

Section 2	Postdoctoral Academic Policies	6/24/2010 - Originated
Subject 2.1	Postdoctoral Certificate Program	Reviewed w/ changes –
Policy 2.1.2	Postdoctoral Compact/Development Plan	Reviewed w/o changes – GSBS - Author

## Postdoctoral Compact/Development Plan

**Policy:** Effective with the fall term of 2011, all postdoctoral appointees and their mentors must agree to and participate together in the AAMC Compact Between Postdoctoral Appointees and Their Mentors and the accompanying Individual Development Plan, created by the Federation of American Societies for Experimental Biology (FASEB)'s Science Policy Committee. To facilitate and document participation, this is available as a course, called Mentoring and Career Development for Postdoctoral Scientists (CTPS 6103), in the Postdoctoral Certificate Program (see policy 2.1.1 Postdoctoral Certificate Program). It is required annually for the duration of the postdoctoral appointment.

**Procedure:** The file containing the two companion documents, along with a checklist of postdoctoral research competencies, is online at [http://gsbs.utmb.edu/\\_pdf/CompactPlanForPostdocs.pdf](http://gsbs.utmb.edu/_pdf/CompactPlanForPostdocs.pdf). Postdoctoral appointees and their mentors must read and agree to the terms of the compact, initialing their respective sections, and signing the last page of the compact. That document should be retained in the postdoc's departmental personnel file.

The appointee and mentor also must discuss and create an Individual Development Plan, using the document at the link above as a model, and referring to the competency checklist, created by the National Postdoctoral Association, as needed. A sample development plan document is at <http://www.faseb.org/portals/0/pdfs/opa/SampleAnnualReview.pdf>. After review of and agreement to the plan, it must be signed by both mentor and postdoctoral scientist. The original should be retained in the postdoc's departmental personnel file and a copy forwarded by campus mail or electronically to the Office of Postdoctoral Affairs. Upon receipt, the OPA will award credit for completing the course. Throughout the year, postdoctoral scientist and mentor are expected to discuss progress and revise goals as they see fit. In the corresponding term the following year, the postdoc must register for the course again. At which time, he/she and mentor will revisit the development plan from the previous year, evaluate progress and develop goals for the following year, again submitting a signed copy to the OPA for course credit. This process must be completed annually for the duration of the postdoctoral appointment.

A requirement in the first term is for the postdoc to transfer his/her curriculum vitae into the format required of UTMB faculty, and return it to the OPA with the development plan. The format is linked from the last page of the Compact/Plan pdf file at the link above and at: [http://www.gsbs.utmb.edu/postdocs/current/docs/postdoc\\_CV.doc](http://www.gsbs.utmb.edu/postdocs/current/docs/postdoc_CV.doc).

The timetable for implementation is as follows:

For Fall 2010, all first-year and second-year postdoctoral appointees must be enrolled in the GSBS certificate program and register for the Mentoring and Career Development course (CTPS

6103). For Fall 2011, ALL postdoctoral appointees and their mentors must participate in the compact and development plan program.

**References to other institutional policies:**

Postdoctoral Academic Policy 2.1.1 Postdoctoral Certificate Program