

Addendum 1:

Postdoc Job Description and Work Plan Agreement

This job description and work agreement outlines the faculty mentor expectations of performance for the postdoctoral trainee and denotes the approvals of the chair/chief/director of the department/division/center.

Faculty Mentor _____

Department _____

School _____

Postdoc Name _____

Postdoc Trainee ____ Postdoctoral Associate ____ Postdoctoral Scholar

Timeframe of Agreement From (start)_____ To (end)_____

This agreement provides guidance for the postdoctoral trainee while working from an other non-campus location during the time period listed above. This agreement supports the interest of both the postdoctoral trainee and the faculty mentor, as well as the University of Pittsburgh, and does not change the terms and conditions of the trainee's relationship with the University as denoted in the postdoctoral appointment letter. All parties are subject to the University's policies and procedures, including the Conflict of Interest policy and various research administration policies as applicable. The University's policies and procedures, which are amended from time to time, are posted at <http://www.cfo.pitt.edu/policies>.

SUMMARY

In paragraph format, describe the primary objective of the position and summarize the responsibilities and expectations.

RESPONSIBILITIES

Describe the scope of duties and the level of responsibilities. Include the level of supervision and the degree of independence to be provided.

EXPECTATIONS

Describe the performance standards, as well as the scientific and professional expectations of the position. Include the minimal and preferred qualifications for the position.

OPPORTUNITIES

For example, indicate the prospects of attending professional meetings, opportunities to acquire experience presenting and publishing results, the availability of career development resources, and support provided to secure independent funding.

Signature of Postdoctoral Trainee:

Signature of Faculty Mentor:

Signature of department chair/chief/director:

Name: _____

Title: _____