A close up of a sign

Description automatically generated

A black background with red text

Description automatically generated

# RUTGERS ANNUAL POSTDOC MENTORING COMMITTEE MEETING

Postdoc’s Name      Mentor

Date Postdoc Started      Department      Date of Mentoring Committee Meeting

This new Mentoring Committee document was developed in April 2024. Its goal is to encourage all postdocs to establish a Mentoring Committeethat includes their primary faculty mentor(s) as well as 2 other faculty members. The postdoc should confer with their primary faculty advisor as to which 2 additional faculty (who may be collaborators) should be asked to serve as mentoring committee members and contact (via email with cc to advisor) those individuals. The time commitment of the two other faculty is only 1 hour per year. The postdoc’s primary faculty advisor will serve as the chair of the Mentoring Committee.

The Mentoring Committee should meet after the Rutgers Postdoc IDP is completed. At the Annual Postdoc Mentoring Committee Meeting, the postdoc should give up to a 30 minute presentation of their research project including background, aims, data to date, and experimental plans for the coming year including a timeline.

In the remaining 30 minutes the committee would address the seven elements recommended below as well as review the postdoc’s IDP (shared with the committee members in advance) for any feedback. The postdoc, with guidance by the faculty advisor, would then prepare a summary of the meeting and committee recommendations on this form. The form would then be shared with the mentoring committee for signatures via [DocuSign](https://it.rutgers.edu/docusign/) (or addition of name and initials instead of a formal signature) to ensure that it accurately reflects the discussion. The signed form should be uploaded to [Canvas](https://canvas.rutgers.edu/). Please contact [janet.alder@rutgers.edu](mailto:janet.alder@rutgers.edu) if you are not able to login.

1. Assessment of research progress during the past year:
2. Input for research direction/goals for upcoming year:
3. Writing goals (grants, manuscripts) for the coming year:
4. Presentation goals (meetings, talks) for the coming year:
5. Professional development and career exploration goals for the coming year:
6. Research and career goals timeline:
7. Overall feedback to postdoc and how the mentoring committee members can support the postdoc:

**Summary of meeting and recommendations of mentoring committee (composed by postdoc):**

#### Mentoring Committee Member Names Signature via DocuSign (or insert name and initials)

Faculty advisor       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st member      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd member      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postdoc Signature Date