

WHOI Department of Physical Oceanography Post-doctoral Mentoring/Review Procedures

January 21, 2011

The Physical Oceanography staff recognizes that postdoctoral scholars and investigators are at a critical point in their careers and benefit from constructive advice and regular review with feedback during their appointment. Towards that end, the following mentoring/review process was implemented in September 2010. Lead responsibility for monitoring the process will rest with the Department's Postdoctoral Scholar Committee Coordinator in consultation with the PO Department Chairman.

Prior to their WHOI arrival, each postdoctoral scholar and investigator will be assigned a mentoring/review committee in addition to a primary advisor (or advisors). The committee's responsibilities are to provide guidance and career advice to the incumbent and feedback on their performance [this in addition to counseling provided by the advisor. Scientific guidance and advice will be the responsibility of the primary advisor(s).] The mentoring/review committees will consist of the primary advisor(s), one or more other staff members interested-in/familiar-with the research focus of the postdoc, the Department's Postdoctoral Scholar Committee Coordinator and the PO Chairman.

The mentoring/review committee will first meet with new postdocs as soon as possible after their arrival to orient the newcomer to the Department and describe procedures and expectations. Thereafter, semi-annual meetings of each postdoc with their respective committee will be scheduled, nominally in March and September. The latter will be in conjunction with the Institution's annual evaluation process. Beyond any information conveyed verbally at these meetings, the mentoring/review committee is tasked with drafting a written summary of each session detailing specific advice and career feedback and providing it to the postdoc. To help insure consistency, the departmental coordinator will be lead author of the semi-annual meeting summaries with input from the advisor(s) and chair. Copies of these reports will be additionally sent to the Institution Dean and the PO Department for inclusion in the postdoc's file.

The above process is considered a minimum. Postdoctoral Scholars and Investigators are encouraged to contact their primary advisor(s) or other members of their mentoring/review committee any time they feel necessary. Correspondingly, by agreeing to serve as advisor or mentoring/review committee member, WHOI staff members will make themselves available to the postdoc and offer constructive feedback.