

Postdoc/Faculty Mentor Career Progress and Mentorship Annual Progress Meeting Template

FOR PROPER DISPLAY OF ANSWERS BELOW, THIS FORM MUST BE COMPLETED USING ADOBE ACROBAT. IF NOT, IT WILL BE RETURNED FOR CORRECTION.

The following template provides some guiding questions that can facilitate an annual career progress and mentoring meeting between the postdoc and his/her faculty mentor(s).

Postdoc: complete Parts I to III and attach your updated CV. Provide both documents to your faculty mentor(s) in advance of scheduling your meeting.

Postdoc and Faculty Mentor(s): discuss Parts I to III, review goals and objectives and think of action steps towards progress. Discuss with your mentor(s) and complete Part IV together: outlining action steps and activities you agree to do towards making progress and meeting stated goals and objectives.

If additional response space is needed, please use a separate sheet of paper and submit with this form.

Part I. Overall progress: Review of the last year

1. Highlight your major **accomplishments** in the past year (e.g., **publications**, patents, honors or awards, grants or fellowships):

2. Brief overview of research **progress** in the past year:

3. List any **presentations** at professional meetings or conferences outside of Stanford (or those held on campus but included an outside audience)—

4. **Coursework/Training:** What courses, seminars, conferences, lab meetings, etc. do you participate in? Are they meeting your needs? If not, what else would be helpful?

5. **Teaching Activities:** How much, in percent effort? Is this sufficient for developing multidisciplinary academic skills? In what ways could these activities be interfering with research productivity?

6. **Administrative and Other Duties**, such as assistance with writing grants or mentoring graduate or undergraduate students: How much, in percent effort? Are these activities relevant to your development of academic or professional skills? In what ways could these activities be interfering with your research productivity?

7. Did you accomplish all that you agreed on doing with your mentor under the **Action Plan** during your initial meeting?
If no, what parts of the plan did you not accomplish and why? Describe/list any unusual or unanticipated **challenges** you experienced.

8. **Mentoring** and Professional Collaborations:
a. How often did you meet with your faculty mentor(s) last year?

How would you rank the frequency of meetings? Too few Just right Too many

b. Who are your secondary mentors? Is that person a faculty member? How often did you meet with them?

c. Do you have collaborators outside of the lab? Please list their names and roles.

Part II. Wellbeing

a. Research environment: What features of the lab group or your relationships with colleagues and collaborators are most helpful and supportive to your wellbeing? What concerns could negatively affect your progress?

b. Work-life balance: What do you do to maintain a balance between your work and life/personal needs? What would you like to continue to do, or do differently next year?

- c. Do stresses or concerns exist in your personal life that could impact your work? How are things going generally? Are you able to take regular breaks and vacations?

Part III. Goals and Objectives:

1. Refer to your previous discussion with your faculty mentor(s). What changes or modifications took place?

2. List up to 5 scientific and career objectives in the coming year.

3. What **opportunities** at Stanford and beyond can assist you in reaching your professional/non-scientific objectives? For example, participation in meetings, courses or workshop attendance (identify meeting/workshop and date)?

To be developed jointly by the postdoc and the mentor(s) during or after the discussion

Part IV. Action Plan for Your Next Steps. In carrying out activities that may assist you in meeting your Research/Scientific objectives listed above--

1. Projected timeline for completing your current postdoctoral projects

2. Projected timeline for your job search

3. List the **activities** in which you and your mentor(s) agree you should participate that will support you in achieving your scientific and professional objectives in the coming year.

4. What additional actions can you and your mentor continue to do, in order to help you be successful?