

January 4, 2005

MEMORANDUM

TO: Supervisors

FROM: Pat Neville

SUBJECT: Post-Doctoral Performance Evaluations

A new policy requires that the mentor of a Postdoctoral Fellow complete an annual written evaluation of the Fellow's performance. The evaluation process should be simple and must include the opportunity for the Postdoctoral Fellow to respond in writing to the evaluation. If you anticipate a negative evaluation, please provide the Chair of the Department with a draft of the evaluation before finalizing. Please have the Postdoctoral Fellow to sign and date the evaluation.

**Expectations and Evaluations of Postdoctoral Fellows**

The University has adopted the following universal set of performance expectations (developed by FASEB) for Postdoctoral Fellows:

1. conscientious discharge of assigned duties;
2. adherence to ethical standards;
3. compliance with good laboratory practice and recognized University standards;
4. observation of established guidelines for research involving biohazards, human subjects or animals;
5. open and timely discussion with the mentor regarding research progress, distribution of reagents or materials, or any disclosure of findings or techniques privately or in publications;
6. collegial conduct towards coworkers; and
7. compliance with all applicable University policies and procedures.