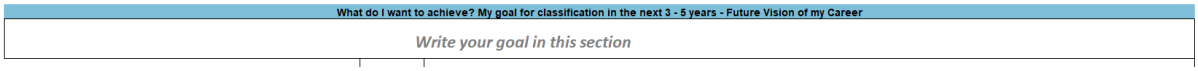


For consulting regulations: go to mitec> Servicios > Normatividad académica.

2. Vision: Classification goal for the next 3 to 5 years

To map out your Classification Plan, it is important that you have a **clear vision of your Classification,** so you can establish commitments that can be achieved in a period between 3 to 5 years.

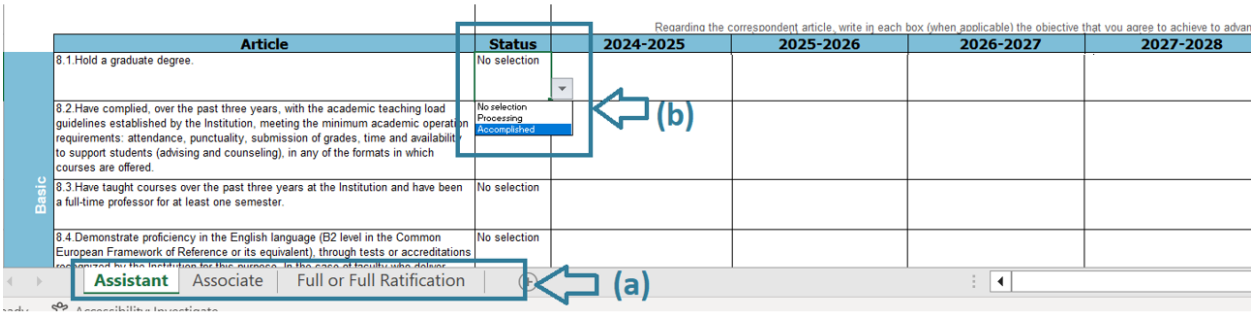
Insert your goal into the designated cell. **This should be the general goal for which you are going to work in the mentioned period.** Later, in the tool you will be able to break down this general goal into commitments by academic year.



3. Articles

(a) Select the Excel sheet that corresponds to the Classification category that you would like to apply. Each Excel sheet includes the set of Articles (Requirements) for which you must define your Commitments to achieve.

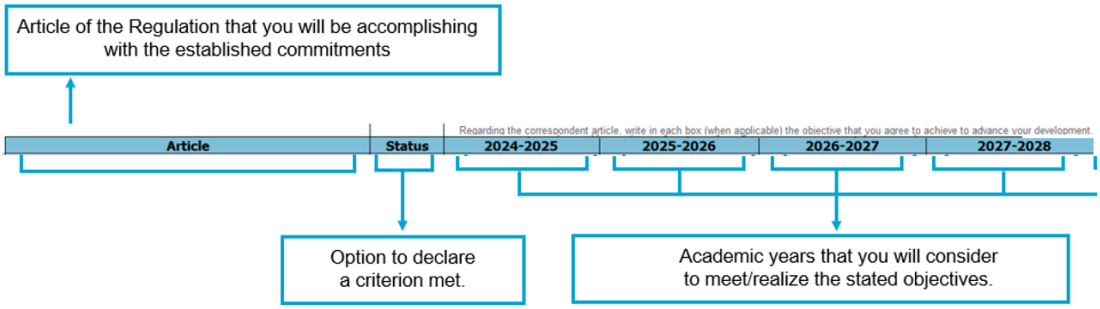
(b) In case you already completed some requirements, you can select the “Accomplished” option in the Status column.



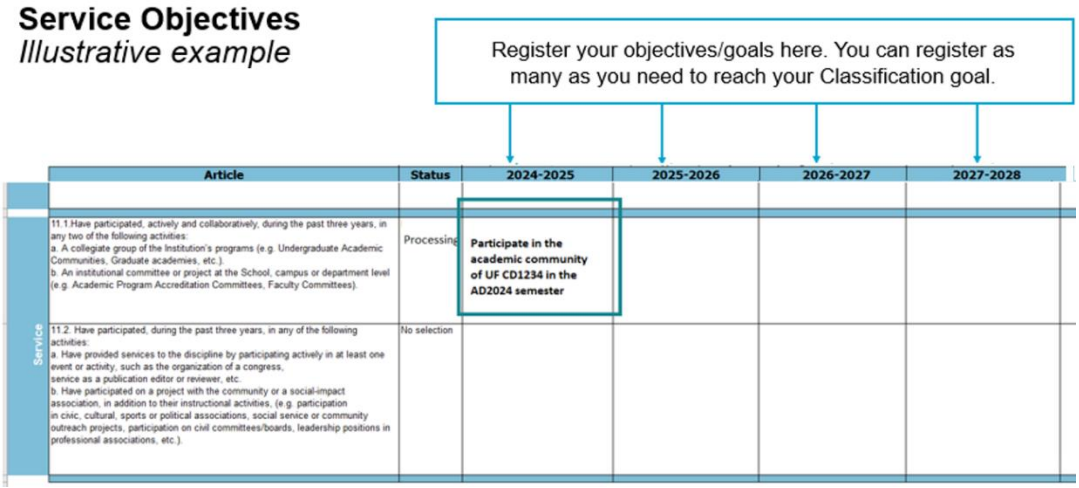
4. Commitments: Objectives per academic period

Once you have defined your goal, you must declare the commitments that you will make per academic year in order to advance in your Classification process.

These commitments per period are divided into:
-Basics: these are the elements required for all professors at Tec.
-Teaching / Intellectual Vitality / Service: correspond to the different dimensions that will be evaluated in your Classification process.



Example of objectives per academic period:



Your Classification objectives can coincide with or complement the institutional commitments you establish for your annual evaluation. It is very important that you include them when you register **"my commitments"** in Success Factors.

Download this tool from the "Resources" section available at miclasificacion.tec.mx.

We wish you the best in your Classification process!

If you have any questions, please write an email to: **desarrollofacultad@servicios.itesm.mx** or get in touch with your Representante (Representante).