

UNT Mentor Reflection & Meeting Preparation Form

Purpose of This Form

This form is intended to help faculty mentors prepare for IDP discussions with their postdoctoral scholars, both at the beginning of the appointment and during annual IDP review meetings. Mentors are encouraged to review the postdoc's shared IDP sections, particularly Parts II (Career Goals) and III (Development Objectives), and reflect on how they can best support the postdoc's research, professional development, and long-term career goals.

For new postdoctoral scholars, this form can help establish clear expectations, communication practices, mentoring structures, and professional development opportunities early in the appointment. During annual reviews, the form can be used to reflect on progress, reassess goals, identify evolving needs, and update support strategies for the coming year.

The purpose of this form is not evaluation. Rather, it is intended to encourage intentional mentoring, aligned expectations, open communication, and proactive career development planning throughout the postdoctoral training experience.

Part I. Understanding the Postdoc's Goals & Development Plan

After reviewing the postdoc's shared IDP sections, reflect on the following:

Research & Career Goals

Consider the postdoc's long-term career interests, how their current research aligns with those goals, and what opportunities may support their future career development.

Reflect on whether their research and career goals are achievable within the anticipated training period and identify institutional, departmental, collaborative, or professional opportunities that could help them make progress.

Strengths & Areas for Growth

Consider the strengths and experience the postdoc brings to the position, as well as areas where further skill development could support their growth during the coming year.

Reflect on technical, professional, communication, leadership, teaching, or management skills that could be strengthened and identify opportunities for additional mentoring, training, or hands-on experience.

Professional Development Opportunities

Reflect on the strengths and experiences the postdoc brings to the position and identify areas where additional development could support their continued growth.

Consider technical, professional, communication, leadership, teaching, or management skills that could be strengthened through additional mentoring, training, or practical experience.

Part II. Mentorship Reflection & Support Planning

This section is intended to clarify expectations, communication practices, support structures, funding responsibilities, and professional expectations associated with the postdoctoral appointment.

Mentoring Relationship & Communication

Consider how communication, mentoring approaches, feedback, and meeting structures can support a productive working relationship.

Reflect on expectations for communication, feedback, independence, and meeting frequency, and identify any adjustments that could better support the postdoc's progress, professional development, and success.

Funding & Project Expectations

This section should clarify the funding structure supporting the postdoctoral appointment and any associated project responsibilities, deliverables, timelines, and reporting expectations.

The postdoctoral scholar should clearly understand which grant(s), fellowship(s), or project(s) support their position and the expectations associated with those funding sources.

Funding Source(s):

Funding Period / Guaranteed Support Through:

Reflect on the primary research responsibilities associated with the funding supporting the postdoc's position, including relevant grant aims, milestones, deliverables, reporting requirements, and project timelines.

Consider expectations for data generation, manuscripts, presentations, proposal development, grant writing, collaboration, student supervision, and mentoring, and ensure these responsibilities are clearly communicated to the postdoc.

Research, Leadership & Scholarly Expectations

Consider the level of scientific independence and research responsibility expected of the postdoc, including expectations for publications, authorship, collaborations, proposal development, and laboratory responsibilities.

Reflect on opportunities for the postdoc to develop leadership and mentoring experience through supervising students, leading projects, contributing to the research group, or taking on other appropriate responsibilities.

Workplace Expectations & Wellbeing

Consider workplace culture, professionalism, scheduling expectations, and practices that support a positive and productive research environment.

Reflect on expectations regarding work schedules, flexibility, remote work, leave, conference travel, and professional conduct, as well as institutional or departmental resources that may support the postdoc's wellbeing and success.

Responsible Conduct of Research

Consider expectations for ethical and responsible research practices, including rigor, reproducibility, biosafety, data management, record keeping, and regulatory compliance.

Reflect on whether expectations are clearly established and identify any additional training, certifications, or compliance requirements relevant to the postdoc's research.

Part III. Planning for the Upcoming Year

Consider the key goals and milestones the postdoc should work toward during the coming year and how you can support their progress.

Reflect on priorities related to research and publications, grants or fellowships, conferences and networking, teaching and mentoring, leadership development, career preparation, and additional technical or professional training.

Meeting Preparation Confirmation

I have reviewed the postdoc's shared IDP sections and reflected on opportunities, expectations, and support strategies that may contribute to the postdoc's success and professional development.

Mentor Name: _____ Mentor Signature: _____

Date: _____

Additional resources, policies, professional development opportunities, onboarding information, and postdoctoral support materials can be found on the UNT Office of Postdoctoral Affairs website at <https://research.unt.edu/postdoc/>. Postdoctoral scholars and mentors are encouraged to regularly review available resources and institutional updates throughout the training experience.