

Annual Postdoctoral Researcher/Mentor Meeting

An annual meeting between the postdoctoral trainee and his/her mentor will be required prior to the renewal of appointment. The purpose of this meeting is to review progress on the trainee's research project, to discuss the trainee's career goals, and to evaluate his/her progress toward developing the skills and accomplishments necessary to achieve those goals.

Although there is no required format for the annual meeting, some suggested topics for discussion are outlined below. At his/her option a Postdoctoral trainee may make use of this outline to create an "Individual Development Plan" (IDP). The IDP may prove helpful in planning and identifying professional development needs and career objectives. The IDP may also serve as a tool to foster candid communication between the postdoc and his/her mentor. The postdoc may choose to develop a written IDP or may simply use the outline as a guide for the conversation with his/her mentor.

INDIVIDUAL DEVELOPMENT PLAN --SUGGESTED TOPICS

1. Review your research progress and accomplishments during the past year.
 - Papers? Presentations?
 - Fellowship or other extramural funding applications? Outcomes?
 - Clinical responsibilities? How are these responsibilities balanced and integrated with your laboratory research?
2. Review your research goals for the upcoming year?
 - What are your project goals? What are the timelines and priorities for your major projects and their specific aims?
 - Funding applications? Paper preparation?
 - Presentation opportunities
 - Collaborations?
3. Review your involvement in teaching, mentoring students or other institutional activities (committees, postdoctoral affairs).
4. Review your skill development in the areas listed below, and discuss areas for effort/improvement. Discuss plans for skill development.
 - Writing
 - Presentation
 - Oral Communication

- Time Management
 - Problem solving/decision making
 - Organizational skills
5. Review your career goals? What additional skills, training or achievements do you need to develop to help you achieve your career objectives? Discuss your performance to date in relation to your career goals.
 6. Discuss the anticipated timeframe for beginning your job search. Have you begun to develop contacts relevant to your search?

Other possible topics for discussion

1. Leadership skills
2. Collegiality/Collaborations
3. Work/life balance concerns
4. Ways to strengthen mentor/trainee communication
5. Networking opportunities

Documentation

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This is to confirm that a meeting has taken place to discuss the individual development plans of:

Name of Postdoctoral Researcher (print)

Postdoctoral Researcher's signature

Date

Name of Mentor (print)

Mentor's signature

Date

Please attach this signed form to the appointment or termination paperwork and return to the Office of Academic Administration for processing. Appointment renewals will not be processed without this signed form.