

Annual Postdoctoral Scholar Review Form

Advisors and Postdoctoral Scholars should meet regularly to review research progress, discuss and plan future work and assess achievement of career milestones. In addition to these meetings, each trainee and advisor should meet annually to review research progress, performance and career goals. This form is intended to guide the Annual Review. Postdoctoral Scholars should complete the Training and Career Goals Progress Report form prior to the meeting and share it with their advisor.

*** If you are a Mac user, use this form with Adobe Reader; it will not work properly in Preview ***

Postdoctoral scholar name	
Advisor name	
Date of review	
Date of initial appointment at Tufts (maximum 5 yrs)	
Total years of Postdoctoral experience (maximum 6 yrs)	

Part A (to be completed by the Postdoctoral Scholar before the review)

1. Summary of overall research project goals:

2. Summary of research progress since last review, including manuscripts and abstracts published or submitted:

3. Research-related activities (presentations, meetings attended, etc):

4. Career development activities:

5. Formal training courses (Responsible Conduct of Research, others):

6. Career objectives and timeline:

7. Are there any specific issues regarding research, career goals, or mentorship that should be discussed?

Part B (to be completed by the advisor prior to the review)

1. Has the Postdoctoral Scholar made satisfactory research progress during the past year?

2. Describe the availability of funds to continue the research and the support of the Postdoctoral Scholar in the coming year.

3. Comment on the Postdoctoral Scholar's supervisory and/or group management skills, oral and written communication skills, and participation in group meetings and seminars.

4. Are there additional responsibilities that the Postdoctoral Scholar should assume?

5. If research goals are being met, are the Postdoctoral Scholar's plans for the next year reasonable and aligned with the overall career goals?

6. If research goals are not being met, should a different approach or different research project be initiated?

7. Is the Postdoctoral Scholar's career development on-track? If not, what skills should the Postdoctoral Scholar improve or acquire in order to advance his/her career?

8. If the Postdoctoral Scholar is considering moving to an independent position that includes research activities, discuss the portion of the research project that could be taken by the individual to initiate his or her independent research and how these decisions will relate to research projects that will be continued under the advisor's supervision.

9. If performance has been unsatisfactory, what are the specific goals that the trainee must meet? The goals should be written using specific, measurable, attainable, relevant, time-based criteria.

10. My Postdoctoral Scholar and I have reviewed the Training and Career Goals Progress Report and discussed plans for next year. (select one) Yes No

Please list any actions to be taken:

The following MUST be completed:

Performance has been (select one) Excellent Satisfactory Unsatisfactory

Note that an unsatisfactory performance evaluation may be cause for termination of the postdoctoral appointment.

Signature of Scholar: _____

Signature of Advisor: _____

Date: _____