

MEMORANDUM

TO: Medical School Faculty

FROM: Steven A. Goldstein, Ph.D.
Associate Dean for Research and Graduate Studies

Christopher L. Hall, PhD
Postdoctoral Fellowship Organization

DATE: February 23, 2004

SUBJECT: Guidance for review of postdoctoral fellows in the Medical School

The Postdoctoral Fellow Organization, in conjunction with the Office of Research and Graduate Studies, is pleased to provide the enclosed guidance document related to the mentoring of postdoctoral fellows. In order to optimize the training experience and the contributions of our fellows, we believe it is important for mentors to continually review both the progress and the ongoing training plans for the fellows. We provide this guidance document for use as you interact with your own fellows.

As all of you know, the training environment and experience faculty provide to postdoctoral fellows is critical in support of their career development. Postdoctoral fellows contribute substantially to laboratories through their creativity, commitment and expertise. We hope that this document helps to remind all of you about the critical importance of formalizing the review and career guidance for your postdoctoral fellows.

ANNUAL EVALUATION & DEVELOPMENT PLAN FOR POST DOCTORAL FELLOWS

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Date of Review:</i>
<i>Department:</i>	<i>Position:</i>	<i>Principal Investigator:</i>	<i>Next Review Date:</i>

To be completed by PRINCIPAL INVESTIGATOR (MENTOR):

Interpersonal Skills: Please evaluate the following skills and use the comment section to provide details.

	<i>Excellent</i>	<i>Outstanding</i>	<i>Very Good</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Unable to assess</i>
Cooperation with others						
Fosters growth in lab						
Responds positively to work demands						
Reliability						

Comments:

Communication Skills: Please evaluate the following skills and use the comment section to provide details.

	<i>Excellent</i>	<i>Outstanding</i>	<i>Very Good</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Unable to assess</i>
Written communication skills						
Oral communication skills						
Clarity & style of data presentation						
Ability to publicly defend project						

Comments:

Research Skills: Please evaluate the following skills and use the comment section to provide details.

	<i>Excellent</i>	<i>Outstanding</i>	<i>Very Good</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Unable to assess</i>
Takes ownership of project						
Familiarity of discipline						
Develops innovative ideas						
Logically designs & executes experiment						
Interprets data accurately						
Applies new techniques						
Evaluates & improves current protocols						

Comments:

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Other skills: Please evaluate the following skills and use the comment section to provide details.

	<i>Excellent</i>	<i>Outstanding</i>	<i>Very Good</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Unable to assess</i>
Reads and evaluates literature						
Generates alternative solutions to problems						
Assists in writing grants/proposals or has written own grants/proposals						
Participates in departmental/national meetings						
Involved in teaching/mentoring						
Leadership skills						

Comments:

Individual Development Plan:

Review and discuss job expectations and develop a plan to successfully complete the post-doc appointment and to prepare him/her to meet personal career goals.

Targeted Development Areas	Development Plan	Attainment of Goals
<i>List interpersonal, communication and/or analytical skills to focus on</i>	<i>List specific means by which to remedy deficiencies</i>	<i>How will the achievement of goals be determined or benchmarked?</i>

Current Position	Duration of Current Position	Targeted Position*	Probability of Readiness*	Overall Current Performance

<i>Post Doctoral Fellow Signature</i>		<i>Date</i>	
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<i>Principal Investigator Signature</i>		<i>Date</i>	
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ANNUAL EVALUATION & DEVELOPMENT PLAN FOR POST DOCTORAL FELLOWS

To be completed by POST DOCTORAL FELLOW:

LIST SCHOLARSHIPS, GRANTS OR AWARDS (*applied for, received or pending; indicate start & end dates*)

LIST ALL PUBLICATIONS INCLUDING JOURNAL ARTICLES, ABSTRACTS, CONFERENCE PRESENTATIONS
(*include papers submitted and those in print*)

LIST CURRENT FINANCIAL SUPPORT FOR THIS REPORTING PERIOD (*provide information from all sources including amount and length of support*)

LIST CAREER GOALS TO BE ACHIEVED OVER THE NEXT YEAR

<i>Post Doctoral Fellow Signature</i>		<i>Date</i>	
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<i>Principal Investigator Fellow Signature</i>		<i>Date</i>	
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