College of Education Post-Doctoral Mentoring Plan

Template

The purpose of a post-doctoral mentoring plan is to help both supervisors and postdocs outline mutual expectations for their work together that prevent miscommunications and help shape a positive experience for both the supervisor and postdoc while at the University of Maryland.

These are suggested areas for discussion and outlining of mutual expectations. Some may not apply to a particular postdoc position. Also conditions related to the postdoc position may change based on funding, faculty availability, and/or other constraints and modifications may to the plan may need to be made as a result.

Job Responsibilities (As outlined in the job description attached) (if needed)

Necessary Skills (skills it is important the postdoc brings to the position)

PostDoc Goals

(Goals the postdoc has for the postdoc period as they relate to skill development, data collection, publications and presentations, grant writing, presentations and/or employment secured after postdoc is over)
General Expectations and/or Commitments

Of Mentee:

Of Mentor:

Detailed Expectations and Opportunities

Possible areas to include:
- Expectations for percent of time spent on research, administration and other activities
- Expectations for Office Space/Work Location/Computer
- Time in Office
- Meeting Schedule
- Work Location
- Communication/Resolving Problems
- Evaluating Success and Performance
- Funding to Attend Meetings and Make Presentations
- Authorship on papers or research projects
- Vacation
- Professional Development
- Teaching

____________________________________  ______________________
PostDoc Signature                   Date

____________________________________  ______________________
Supervisor Signature               Date

____________________________________  ______________________
Chair Signature                    Date