

Postdoctoral Researcher Mentoring Plan

This Postdoctoral Researcher Mentoring Plan is designed to provide Postdoctoral Researchers with experience through the project activities in the areas of research design, statistical analysis, collaborative research and the responsibilities associated with being a Principal Investigator. Throughout the project, the PI will meet and discuss issues pertaining to these areas as well as the specific project tasks with the Post-Doc, forming the foundation of the Mentoring through a collaborative and close working relationship. In addition to the project based mentoring opportunities, other structured opportunities will be expected of the Post-Doctoral Researcher in order to more broadly prepare him or her for an eventual position within their chosen career path.

The mentoring plan contains four parts, described below.

1. There will be an **orientation** to the project at the outset. Expectations will be discussed and agreed on, documented, and amended only after discussion and mutual agreement. The results of the orientation will be a written summary to be used as a reference and guide for the duration of the post-doctoral experience.
2. There will be ongoing **career counseling** directed at assisting the PD to develop and enhance the skills, knowledge, and experience needed to excel in for the PD's chosen career path, pursued in part through formal monthly meetings and through many informal chats. This career counseling will include at the minimum:
 - a. guidance on possible employment opportunities; preparation of application materials; academic job search, on-campus-visits and job talk preparation; support in negotiating and finalizing arrangements; and informal advice and access to the professional social networks of the PI and co-PI as desired. The mentoring team will provide letters of reference and introduction, as needed or requested!
 - b. participation in administrative work related to the current grant including expenditures and budgeting, annual reports, and project management. If possible there will also be guidance regarding proposal preparation including identification of key research questions, definition of objectives, description of approach and rationale, and construction of a work plan, timeline, and budget.
 - c. while teaching, class design and class instruction are not part of the expectations of this work, the mentoring team stands ready to provide advice and guidance. Moreover, there will be an explicit focus on helping the PD advance his/her mentoring skills while working with graduate students. The

PD will be encouraged to participate in the mentoring, education and career preparation programs that are being offered through the highly-successful and campus-wide SU ADVANCE project.

3. **Publications and presentations** are expected to result from the work supported by the grant. These will be prepared by the PD and in collaboration with the members of the research team and with other collaborators as appropriate. It is expected that the PD will be presenting author on one or more presentation and/or publication during the first year of engagement with the project. As part of this, the school is providing for a funded trip to a professional conference (something we provide to all new faculty) – beyond the immediate research project.
4. **Success of the mentoring plan** will be assessed by monitoring the personal progress of the PD through a tracking of the Postdoctoral Researcher's progress toward his/her career goals across the year's work. Meetings will be held at least monthly and may come in the form of specific email exchanges or other forms of online interaction. However, there will be at least three face-to-face meetings during the year, with the first at the outset and the last within a month of the completion of the year. These meetings will be explicitly focused on the PD's progress and will be based on material provided by the PD to the PI/co-PI/mentoring team.