

ANNUAL REVIEW PROCEDURES –
POSTGRADUATE RESEARCHER (3240)
POSTDOCTORAL SCHOLAR—EMPLOYEE (3252)
POSTDOCTORAL SCHOLAR—FELLOW (3253)
POSTDOCTORAL SCHOLAR—PAID DIRECT (3254)

Effective July 1, 2003, all Postdoctoral Scholars are to be reviewed annually by the mentor in order to assess progress in the postdoctoral experience (see “*Guidelines for Postdoctoral Training*”). An Annual Review Summary (AP-390-AR) must be completed (copy attached).

Mentors are encouraged to conduct a face-to-face review with each individual Postdoctoral Scholar to discuss the Annual Review Summary. The completed form must be signed by both the Postdoctoral Scholar and the mentor. A copy should be provided to the Postdoctoral Scholar and a copy should be provided for the departmental personnel file.

Timing of annual reviews will be based on the standard academic review cycle. It is suggested that all reviews be conducted by May 1 of each academic year.

Note: Annual reviews are not to be confused with normal reappointment/merit increase reviews. Timing of reappointment/merit increase reviews will continue to be based on campus practice of bi-annual reappointment/merit increase dossiers, in accordance with the standard academic review cycle. A copy of the most recent Annual Review Summary should be included in the reappointment/merit dossier. Checklists and forms have been modified to include this requirement.

Recommendations for merit increases for Postdoctoral Scholar—Employee (3252) and continuing Postgraduate Researchers will continue to be proposed bi-annually, as per current campus practice. A complete dossier will continue to be required every second year. Mentors should note that the dossier recommendation for reappointment with or without a merit increase should be in accordance with the Annual Review Summary evaluation. **PI's are encouraged to budget funds appropriately to support bi-annual salary increases for Postdoctoral Scholars/Postgraduate Researchers, keeping in mind the 100% appointment requirement.**

Increases for Postdoctoral Scholar—Fellow (3253) and Postdoctoral Scholar—Paid Direct (3254) should be provided in accordance with the provisions of the extramural funding agency.