

POSTDOCTORAL SCHOLAR ANNUAL EVALUATION FORM

The Faculty Mentor must hold an annual evaluation meeting with the postdoctoral scholar to discuss performance and career progress prior to requesting a new appointment term under the Postdoctoral Scholar Program. The meeting should include the review of a completed Postdoctoral Scholar Annual Evaluation Form.

Instructions: This form is to be completed by the Faculty Mentor for discussion and review with the Postdoctoral Scholar prior to the expiration of each one-year appointment term. The Postdoctoral Scholar must have an opportunity to review the completed form and make comments in Section III: Postdoctoral Scholar Comments, if desired, or attach other written/typed comments prior to completion of the signature section on the form.

- The *original* evaluation form (including postdoc comments) must be maintained in the department for file reference by the Faculty Mentor.
- A *signed copy* of the completed form must be provided to the Postdoctoral Scholar.
- The Faculty Mentor must attach a *signed copy* of the completed form with the original Postdoctoral Hiring Authorization Form requesting a new appointment term.

Postdoc Name: _____

Faculty Mentor: _____

Department/Division: _____

Initial Appointment Date: _____

Current Appointment Date: _____

Section I: Postdoctoral Scholars Performance

Describe and rate the postdoctoral scholar's performance in each of these areas using the following scale:

- | | |
|---------------|-------------------------|
| 1. Superior | 4. Generally Acceptable |
| 2. Very Good | 5. Unacceptable |
| 3. Acceptable | |

1. Progress on specific research initiatives assigned.

Superior Very Good Acceptable Generally Acceptable Unacceptable

Comments: _____

2. Publications and presentations of findings.

Superior Very Good Acceptable Generally Acceptable Unacceptable

Comments: _____

3. Applications for external funding.

Superior Very Good Acceptable Generally Acceptable Unacceptable

Comments: _____

Postdoctoral Scholar Name: _____

4. Compliance with University policies including laboratory practice, guidelines for research, and ethical standards.

- Superior Very Good Acceptable Generally Acceptable Unacceptable

Comments: _____

5. Open and timely discussion with mentor regarding research progress.

- Superior Very Good Acceptable Generally Acceptable Unacceptable

Comments: _____

6. Brief overview of research progress (and/or clinical activities) in the past year:

7. Overview of accomplishments in the past year (e.g., publications, patents, honors or awards, teaching experiences, presentations at professional meetings, grants or fellowships):

Section II: Faculty Mentor/Supervisor Comments and Development Suggestions

Section III: Postdoctoral Scholar Comments (optional)

I have reviewed this evaluation and been given the opportunity to provide written comments.

Postdoctoral Scholar Signature

Date

I have reviewed this evaluation with the postdoc and confirm that the postdoc received an opportunity to provide written comments.

Faculty Mentor Signature

Date