



Title: Policy Recommendation on the Annual Review and Evaluation of Progress for Postdoctoral Fellows and Scholars

Approved by: Faculty Senate

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Responsible Official: Dean of the School of Graduate Studies and Director of the Office of Postdoctoral Affairs

Responsible University Office: Office of Postdoctoral Affairs

Postdoctoral Scholar and Postdoctoral Fellows

excellence in postdoctoral training and mentoring within the School of Case Western Reserve University, an annual review of progress is required for postdoctoral fellow (PF) and postdoctoral scholar (PS). This review has two purposes: to support the growth of PFs and PSs by providing regular and timely feedback that will enhance their success at CWRU including their career goals and professional development, and to monitor their progress with the ultimate goal of transitioning to their next career stage. To achieve these goals, the review should evaluate the previous year's progress, detail strengths and areas that need improvement, and make recommendations for promoting progress towards achieving career goals.

Each department shall develop its own annual review format and timing within these guidelines:

Postdoctoral fellows and scholars will submit an annual progress report to their program, department, or advisor. The report should describe progress in the past year, future plans, and career goals as well as progress in the area of professional development. Best Practices include a

(2) The annual review is the primary responsibility of the principal investigator (PI) or primary research mentor. In cases where the position does not involve research, then a supervisor or other person(s) in the best position to evaluate should conduct the review. In cases of joint appointments, all parties should be involved in the review. It is considered "Best Practices" that at least one additional person be included in the review process such as a faculty advisor, a member of the PF/PS mentoring team, a graduate program director, a collaborator, a department Chair, a Center Director, or other appropriate individual.

(3) The final evaluation shall be communicated to the PF or PS in a written report that details the trainee's current status in the laboratory, training progress, career goals and professional development, and makes concrete suggestions for future actions. Communication should include discussion between trainee and PI.

(4) The annual review process is to be completed three (3) months prior to re-appointment or completion of the postdoctoral appointment period. Completion of this step is required for the