

Endorsed by the Postdoctoral Advisory Committee in January 2011:

- 1) The Individual Development Plan/Annual Progress Review (IDP/ARP) tool is to be sent to each newly hired postdoc as part of the welcome sent out by the Postdoctoral Office (PDO).
- 2) Postdocs are strongly encouraged to complete the IDP within 90 days after starting postdoctoral research work.
- 3) Encouraging best practices, the postdoc should formally discuss the plan with the mentor or mentors, and make adjustments.
- 4) The recommendation is that a review and adjustment of the IDP would occur at least annually between the postdoc and mentor[s].
- 5) The PDO will include the IDP/APR tool with the other instructional information distributed at the annual evaluation cycle, offering it for recommended, but voluntary use.
- 6) The PDO will plan a future survey for mentors and postdocs regarding the helpfulness of this tool.
- 7) In three years, the use of the IDP/APR tool will be examined and evaluated regarding continuance or revision of recommendations.