**Agreement between Immunology Post-Doc and Mentor: Expectations and Objectives**

This document represents an agreement reached between the post-doctoral fellow and the faculty mentor/advisor regarding the structure of the working relationship during the fellow’s working relationship with the professor. It should be developed collaboratively between the two parties. Faculty mentors and their trainees are expected to meet one-on-one on an annual basis to complete or annually update this document. Not all sections of this document apply to all trainees.

1. **Regular one-on-one meetings.** We plan to meet: *(e.g. weekly on Wednesday, 1st and 3rd Thursday of the month, as needed but at least monthly, Is an agenda required? What is the format for the meeting, post-docs should be expected to take more substantial ownership of a project than a graduate student…how do you envision this happening etc.)*
2. **Preferred method of communication (**email, cell, text, etc) and hours when appropriate to contact each other.
3. **Upcoming Milestones** (identify the milestones you expect to achieve in thenext year and be sure you are both in agreement on them; things to discuss would be papers or reviews to be written, grants to submit, meetings to attend (must you present an abstract to attend?); papers to review for journals in collaboration with the mentor, and responsibility for teaching or mentoring undergrads, etc as appropriate)

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**4. Post-docs’s role on project:** (describe his/her *primary area(s) of responsibility; these may differ on projects where the post-doc is expected to be middle vs. first author, etc; Clarify expectations in terms of laboratory maintenance, mouse genotyping etc).*

1. **Mentor’s expectation of the post-doc** (time in lab, engagement in the literature, fellowship application submissions, technical skills to be mastered, mentoring of other personnel, attendance at other seminar series, etc)
2. **Data Notebooks:** (how should the trainee record and store data generated in the laboratory...is a table of contents needed? Electronic or paper copies?)
3. **Support post-docs will need from the mentor** (Should a research advisory committee be formed (strongly recommended); is frequency of mentor meetings appropriate, areas for skill development, help towards networking, is the project delineated for the post-doc only, or is there competition among lab members for this project, fellowship application expectations, other)
4. **Tentative topics for papers on which trainee will be an author:** *(list topics and likely order of trainee’s authorship, e.g., first, second, etc.; time frame for submission/revision)*
5. **Other areas:** *(list here any other areas of understanding between the trainee and mentor regarding working relationship during the Student’s tenure. This might include unusual arrangements regarding use of computer equipment, space, or other resources; are they allowed to share reagents/protocols with other labs with/without asking, please discuss vacation policies and notification of lab absences.*
6. **Professional meeting(s) that the post-doc will attend with dates and networking opportunities for the trainee:**
7. **Planning for independence or next career stage:** Please discuss the post-docs career aspirations. If planning for the post-doc to become a faculty member, how will independence be established? Will the post-doc keep their own project to start their own lab? Will they compete against the mentor? Must they develop something different from the mentor-if so, with what time and resources? Time frame? Will mentor organize chalk-talks, help with writing teaching and research statements? If not, what resources are available?
8. **Mentor’s feedback to the post-doc** (progress towards publications, progress to independence, time in the lab, presentation skills, writing skills, knowledge of the literature, progress towards career goals; include strengths and weaknesses) **PLEASE REVISIT THIS SECTION AT LEAST YEARLY**
9. **Post-docs’s annual feedback to the mentor** (frequency of meetings and feedback, identify one area that is working well, identify one area you would like to improve) **PLEASE REVISIT THIS SECTION AT LEAST YEARLY**

Student Date Mentor Date