



TEXAS TECH UNIVERSITY  
Office of the Vice Provost

## Division of Graduate & Postdoctoral Affairs™

### 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. Science Careers has developed an excellent tool that helps develop online individual development plans: <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.

*Revised: 1/8/2016*

# Annual Reappointment Evaluation for Postdoctoral Scholars and Fellows

## Part 1: POSTDOC REAPPOINTMENT FORM

(To be completed by the department)

Date:

To: Mark Sheridan, Ph.D., Vice-Provost for Graduate and Postdoctoral Affairs, MS 1030

Jacek Jonca-Jasinski, Ph.D., Director of Postdoctoral Affairs, MS 1030

From: *Departmental Chair*

Subject: Reappointment of Dr. [NAME OF THE APPOINTEE] as Postdoctoral Fellow or Scholar

Special Requests:

Postdoc Name:

R-number:

Department:

Year in postdoctoral training:

Term dates:

Sponsor:

Stipend/salary:

Citizenship:

Visa:

Evaluation: *Please attach*

Postdoc self-assessment: *Please attach*

Goal setting: *Please attach*

CV: *Please attach*

Endorsed by:

Name: (last, first, MI)

## PART 2: POSTDOC ANNUAL EVALUATION & ASSESSMENT

(To be completed by the faculty advisor)

Postdoc Name:

Department:

Funding Source:

Postdoc Start Date:

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.

	Exceptional	Strong	Satisfactory	Needs to Improve	Unsatisfactory	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:

Name: (last, first, MI)

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

	Exceptional	Strong	Satisfactory	Needs to Improve	Unsatisfactory	N/A or Unable to assess
Written communication skills						
Oral communication skills						
Effectively presents work and responds to questions appropriately						

Examples of experiences this past year:

Name: (last, first, MI)

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

	Exceptional	Strong	Satisfactory	Needs to Improve	Unsatisfactory	N/A or Unable to assess
Cooperation with others						
Responds positively to work demands						
Reliability/Attendance/Punctuality						

*Comments:*

Name: (last, first, MI)

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

	Exceptional	Strong	Satisfactory	Needs to Improve	Unsatisfactory	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:*

Name: (last, first, MI)

**Overall Assessment**

	Exceptional	Strong	Satisfactory	Needs to Improve	Unsatisfactory	N/A or Unable to assess
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:

Name: (last, first, MI)

**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.



**Name: (last, first, MI)**

**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:

Name: (last, first, MI)

## PART 4: ANNUAL EVALUATION DISCUSSION AND GOAL SETTING

1. During the annual meeting we recommend that postdocs and advisors discuss:

- The annual review (part 2 of this document)
- Postdoc self-assessment & IDP (part 3 of this document) as well as ScienceCareers myIDP if it was used.

2. Together, the PI and postdoc should consider setting 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: