Mentoring plan for a postdoctoral scholar

Red text is commentary that should be deleted or replaced with relevant information. Delete any category (e.g., teaching) that is not relevant to the discipline or the postdoc.

Postdoc:

Sponsor:

Date:

Expected date of postdoc completion:

Career goal:

1. Meeting plans for the year (with sponsor and/or with research group).

Are the meetings individual or group?

How often will the postdoc and sponsor meet? (Weekly is recommended.)

What will each do to prepare for the meeting?

2. Research

List research topic(s).

Make research plans for the next year, with specific targets such as paper submission, presenting at conference, etc.

3. Conferences, talks, and funding

Discuss possible contacts by sponsor to secure a speaking invitation.

List conferences to attend, whether there is an invitation expected, list funding source.

4. Grants

Any grant (such as AMS Simons in math) that the postdoc should apply for (note deadline)

5. Professional service

Consider (co-)organizing session at a regional conference (e.g., special session at an AMS Sectional)

Discuss other professional service (e.g., fereee invitations, reviewing for MathReviews, etc.)

6. Teaching or other employment duties

(This is from the prospective of some departmental support. Details will be different if the sponsor is the sole support.)

What courses/duties to request in the next year

Schedule a class visit for sponsor observation.

7. Awards for which the postdoc could be nominated

If appropriate.

8. Other

Anything else that should be recorded.