

WHOI Postdoctoral Association

MINUTES OF MEETING NO. 20

Thursday, January 3, 2008

Caryn House

Committee members present:

Sébastien Bertrand, Michael Berumen, Tom Farrar, Ryan Jackson, Joanne Muller, Michelle Portman.

Other representatives present:

Janet Fields (Postdoctoral Coordinator/Academic Programs)

1. Performance evaluations for postdocs

Each year, postdocs and other WHOI personnel fill out a questionnaire for performance evaluations. The actual process of evaluation, as well as the nature of post-evaluation feedback, seems to vary between departments. The evaluation and feedback process used in the G&G department was discussed as a model for the evaluation process in other departments. In G&G, a committee of science faculty reviews the questionnaires and meets with each postdoc to provide objective feedback and advice.

Janet suggested that any improvements to the review process would need to be submitted as a proposal to the Education Council and that the PDA should first confer with J. Yoder and scientists involved in the G&G postdoc evaluation process. As a first step, it was agreed that PDA reps should ask their respective Education Coordinators (Bio: Neubert, MC&G: Tivey, G&G: McCorkle, AOPE: Stanton, PO: Lentz) how the process currently works.

2. Social events for postdocs

As part of a continuing effort to encourage interaction among postdocs, a series of (approximately) monthly social events was proposed. These might be coffee hours, wine tastings, or other events, and the responsibility for these might be rotated among the departments. Joanne agreed to organize the first event, to be announced in the first monthly newsletter (see below).

3. Postdoc email newsletter

Production of a monthly email newsletter was discussed. The newsletter would contain some standard sections, possibly including new/departing postdocs, individual achievements by postdocs (e.g., jobs), events hosted by postdocs, and events of general interest. Tom agreed to solicit contributions from all postdocs and put out the first newsletter in the next couple of weeks.

Meeting closed.

(Minutes recorded by Tom)