

**Annual Reappointment Evaluation for Postdoctoral Scholars and Fellows**

The document is divided into 4 parts:

**Part 1 – Postdoc Reappointment Form** – to be completed by the department

**Part 2 – Postdoc Annual Evaluation and Assessment** – to be completed by the faculty advisor

**Part 3 – Summary of Activities, Self-Assessment** **and IDP** – to be completed by the postdoc and turned in to faculty advisor

**Part 4 – Discussion and Goal Setting** – faculty advisor and postdoc should meet to discuss Parts 2 & 3 and set goals/development plan and refine IDP

Postdocs are encouraged to complete a full individual development plan (IDP) and share it with their mentors. Creating an IDP is a great way for postdocs and PIs to discuss position expectations and develop a plan to successfully complete the postdoc appointment. The University of Chicago Postdoctoral Association has developed a template found at <http://www.bsdpostdoc.uchicago.edu/>. Science Careers has also developed an online individual development plan for biomedical trainees: <http://myidp.sciencecareers.org/>.

It is hoped that these exercises will promote discussion and feedback between mentors and postdocs and enhance the career development training of the postdoc.

*Evaluation forms have been adapted from forms developed at Washington University in St. Louis.*

**Part 1: POSTDOC REAPPOINTMENT FORM**

(To be completed by the department)

Date:

To: Kenneth Polonsky, M.D., Dean, Biological Sciences Division

From: *Departmental Chair*

Subject: Reappointment of Dr. - as Postdoctoral Fellow or Scholar

Special Requests:

|  |  |
| --- | --- |
| Name of Postdoc: |  |
| Department: |  |
| Appointment (Fellow or Scholar): |  |
| Year in postdoctoral training: |  |
| Term dates: |  |
| Sponsor: |  |
| Stipend/salary: |  |
| Account number: |  |
| Stipend/salary : |  |
| Account number: |  |
| BSD Supplement: |  |
| Benefits Eligible? |  |
| Citizenship: |  |
| Visa: |  |
| Evaluation: | *Attach* |
| Postdoc self-assessment: | *Attach* |
| Goal setting: | *Attach* |
| CV: | *Attach* |
| Postdoctoral Researcher Assessment Fee ($100) account number: |  |

Endorsed by:

**PART 2: POSTDOC ANNUAL EVALUATION & ASSESSMENT**

(To be completed by the faculty advisor)

Postdoc Name:

Department:

Position (select one): \_\_\_ Postdoc Scholar \_\_\_ Postdoc Fellow

Funding Source:

Postdoc Start Date in lab:

Postdoctoral Training Term Limit Date:

Faculty Advisory/PI:

Date of evaluation:

Next evaluation date:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| Progress on current project(s) |  |  |  |  |  |  |
| Takes ownership of project/shows initiative |  |  |  |  |  |  |
| Familiar with discipline  |  |  |  |  |  |  |
| Develops innovative ideas  |  |  |  |  |  |  |
| Logically designs & executes experiments |  |  |  |  |  |  |
| Interprets data accurately  |  |  |  |  |  |  |
| Learns & applies new techniques  |  |  |  |  |  |  |

Comments:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| Written communication skills  |  |  |  |  |  |  |
| Oral communication skills  |  |  |  |  |  |  |
| Effectively presents work andresponds to questions appropriately  |  |  |  |  |  |  |

Examples of experiences this past year:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| Cooperation with others  |  |  |  |  |  |  |
| Responds positively to work demands  |  |  |  |  |  |  |
| Reliability/Attendance/Punctuality  |  |  |  |  |  |  |

Comments:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor | N/A or Unable to assess |
| 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  |  |  |  |  |  |  |
| Demonstrates Leadership skills  |  |  |  |  |  |  |

Examples or Comments:

**Overall Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Fair | Poor |
| Overall Current Performance  |  |  |  |  |  |

Please expand on any of the above areas and discuss goals and development plan for the next appointment period:

Postdoc Signature: Date:

Principal Investigator Signature: Date:

 **PART 3: POSTDOC SUMMARY OF ACTIVITIES, SELF ASSESSMENT & IDP**

(To be completed by Postdoctoral Appointee and turned in to advisor prior to meeting)

**For the past year, the time period from to \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overview of your Research Project and Major Accomplishments** (1/2 page max):

**Grant experience:** Include NRSAs and individual fellowships, helping your PI with their grant, applying to a training grant, etc. Include grants applied for, received or pending and indicate start & end dates.

**Publications**: Include journal articles and abstracts, submitted or in print.

**Professional meetings attended:**  Indicate if you presented at the meeting.

**Teacher Training and Teaching Activities** (if applicable):

**Leadership or Service Activities:**

**Other Professional Training** (workshops, etc.)**:**

**Research Goals for the next year:**

**Career Goals:**

**Skills acquired in current position that map to desired career goals:**

**Specific skills that need to be further developed to reach career goals** (e.g. business skills)**:**

When do you anticipate beginning a job search?

Are there any issues that affect your job search? (geographic restrictions, visa issues, etc.)

Please update your CV and attach.

Postdoc Signature: Date:

Principal Investigator Signature: Date:

**PART 4:** **Annual Evaluation Discussion and Goal Setting**

During the annual meeting, it is recommended that postdocs and advisors discuss the annual review (part 2) and postdoc self-assessment & IDP (part 3). Together, the PI and postdoc should set goals for the upcoming year and review and update the IDP. Suggested topics of discussion can include:

* Research Directions – future experiments & projects, publication timeline, authorship
* Funding Status - status of funding over the next 1-2 years, will the postdoc apply for funding?
* Professional & Career Development – what skills does the postdoc need to be successful?
* Future Career Goals – strengths and weakness related to targeted future position(s)

**Goals:**

**IDP:**

Postdoc Signature: Date:

Principal Investigator Signature: Date: