University of Pittsburgh Schools of the Health Sciences
Career Development and Progress Assessment Process

Faculty Checklist

Recruitment Stage

- ☐ Discuss a Career Development Plan with your prospective postdoc.
- ☐ Negotiate the terms of the postdoctoral appointment with your prospective postdoc.
- ☐ Request approval of the postdoctoral appointment from the Center for Postdoctoral Affairs.
- ☐ Extend approved appointment letter to your postdoc.

Appointment Date

No Later than 3 Months after Initial Appointment Date

- ☐ Collaborate with your postdoc to finalize and approve his or her Career Development Plan.
- ☐ Help your postdoc identify 2 additional individuals for his or her mentoring team.
- ☐ Your postdoc will submit his or her Career Development Plan to the Center for Postdoctoral Affairs.

Annually From 3rd Month through 8th Month

- ☐ Your postdoc will be responsible for establishing a pattern of communicating with you.
- ☐ Your postdoc will be responsible for building relationships with his or her mentoring team.
- ☐ Your postdoc will track his or her accomplishments and activities on an on-going basis.

Annually No Later than 8 Months after Appointment Date

- ☐ Your postdoc will provide you his or her Postdoctoral Self Assessment.
- ☐ If you plan to reappoint your postdoc, he or she will also provide you an updated Career Development Plan for your review.
- ☐ Solicit feedback from your postdoc's mentoring team regarding his or her progress.

Annually No Later than 9 Months after Appointment Date

- ☐ Schedule an annual Postdoctoral Progress Assessment review meeting with your postdoc.
- ☐ Review your postdoc's Postdoctoral Self Assessment.
- ☐ Review your postdoc's updated Career Development Plan and prepare feedback (if applicable).
- ☐ Complete a Postdoctoral Progress Assessment (and Improvement Plan if necessary).

If you plan to reappoint your postdoc:

☐ Provide a draft reappointment letter to the Center for Postdoctoral Affairs for approval.
Include: 1) Your postdoc's Postdoctoral Progress Assessment including an Improvement Plan if necessary
2) Your postdoc's updated and approved Career Development Plan

For a nonrenewal of contract:*

☐ Notify the Center for Postdoctoral Affairs of the termination of the position.
Include: 1) Your postdoc's letter of nonrenewal and Employee Record
2) Your postdoc's final Postdoctoral Progress Assessment
3) A completed Outcome Summary for your postdoc

** Postdoc must receive 90 days notice of nonrenewal*